



MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RPS)

FOR

Coordinator for Macon-Bibb County Violence Prevention Program

22-040-LH

91832

95223

MACON-BIBB COUNTY

ISSUE DATE: February 16, 2022

DUE DATE: March 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) 803-2819 or cstephens@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (Submit original **plus 5 copies along with flash drives**) 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 March 10, 2022, for a Coordinator for Macon-Bibb County Violence Prevention Program.

NO LATE RESPONSES WILL BE CONSIDERED

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

The deadline for questions is Friday, February 25, 2022, by 3:00 p.m. standard eastern time. Questions are to be sent 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

E. Submittal Requirements

Number of copies: submit five (5) bond paper documents (one original and four copies) and flash drives for both Technical Proposal and Cost Proposal. The package shall include five (5) copies of the Technical Proposal and five (5) copies of the Cost Proposal. Technical Proposal and Cost Proposal are to be submitted on separate documents and submitted as a sealed package. The Request for Proposal and Cost Proposal must be received no later than Thursday, February 28, 2022, at 12:00 PM EDT.

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

“22-040-LH – Coordinator for Macon-Bibb County Violence Prevention Program”

Macon-Bibb County Procurement Department

3rd Floor – Suite 308

700 Poplar Street

Suite 308

Macon, Georgia 31201

Telephone: (478) 803-0550

Each Proponent assumes full responsibility for a timely delivery of its Technical and Cost Proposal at the required location. Any Proposal document received after the submittal deadline will be deemed unresponsive and returned. The delivered package containing the Technical and Cost Proposal documents must note on its face and submitted as separate documents:

“Coordinator for Macon-Bibb County Violence Prevention Program”

Project

RPS #22-040-LH

”

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

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:

- 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 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. BACKGROUND

The consolidated Macon-Bibb County Government serves a community of about 155,000 people and is led by a 10-member Commission, with the Mayor serving as its chair. Macon-Bibb provides a full range of services extending beyond those provided by many other counties in Georgia. Some of the services provided include public safety; the construction and maintenance of highways, streets, and infrastructure; zoning and code enforcement; court-related function; recreational activities; facilities management; emergency services and administrative offices.

Macon-Bibb County is experiencing significant increases in violent crime rates including both homicides and aggravated assault crimes. According to a report published by Macon Bibb County Sheriff Department, violent crimes were up by 15% for year 2020 in comparison to previous years. The increase in gun violence is mostly related to gang-affiliated activity among individuals in the range of 16 to 35 years of age. There is a growing interest within the community aimed at reducing community violence. Although, some communities within Macon Bibb County have successfully implemented gang reduction with the use of professional intervention workers, alternative strategies are needed to reduce violence within the communities.

III. SCOPE OF SERVICES

The selected MVP Coordinator will work with the Office of the Mayor of Macon-Bibb County to coordinate and facilitate all efforts focused on violent crime prevention in Macon-Bibb County. The coordinator's duties to include:

1. Tracking all existing MVP programs, identifying gaps and maintaining a database of program results and evaluations.
2. Facilitating collaboration among the MVP Leadership Team, including scheduling meetings, distributing materials, and providing up-to-date information regarding MVP activities.
3. Assisting MVP grantees in identifying potential grant opportunities and other funding to aid in sustainability of effective programs.
4. Facilitating communication among all MVP partners, including grantees, to reduce duplication of services and encourage collaboration wherever possible.
5. Designing and implementing program review criteria for the overall MVP program and for individual community-based programs and initiatives.
6. Coordinating MVP volunteers and directing them to participating organizations.

7. Reporting regularly to the Mayor and Commission regarding program effectiveness, including making recommendations regarding potential improvements. Creating and implementing a plan for the sustainability of the MVP program.

IV. 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. Proposals shall be typewritten on 8 ½ x 11 paper. The font shall be Times New Roman sizes 10 or 12.

Consultant Background

- Letter of Interest
- History of the Consultant (including years in business)
- Contact information (including address(es), telephone/Fax numbers, email, etc.)

Experience

- Resume(s) of key personnel
- Reference list
- List of projects with similar scope and size

Project Approach

- Detailed plan for accomplishing coordinating events as stipulated in this RPS.

Price Proposal

- Provide prices on the Bid Forms included in this RPS.

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

Experience – Maximum -35 points

Project Approach – Maximum 40 Points

Price – Maximum 25 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.

BID FORM COST PROPOSAL

Hours and Location of Work: The Coordinator will be expected to devote roughly 40 hours per week. Services shall be performed at Macon-Bibb County City Hall, 700 Poplar Street, Macon, Georgia, 31201.

Position	<u>Unit Hours</u>	Hourly Rate
MVP Coordinator	Approximately 40 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	