



MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

Canopy Addition at Washington Memorial Library

22-061-FL

MACON-BIBB COUNTY

ISSUE DATE: 6/8/22

DUE DATE: 7/7/22

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

1. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Proposal (original **plus 3 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 July 7, 2022, for Canopy Addition at Washington Memorial Library for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on Thursday, July 7, 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 Proposal 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. Submittals

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

22-061-FL

Canopy Addition at Washington Memorial Library
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:

- Two (2) samples of experience providing the services included herein
- Three (3) references of previous clients
- 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

Washington Memorial Library serves as the Administrative Headquarters for the Middle Georgia Regional Library System, the Main Library, and holds the Middle Georgia Archives. The branch serves 11,000 to 20,000 patrons per month, depending on season, and needs an overhang to the entrance that will safely relocate foot traffic out of vehicle traffic patterns.

III. SCOPE OF SERVICES.

Design and construction of a canopy addition at Washington Memorial Library to be executed in FY2023 ending June 30, 2023. The basis of design for the canopy is on the left side of the attached CEAS (WS Nielsen) brochure. Measurements for the canopy addition are included on the attached schematic site plan.

Specifications:

- Canopy Measurements (approximate)
- 42' 8 1/2" wide, along the face of the building
- 12' 9" tall, at the tallest point (closest to the Porte cochere), and maintain a level elevation
- Extend 9' 9" from the building at the highest point

Canopy Design

- Roof of canopy must be a solid transparent material
- Roof must be angled towards the existing building to shed water
- Structure must include a gutter system
- Structure must be a separate, stand-alone structure; must not attach to the existing building or Porte cochere
- Structure must not obstruct access to the fire suppression system, fire alarm bell, or other utilities
- Overall design (style, material type, and color) should be consistent with existing building and Porte cochere

Parking

- Restripe the handicap parking spaces to include van/side entry access as depicted in the attached schematic site plan
- Alter the sidewalk (to include a curb cut for wheelchair access) in front of the handicapped parking to make it compliant with 2010 ADA Standards for Accessible Design

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

Key Dates:

- RFP Release Date: 6/9/22
- Questions Due: 6/20/22
- Proposal Due Date: 7/7/22

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 July 7, 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 Franklin Lawson, Director of Procurement via email at flawson@maconbibb.us. All questions will be aggregated, and answers shared with all interested bidders.

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

- Experience and Capacity – Maximum 30 points
- Scope for Work Response – Maximum 25 Points
- Price – Maximum 25 Points
- References – Maximum 15 Points
- Local Approach – Maximum 5 Points

VI. AWARD BASIS

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