

MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

Bike Trail Design at Lake Tobesofkee

18-044-CW



MACON-BIBB COUNTY

ISSUE DATE: June 07, 2018

DUE DATE: July 12, 2018

Please direct questions related to this solicitation to Chauncey Wilmore, email preferred at cwilmore@maconbibb.us

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.

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Proposals (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 July 12, 2018, for **Bike Trail Design At Lake Tobesofkee** for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on Thursday, July 12, 2018, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located on the 3rd Floor 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. Pre-Submittal Meeting

A pre-submittal conference is scheduled for 10:00 o'clock a.m., Wednesday, June 27, 2018 at Procurement Department at 700 Poplar Street Suite 308, Macon, Ga 31201. This conference is **mandatory**; vendor must be present in order to submit a proposal.

D. Solicitation Documents

Announcement of this Request for Proposals 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

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

"18-044-CW Bike Trail Design at Lake Tobesofkee"

Macon-Bibb County Procurement Department
Attn: Chauncey Wilmore
700 Poplar Street
Suite 308
Macon, Georgia 31201

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. 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 RFP shall become the property of Macon-Bibb County.

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 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 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 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. INSTRUCTIONS TO BIDDERS

A. Definitions

Wherever the term “Owner”, “County”, or “Macon-Bibb County” occur in these specifications, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

Wherever the term “work” occurs in these specifications, it shall mean the work as defined herein, including, all labor, materials, equipment, transportation, and supervision necessary to complete the contract.

B. Related Documents

1. Required Submission Documents (Attachment “A”)
2. Specifications, Scope of Work and drawings (Attachment “B”)

III. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be limited to a total of fifty (50) pages. Attachment “A” documents are not included in the fifty page requirement. Each submission must be organized in a manner to display the required information in easily accessible tabs labeled as follows:

Firm’s History / Background

- Letter of Interest
- History of the Firm (including years in business) including financial condition and ability to perform all obligations
- 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
 - Include a statement if any of the owners, officers, employees, or agents, or their immediate family members is currently, or recently in the past, an employee of Macon-Bibb County or has any responsibility, authority business, or contractual relationship with the County.
- Reference list
 - Provide names, addresses, and telephone numbers of at least management and operations references and at least two (2) financial or banking references in connection with providing managements and operations services as requested in this RFP, especially any from other local government operations.
 - Provide a list of contracts held by your firm for similar services that have been discontinued within the last five years with a statement indicating the reasons for termination.

Project Approach

- Detailed plan for accomplishing the Bike Trail Design at Lake Tobesokfee in Macon-Bibb County including:
 - Provide an explanation of the overall philosophy on how you propose the design of Bike Trail at Lake Tobesofkee.

Project Timeline

- Provide a project schedule outlining each identified deliverable

Price Proposal

Price Proposal is based on the entire project that is defined in Attachment B and there is no standard price form. Each proposer is allowed to submit their price proposal in any format as long as its concise and clear.

In addition, the responding party should include any other expenses, costs, or budgetary concerns that would need to be budgeted for by the County and provide a proposed fiscal arrangement for the operation of such facilities.

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

- Experience – Maximum 50 points
- Project Approach – Maximum 25 Points
- Project Timeline – Maximum 5 Points
- Price – Maximum 20 Points

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

V. AWARD BASIS

Award will be recommended to the respondent with the highest number of points.