

MACON-BIBB COUNTY, GEORGIA

Request for Professional Services

FOR

Architectural and Engineering Design Build Services

22-017-FL

90-607

90-610



MACON-BIBB COUNTY

ISSUE DATE: August 27, 2021

DUE DATE: September 30, 2021

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 Ms. Charise Stephens Director of Small Business Affairs at (478) 803-2819 or cstephens2@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original **plus 3 copies**) in the Procurement Department, 700 Poplar Street, 3rd Floor – Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on September 30, 2021, for Architectural and Engineering Design Build Services for Macon- Bibb County.

Macon Bibb invites the submittal of responses to this Request for Professional Services (RPS) from qualified firms (s) interested in providing Architectural and Engineering Design Build Services to prepare an application for use of Community Development Block Grant Coronavirus (CDBG-CV) funds to increase capacity and functionality of the Middle Georgia Food Bank.

Responding firms should be technically qualified and licensed to provide the design and inspection services for local state and federally funded projects including architectural, engineering services and programs. Responding firms must be capable of preparing an Environmental Review suitable to HUD Specifications, and able to prepare preliminary engineered drawings. Procedures for selection of an individual/firm will be in accordance with the RPS package and local procurement requirements, as well as the requirements of the Uniform Administration Requirements (“the common rule”) 24 CFR Part 85.36 and the Georgia Community Development Block Grant Program Recipients Manual. This is a Section 3 contract opportunity.

The names of responding firms will be publicly read on Thursday, September 30, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located on the 3rd Floor – Suite 308 of Macon-Bibb County City Hall at 700 Poplar Street, Macon Georgia 31201.

NO LATE RESPONSES WILL BE CONSIDERED

Any questions related to this Request for Professional Services shall be directed to the following contact person. No contact is to be made to anyone other than the contact listed. Such contact may result in disqualification from the proposal process.

Email: Flawson@maconbibb.us

**All questions or concerns regarding the RPS should be made via email only.
The Deadline for questions is Tuesday, September 7, 2021, at 5:00 PM EST.**

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, The City Hall Bulletin Board located on the 2nd floor of the building, and on the **Georgia Procurement Registry** website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

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 shall be named as additional insured on the policy.

E. Submittals

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

“22-017-FL Architectural and Engineering Design Build Services”

Macon-Bibb County Procurement Department

700 Poplar Street

3rd Floor – Suite 308

Macon, Georgia 31201

Telephone: (478) 803-0550

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.

F. Responsiveness

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

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

G. Responsibility

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

- 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". Nonresponsive submissions will not be reviewed for potential award.

II. SUBMITTAL FORMAT AND REQUIREMENTS

SEE ATTACHMENT B

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

Ability to provide the disciplines necessary for this project - Maximum 25 points

Experience – Maximum 20 points

Key personnel experience – Maximum 20 Points

Quality of reference information – Maximum 10 Points

Firm experience with CDBG Projects – Maximum 15 Points

Price- Maximum 10 points

IV. AWARD BASIS

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