



MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

Project Manager

RFP 22-033-LH

918-75

958-77

958-78

MACON-BIBB COUNTY

ISSUE DATE: January 18, 2022

DUE DATE: February 10, 2022

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 Cherise Stephens, Small Business Affairs at (478) 751-7170 or cstephens@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Proposal for Project Manager (1 original **plus 3 copies and 1 Flash Drive**) 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, February 10, 2022**, for **Project Manager** for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on **Thursday, February 10, 2022**, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located at 700 Poplar Street, Suite 308, Macon, Ga 31201.

The deadline for submitting questions will be January 28, 2022, at 5:00 p.m. (EST).
All questions to be submitted via email only to Lhardwick@maconbibb.us

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. 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

Any other applicable insurance required by law to provide Project Management services

E. Submittals

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

"RFP #22-033-LH - Project Manager"
Macon-Bibb County Procurement Department
700 Poplar Street
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 RFP shall become the property of Macon-Bibb County.

F. Responsiveness

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

G. Responsibility

To be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Seven (7) 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

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 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”. Nonresponsive submissions will not be reviewed for potential award.

II. MINIMUM REQUIREMENTS

To be considered as “responsive”, all Proposers must provide documentation for the minimum requirements listed below.

1. Provide all appropriate Licenses and Certifications required in the State of Georgia to provide the goods and/or perform the Services stated in this RFP.
2. Have a minimum of seven (7) years’ experience in project management and providing the services described in this RFP.
3. Financially and legally responsible to perform the services included herein.

III. SCOPE OF SERVICES

The purpose of this RFP is to select the best-qualified Proposer and award a County approved contract to perform all activities associated with the goods and services described herein.

Manage and assume accountabilities for all aspects of projects related to implementation of new software and services including:

- Planning and tracking all project activity.
- Guide and support of the overall project schedule.
- Track project hours and communicate project progress reports by due dates.
- Monitor and review project progress and bring concerns to management **as needed**.
- Managing scope, time, and cost to meet commitments.
- Coordinating necessary resources to meet project needs.
- Managing communication throughout the team and stakeholders.
- Manage the quality of project team deliverables.
- Manage the project budget.
- Report status and issues.
- Identify report and manage risks; overcome project obstacles.
- Act as a vendor liaison and representative communicating vendor feedback to appropriate County representatives; act in a manner to resolve outstanding issues in a timely manner.

Monitor and Collaborate with the Vendor on the following deliverables for basic Odyssey projects:

- Project SOW – Statement of Work
- Project Work Plan
- Monthly Financials
- Status reports
- Project task lists (Project Plan)
- Issues list
- Maintain project risk mitigation log
- Responsible for vendor relations. Ensures a full understanding of the respective role/responsibilities of county and vendor staff. Ensures ongoing clear and effective communications.
- Anticipates, identifies, and resolves roadblocks such as preparation and business process gaps.
- Performs other job-related duties and responsibilities as may be assigned from time to time.

IV. SUBMITTAL FORMAT AND REQUIREMENTS

The requested proposal documentation should be submitted on 8-1/2" x 11 soft bound sheets. Include one (1) original and three (3) printed copies. In, addition, submit one (1) flash drive of the entire proposal.

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:

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)
- Reference list
- List of projects with similar scope and size

Price Proposal

- Provide prices on the forms included

V. **SCORING** (total possible number of points = 100)

Experience	40 pts
References	35 pts
Price	25 pts

Experience:

Provide a statement of qualifications and capability to perform the services described in this RFP, including a description of relevant experience with projects that are similar in size, scope, and complexity. The Proposer must identify their qualifications by education, license/certifications, skill set. A resume should be included in the RFP. Experience with “like” projects should be cited.

References:

Provide at least three (3) current and former clients for whom the Proposer has provided services similar to the requirements stipulated in this RFP. For each reference provide the company name, contact person’s name and title, telephone number, and email address.

Price:

Fees are to be based on hourly rates.

VI. **AWARD BASIS**

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

BID FORM COST PROPOSAL

Hours and Location of Work: The Project Manager will be expected to devote roughly 25 hours per week. Services shall be performed at Macon-Bibb County Superior Courthouse, 601 Mulberry Street, Macon, Georgia, 31201.

Position	Unit Hours	Hourly Rate
Project Manager	Approximately 25 Hours Per Workday Week.	
TOTAL PRICE		

ACKNOWLEDGMENT OF ADDENDUM

The undersigned Proposer acknowledged receipt of the following addendum, if issued, to the RPS. If none received, write "None Received."

Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:

Firm	
Signature	
Print Name	
Title	
Date	