

# MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

to provide

## **Macon Motor Boat Club Facilities**

19-013-NT

985-62

975-24

912-00



## MACON-BIBB COUNTY

ISSUE DATE: November 20, 2018

DUE DATE: January 3, 2019

Please direct questions related to this solicitation to Nan Tharpe, email preferred at [ntharpe@maconbibb.us](mailto:ntharpe@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. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Office of Small Business Affairs at (478) 751-7170 or [shenderson@maconbibb.us](mailto:shenderson@maconbibb.us)

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses from qualified pool management service providers to the Request for Proposals (original copy **plus 5 copies**) in the Procurement Department, 700 Poplar Street, 3<sup>rd</sup> Floor, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, January 3, 2019 for Macon Motor Boat Club Facilities for Macon- Bibb County.

**NO LATE RESPONSES WILL BE CONSIDERED**

The names of responding firms will be publicly read on Thursday, December 27, 2018 at 2:00 P.M. in the Macon-Bibb County Conference Room, located on the 3<sup>RD</sup> 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. Solicitation Documents

Announcement of this Request for Proposals 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. Mandatory Pre-Submittal meeting

A pre-submittal conference is scheduled for **10:00 o'clock a.m., Wednesday, December 5, 2018** at located at 150 Willie Smokie Drive, Macon GA 31201. Please meet in the main lobby. This conference is mandatory; contractor must be present in order to submit a proposal.

E. Bid Bond

Bids, in order to be considered, shall be accompanied by a bid bond, payable to the Owner, in amount not less than five-percent (5%) of the total base bid.

This bid security shall become payable to the Owner only if the bidder, to whom award is made, should fail to execute a contract with the Owner and furnish bond and insurance in accordance with terms of the contract within ten (10) days after notification of award.

F. 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  
Automobile Liability: \$1,000,000

G. Submittals

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

**“RFP # 19-013-NT – “Macon Motor Club Facilities”**

Macon-Bibb County Procurement Department

700 Poplar Street

Suite 308

Macon, Georgia 31201

Telephone: (478) 803-0551

Submissions may not be withdrawn for a period of one hundred-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.

**I. Evaluation, Selection and Award**

**A. General Selection Process**

The services being sought under this Request are considered to be professional in nature. Consequently, the evaluation of the proposals will be based upon consideration of the demonstrated qualifications and capabilities of the respondents that will result in an award that is in the best interest of the Owner. The Owner may, at their discretion, short-list and interview firms.

**B. Scoring Breakdown**

Experience 40pts

Project Approach 25pts

Project Timeline 5pts

Price 20pts

**II. Additional Conditions**

The Owner reserves the right to reject any or all Proposals received. The Owner is not obligated to request clarifications or additional information but may do so at its discretion. The Owner reserves the right to extend the deadline for submittals.

Upon receipt of a proposal by the Owner, the proposal shall become the property of the Owner without compensation to the Respondent, for disposition or usage by Macon-Bibb County, Georgia at its' discretion. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

The Owner assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposals. Costs incurred in responding to the request for qualifications are the Respondents' alone and the Owner does not accept liability for any such costs.

### **III. Scope of Project**

A 40ft x 145ft metal building, 5800 square foot facility available for commercial lease. Macon-Bibb County is seeking proposals to utilize space for commercial use. Due to Budgetary restraints, facility to be built out and customized by lessee to meet the needs of the Lessee's operation. Building out and construction to be performed according to all local, state, and federal codes and ordinances. All applicable permits and inspections are to be obtained and conducted by lessee. Plans are to be approved by the appropriate Macon-Bibb personnel and Fire Marshall Prior to construction.

**Bid Price Form**  
**For**  
**Macon Motor Club Facilities**

**Total Bid Price: \$** \_\_\_\_\_

**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: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_