

MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RPS)

FOR

Comprehensive Needs Assessment of Macon Bibb County Courthouse

18-027-CW

913-27

906-46

916-38

918-31



MACON-BIBB COUNTY

ISSUE DATE: February 02, 2018

DUE DATE: Thursday, March 15, 2018

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Dr. James Louis Bumpus, Director of Small Business Affairs at (478) 951-2192 or jbumpus@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original **plus 5 copies**) in the Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **March 15, 2018**, for Comprehensive Needs Assessment of Macon Bibb County Courthouse for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on Thursday, March 15, 2018, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located in Suite 308 of the Government Center at 700 Poplar Street, Macon Georgia 31201.

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory
Errors and Omission: \$1,000,000
General Liability: \$1,000,000

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

1. "18-027-CW Comprehensive Needs Assessment of Macon Bibb County Courthouse"

Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Macon, Georgia 31201
Telephone: (478) 803-0550

Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RPS shall become the property of Macon-Bibb County.

F. Project Description

Statement of Work

Phase I scope of services for the successful candidate includes all planning, architectural, engineering, and any related services for the needs assessment, programming, conceptual studies, preliminary cost estimates/scheduling, and L.E.E.D. planning of the project. Phase I shall include:

A) Perform a comprehensive needs assessment, programmatic and space needs study of the County Judicial Center (Courthouse) to meet the space and operational needs to the year 2035. The review and analysis for the Judicial Center should include an evaluation of court case load changes and trends; legislative changes; changes in court proceedings; maintenance and operational considerations; security; safety; traffic patterns for personnel in courthouse; convening areas; interview and consultation areas; prisoner holding areas; parking needs; and handicap access.

B) . Based upon data acquired in (a) above, present solutions for consideration that will effectively meet the demands of the court and detention system and associated offices in recommended phases through the year 2035 in a cost effective and functionally sound manner. The solutions should include some consideration for the following dispositions:

1. Renovation of existing courthouse and prisoner holding areas where necessary or recommended;
2. Additions to existing courthouse and prisoner holding areas where necessary or recommended;
3. Providing new facilities for all or part of space needs;
4. Any combination of the above.
5. Adequate parking facilities

C) Present programmatic solutions for the expansion of the Courthouse and prisoner holding areas.

D) Provide estimates of probable construction costs for recommendations including the preliminary strategies for achieving the highest environmental L.E.E.D. performance possible.

E) Provide a PHASE II design proposal to provide full architecture, engineering, and L.E.E.D. services in the preparation of construction documents for the proposed solutions of the Macon-Bibb County Courthouse renovations and expansions. The design proposal shall include a fee schedule based on the various phases of design services, design production schedule, and cost for anticipated additional services (renderings, bidding, construction administration, etc.).

Phase II Scope of Services shall include:

F) Full Architecture, Engineering and LEED services in the preparation of construction documents for the potential Courthouse modifications and expansion.

G) Pre-construction services including assistance with contract documents, bid packages and bidding, and contract negotiations.

H) Construction services including, consulting and advising on all design and technical matters, in dealing with the builder from the effective date of the contractor for construction until one (1) year from date of achievement of substantial completion and administering of the contract for construction.

G. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RPS. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RPS and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RPS or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RPS. Owner will not be bound to act by any previous knowledge, communication or submission by the firms other than this RPS.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. None responsive submissions will not be reviewed for potential award.

Macon-Bibb County reserves the right to negotiate with the selected firm in the future for Engineering Designs, Drawings, and Related services; Right of Way acquisitions, and utility relocations.

H. Submittal Format

Submissions must be limited to a total of forty (40) pages and must be organized in a manner to display the required information in a well-organized manner.

I. SCORING (total possible number of points = 100)

Evaluation factors and their weight are as follows:

Factor	Points
Technical Approach (Project understanding Innovative concepts or alternatives, quality control procedures)	16
Work Experience	15
Specialized Expertise	15
Professional Licensure	2
Staff Capabilities	15
Workload Capacity	12
Past Performance	15
Qualified and Certified DBE including subconsultants	10

Scoring will be performed by a team of reviewers utilizing the Point Allocation Guidelines.

J. Award Basis

The local government may select the firm based on the documents submitted or it may elect to conduct telephone interviews or request the firms to make personal presentations to local officials. If interviews or presentations are required, a minimum of three firms will be asked to do this. Negotiations on the consulting fee will be conducted with the firm selected.

The contract awarded will be a project specific type. Price proposals will not be required until after the most qualified firm has been selected and only from that firm.

All consultants must comply with Federal EEO requirements. The consultants will also be held to ADA and Civil Rights language for the employing local government.

Negotiations will be conducted with the respondent with the highest number of points. If negotiations are not successful with the top firm, negotiations may be conducted with the firm with the second highest number of points, and on down the line until a successful contract has been awarded.