



# MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

## **Design Services for Government Offices At the Macon Mall**

22-034-NT

### MACON-BIBB COUNTY

ISSUE DATE: 1/13/22

DUE DATE: 2/10/22

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) 803-2819 or [cstephens@maconbibb.us](mailto:cstephens@maconbibb.us)

## 1. GENERAL

### A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original **plus 3 copies and one 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 February 10, 2022, for Design Services for Government Offices at the Macon Mall 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.

### 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](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. 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

### E. Submittals

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

**22-034-NT**

Design Services for Government Offices  
At the Macon Mall  
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

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

## G. 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

## 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. BACKGROUND

In January of 2022, the Macon Bibb County Urban Development Authority, in partnership with the Macon-Bibb County Consolidated Government, acquired the majority of the property known as the Macon Mall located at 3661 Eisenhower Parkway Macon, GA 31206. The acquisition was undertaken as part of a strategy to revitalize the Mall as a mixed-use facility and spur economic opportunity in the surrounding neighborhood. The first phase of this project is to locate several government offices in the facility.

### III. SCOPE OF SERVICES.

The MBCUDA is soliciting requests for proposals from qualified architects to coordinate and design several governmental offices in the existing Macon Mall facility. This multi-year phased project will include planning for multiple former stores and converting the area into a government services complex. Up to 104,432 sq. ft. of space is intended to be converted on this contract, but the number of offices and total sq. ft. is subject to change throughout the project. The following offices are intended to be or potentially will be included:

- Macon Bibb County Board of Elections
- Macon Bibb County Planning and Zoning
- Macon Bibb County Business Development Services
- Macon Bibb County Economic and Community Development
- Macon Bibb County Regional Commission
- Middle Georgia Regional Library Annex

The successful architect will enter a retainer contract to design and manage the above projects.

Key Dates:

- RFP Release Date: 1/13/2022
- Questions Due: 1/24/2022
- Site Walkthrough: 1/19/2022
- Proposal Due Date: 2/10/2022

### IV. SUBMITTAL FORMAT AND REQUIREMENTS

Along with the included required submittal documents, bidders shall provide the following:

- A Statement of Qualifications on the company's history with similar project
- A cost proposal
- A timeline for completion.

Proposals shall be submitted by mail or hand delivery by 12:00 noon on February 10<sup>th</sup>, 2022. The address for submittals is:

Macon-Bibb County Procurement Department  
700 Poplar Street  
Suite 308  
Macon, Georgia 31201

**Questions:**

Any questions regarding this RFP shall be submitted to Alex Morrison, executive director of MBCUDA in via email at [Amorrison@maconbibb.us](mailto:Amorrison@maconbibb.us). All questions will be aggregated, and answers shared with all interested bidders.

**Letter of Interest:**

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

Experience and Capacity – Maximum 40 points

Project Timeline – Maximum 40 Points

Price – Maximum 15 Points

Local Approach – Maximum 5 Points

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

**VI. AWARD BASIS**

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