

**MACON-BIBB COUNTY URBAN DEVELOPMENT
AUTHORITY**

Request for Proposals (RFP)

FOR

Landscape, Grading, and Paving for Mill Hill Village Block

**MACON-BIBB COUNTY
URBAN DEVELOPMENT AUTHORITY**

ISSUE DATE: May 21, 2018

DUE DATE: June 8, 2018

I. GENERAL

A. Invitation

Notice is hereby given that the Macon-Bibb County Urban Development Authority will receive responses to the Request for Professional Services (original plus 3 copies) in the ECDD offices, 200 Cherry Street, Suite 100, Macon, Georgia 31201, until 12:00 o'clock NOON at the time legally prevailing in Macon, Georgia on June 8 2018, for Landscape, Grading, and Paving for the Mill Hill Village Block **for Macon- Bibb County UDA.**

A pre-bid walkthrough is scheduled for May 28 at 10am at 217 Schell Ave Macon, GA 31217.

NO LATE RESPONSES WILL BE CONSIDERED

B. Definitions

Wherever the terms "Authority", "Issuer", or "UDA" occur in this document, it shall mean Macon-Bibb County Urban Development Authority, a public body corporate and politic organized and existing under the laws of the State of Georgia.

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, the UDA website www.MaconBibbuda.com.

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 and Macon Bibb UDA shall be named as additional insured on the policy.

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

Any questions about this solicitation should be sent to Alex Morrison, executive director, at Amorrison@maconbibb.us or by phones at 478-955-1595. Answers to all questions will be sent to all interested parties and attendees of the pre-bid walkthrough and available to a supplement that will be linked to the UDA website.

F. Submittals

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

“Landscape, Grading and Paving of Mill Hill Vision Block”

Macon-Bibb County UDA
200 Cherry Street
Suite 100
Macon, Georgia 31201
Telephone: (478) 955-1595

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on

date of closing. UDA 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 RFP shall become the property of Macon-Bibb County UDA.

G. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

H. 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

I. Reservations

Macon-Bibb County UDA 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 RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County UDA makes no guarantee that an award will be made as a result of this RFP 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 RFP or contract when deemed to be in the Owner’s best interest.

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

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.

II. BACKGROUND

The UDA is working with Macon Arts Alliance to implement the Mill Hill Arts Village as an arts focused neighborhood redevelopment project. This critical piece will show allow for better access and opportunity within the block, making homes more valuable.

III. SCOPE OF SERVICES

To implement the plan in the included construction drawings.

IV. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be limited to a total of 10 pages and must be organized in a manner to display the required information in easily accessible tabs labeled:

Firm's History / Background

- Letter of Interest
- History of the Firm (including years in business)
- Contact information (including address(es), telephone/Fax numbers, email, etc.)
- Structure of the firm (include principal(s), project team, if applicable)

Experience

- Resume(s) of key personnel
- Reference list
- List of projects with similar scope and size
- Detailed plan for accomplishing the task

Project Timeline

- Provide a project schedule outlining each identified deliverable

Price Proposal

- Provide prices on the forms included

V. AWARD BASIS

Award will be recommended to the respondent with the highest qualifications as determined by the committee.