

MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RPS)

FOR

Auditorium Professional Service

906-007

19-038-KMB



MACON-BIBB COUNTY

ISSUE DATE: June 11, 2019

DUE DATE: July 11, 2019

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 Professional Services (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 Thursday, July 11, 2019, for **Auditorium Professional Services** for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on Thursday, July 11, 2019, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located on the 3rd Floor of the Government Center Building 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. Pre-Bid

A pre-bid conference is scheduled for 10:00 o'clock a.m., June 26, 2019 at Procurement Conference Room located at 700 Poplar Street, Suite 308, Macon, Ga 31201. This pre-bid is mandatory.

E. Insurance Requirements

A copy of the respondent's Professional Liability/ Malpractice Insurance shall be included with the submission. 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

"19-038-KMB- "Auditorium Professional Services"

Macon-Bibb County Procurement Department

700 Poplar Street

Suite 308

Macon, Georgia 31201

kbradley@maconbibb.us

Telephone: (478) 803-0554

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 RPS 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:

- Must be a licensed attorney
- Must be a member in good standing of the State Bar of Georgia for a minimum of 10 years
- Must have experience interpreting employment policies and laws

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 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.

II. BACKGROUND

Macon-Bibb County Government (MBCG) is seeking architectural/engineering and design services for the renovation of the facility. The winning firm will complete a thorough inspection of the facility to include a limited structural analysis. Once complete, this inspection will be the basis for a complete renovation of the facility. Expected areas of work will include, but not limited to,

HVAC
Electrical
Lighting, House and performance
Sound System
Fire/Life Safety
Stage
Seating
Food Service
Plumbing
Restroom upgrades
Interior Design
Handicap Accessibility
Ventilation through the Dome
Security
WiFi and data coverage

SCOPE OF SERVICES

The winning firm will utilize the Facility Audit Report, conducted in June 2016 by Spectra Venue Management. This document will provide a good basis for the initial inspection. Once the Firm has completed their complete assessment and a rough outline of expected costs, a meeting will be held with the SPLOST Coordinator to determine a scope of work. This meeting will help insure that the scope of work does not exceed the budget. Once the Scope is determined, a complete set of construction drawings will be provided by the Firm, ready to be put out for bid by the County. During construction, the Firm will provide the needed oversight to insure that the construction firm completes the renovations to the Firms specifications.

The 100th anniversary of this project coincides with the 200th birthday of the City of Macon, in 2023, and all work will be completed by this date.

III. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be limited to a total of twenty (20) pages and must be organized in a manner to display the required information in easily accessible tabs labeled:

Attorney Background

- Letter of Interest
- Contact information (including address (es), telephone/Fax numbers, email, etc.
- Education

Experience

- Employment History (including name of firm, dates of employment, job title, description of duties)
- Reference list

Evaluation Criterion

- Number of years licensed to practice law in Georgia
- Prior experience with administrative hearings
- Prior experience interpreting employment policies and employment law
- Law practice experience

Price Proposal

- Provide prices on the forms included

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

Background – Maximum 35 points
Project Approach – Maximum 20 Points
Project Timeline – Maximum 20 Points
Price – Maximum 25 Points

Scoring will be performed by a team of reviewers utilizing the Point Allocation Guidelines included as Attachment “A”.

V. AWARD BASIS

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

PRICE PROPOSAL FORM

RPS # 19-038-KMB “Auditorium Professional Services”

Total Price

\$ _____

BIDDER INFORMATION

Company Name:

Company Address:

Authorized By (typed or printed name):

Title:

Authorized Signature:

Date:

Telephone Number:

Fax Number :

Email Address:

REMITTANCE INFORMATION (where payments should be sent)

Remit to Name:

Remit to Address:

City:

State:

Zip:

County:

Phone:

Fax:

Toll Free:

Contact:

Email:

Tax ID: ☐ SSN_____ Federal Tax ID_____

Business Type: ☐ Individual ☐ Business ☐ Misc.

PURCHASE ORDER INFORMATION (where purchase orders should be sent)

Purchase Order Name:

Purchase Order Address:

City:

State:

Zip:

County:

Phone:

Fax:

Toll Free:

Contact:

Email:

Payment Terms: Discount _____% No. Days_____ Net Due_____

Freight Terms: Ship Via:_____ FOB_____

MBE/DBE/WBE STATUS (check appropriate box(es))

☐ African American ☐ Hispanic ☐ Native American ☐ Asian American

☐ Disabled ☐ Woman-Owned ☐ Not-Applicable

PROPOSER QUALIFICATION FORM

Company Name: _____

Address: _____

Year admitted to the Georgia Bar: _____

Number of Years having practiced law: _____

Areas of legal expertise: _____

Please provide a description of any prior employment law experience: _____

Please provide a description of any prior hearing officer experience: _____

Please provide a description of any administrative law judge experience: _____

Company Name: _____

Authorized By (typed name): _____

Authorized Signature: _____

Title: _____ Date: _____

References

Following is a reference list of contracts that are similar to this project:

NAME OF PROJECT/DATE	LOCATION	CONTACT	PHONE #
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SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 201____ My Commission Expires: _____

[NOTARY SEAL]

Notary Public

FINANCIAL & LEGAL STABILITY STATEMENT

Please check appropriate item(s):

☐ Firm has the financial capability to undertake the work and assume the liability required if awarded this solicitation.

☐ Firm has the legal capability to undertake the work and assume the responsibilities required if awarded this solicitation. Pending litigations (if any) will not affect the firm's ability to perform on this contract, if awarded.

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 201____ My Commission Expires: _____

[NOTARY SEAL]

Notary Public

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT
(E-VERIFY) AFFIDAVIT

Contract No. and Name: _____

Name of Contracting Entity: _____

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Bibb County has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to Bibb County at the time the subcontractor(s) is retained to perform such service.

EEV/E-Verify™ User Identification Number

Date of Authorization

By: Authorized Officer or Agent
(Name of Person or Entity)

Date

Title of Authorized Officer or Agent
Officer or Agent

Printed Name of Authorized

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 201____

My Commission Expires: _____

Notary Public

[NOTARY SEAL]

*** or any subsequent replacement** operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

ATTACHMENT “A” POINTS ALLOCATION GUIDELINES

POINTS	References Provided and/or Past Experience – MAXIMUM 35 POINTS
35	Firm has identified customers that are currently using or have used services within the past 3 years which are considered comparable to the requirements of the RPS. Customers contacted are able to verify the service levels and capability of the respondent to provide exceptional services.
25	Firm has identified customers that are currently using or have used services within the past 3 years which are considered comparable to the requirements of the RPS. Customers contacted are able to verify the service levels and capability of the respondent to provide above average services.
15	Firm has identified customers that are currently using or have used services within the past 3 years which are considered comparable to the requirements of the RPS. Customers contacted are able to verify the service levels and capability of the respondent to provide average services.
5	Firm has identified customers; however none that are currently using or have used services within the past 3 years which are considered comparable to the requirements of the RPS. <u>OR</u> Customers contacted are able to verify the service levels and capability of the respondent to provide poor services.
0	Firm has identified no customers with similar projects or has failed to meet the minimum qualifications.

POINTS	Project Approach – MAXIMUM 20 POINTS
20	Proposed project approach is exceptional and includes a comprehensive strategy for providing a Disparity Needs Assessment as described in the RPS. All anticipated resources are identified, including staff, technology and equipment. The proposal includes substantial evidence of the experience and resources necessary to successfully provide the services.
10	Proposed project approach is adequate and includes a comprehensive strategy for providing a Disparity Needs Assessment as described in the RPS. Many anticipated resources are identified, including staff, technology and equipment. The proposal includes some evidence of the experience and resources necessary to successfully provide the services.
5	Proposed project approach is marginal and includes a comprehensive strategy for providing a Disparity Needs Assessment as described in the RPS. Some anticipated resources may be identified, including staff, technology and equipment. The proposal includes little or no evidence of the experience and resources necessary to successfully provide the services.
0	Proposed project approach is subpar and includes a comprehensive strategy for providing a Disparity Needs Assessment as described in the RPS. Very few or no resources are identified, including staff, technology and equipment. The proposal includes no evidence of the experience and resources necessary to successfully provide the services.

POINTS	Project Timeline – MAXIMUM 20 POINTS
20	Exceeds expectations of timeliness for project.
10	Meets expectations of timeliness for project.
0	Does not meet expectations of timeliness for project.

POINTS	Pricing – MAXIMUM 25 POINTS
Points calculated by Procurement using a standard formula.	