

# MACON-BIBB COUNTY, GEORGIA

Request for Proposal (RFP)

FOR

Pinehill Drive Sidewalk Construction

18-040-KMB

913-47

913-82



MACON-BIBB COUNTY

ISSUE DATE: March 30, 2018

DUE DATE: Thursday, April 26, 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](mailto:jbumpus@maconbibb.us)

## GENERAL

### A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Proposal (original **plus 4 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 April 26, **2018**, for Pinehill Drive Sidewalk Construction in Macon- Bibb County.

### **NO LATE RESPONSES WILL BE CONSIDERED**

The names of responding firms will be publicly read on Thursday, April 26, 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](http://www.maconbibb.us/purchasing) and on the Georgia Procurement Registry website [https://ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp)

### **D. Pre-Bid**

A pre-bid conference is scheduled for 10:00 o'clock a.m., Tuesday April 10, 2018 in the Macon-Bibb County Engineering Office located at, 780 Third Street, Macon, GA 31201. This pre-bid is mandatory: contractor must be present in order to submit a response.

### E. 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

F. Submittals

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

**1. “18-040-KMB – Pinehill Drive Sidewalk Construction”**

Macon-Bibb County Procurement Department  
700 Poplar Street  
Suite 308  
Macon, Georgia 31201  
Telephone: (478) 803-0554

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. Qualifications

**Solicitation of Architect-Engineering Services for the improvement for the Pinehill Drive Sidewalk Construction in Macon-Bibb County Georgia.** This project will require planning and engineering of an improvement to the intersection. Macon-Bibb County may negotiate with the selected firm for the construction inspection at its option. The scope of the project is developed in more detail in the attached statement of work and draft engineering contract.

Title: Intersection improvements Georgia Avenue at Spring Street.

Estimated Cost:	Construction	\$360,000
	Design Start:	June, 2018
	Design Completion:	February, 2019

The general scope of the project is to construct a sidewalk along one side of Pinehill Drive. For further information on the project requirements please contact Keith Braswell, [kbraswell@maconbibb.us](mailto:kbraswell@maconbibb.us). The selection of the A-E firm will be based on a combination of price and qualifications. Firms should submit their qualifications and price simultaneously but the price should be submitted in a sealed envelope. Applicants should submit documents indicating their key personnel and capabilities, firm experience, ability to meet the schedule, past performance, in-house expertise, disadvantaged business enterprise approach and commitment, and any local presence. 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.

G. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Three (3) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and Legally responsible to perform the services included herein

H. 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.

I. 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.

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

Evaluation factors and their weight are as follows:

<b>Factor</b>	<b>Points</b>
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
Local Presence	4
Qualified and Certified DBE including Subconsultants	6

Submittals will be required 21 days following the publication date of this solicitation.

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.

## K. 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.

**RFP Price Form  
For  
Pinehill Drive Sidewalk Construction**

<b>Total Proposal Price for Pinehill Drive Sidewalk Construction</b>	\$ _____
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**I certify that my bid meets these minimum specifications. This bid shall be valid and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids.**

Printed Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date:

Company Name: \_\_\_\_\_