



**MACON-BIBB COUNTY, GEORGIA,
MACON-BIBB COUNTY UDA, AND
THE TUBMAN AFRICAN MUSEUM INC.**

Request for Proposals (RFP)

FOR

The Buildout of the Multi-Use Assembly Space at the Tubman Museum

23-019-FL

15510

90922

90924

MACON-BIBB COUNTY

ISSUE DATE: 11/18/22

DUE DATE: 12/22/22

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 Proposals (original **plus 3 copies and a flash drive**) in the Macon-Bibb Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia December 22, 2022, for the Buildout of the Multi-Use Assembly Space at the Tubman Museum.

NO LATE RESPONSES WILL BE CONSIDERED.

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

23-019-FL

The Buildout of the Multi-Use Assembly Space at the Tubman Museum.

Macon-Bibb County Procurement Department

700 Poplar Street

Suite 308

Macon, Georgia 31201

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: (Attachment A)

- Bidder Qualification Form
- List of Sub-Contractors
- Bidder Minority Participation Form
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit
- Insurability Statement
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- Non-Collusion 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 the 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.

I. INTRODUCTION

In the most recent SPLOST, funds were set aside to help complete the buildout of the Tubman Museum, specifically the second-floor space contemplated to be a multi-use assembly area/event center for the museum.

II. PURPOSE OF RFP

The MBCCG and MBCUDA are soliciting requests for proposals from qualified construction firms to build out 6,232 feet of space on the second floor of the museum into a multi-use event center according to the included plans.

The successful developer shall enter into a construction management agreement with the UDA to build out the space.

III. SCOPE OF SERVICES.

The aligned partners are seeking a construction manager to oversee and complete the buildout of the multi-use space. The basic work will be as follows:

- To price the build-out of the space
- To bid any necessary work to subcontractors to get the best price for all work
- To purchase all materials necessary to complete the project to be reimbursed by SPLOST funds on a monthly basis
- To work alongside Jewel of the South, the architects of the project, and Tubman staff to ensure the project meets the needs of the museum.
- To deliver the full project in a timely manner and on budget
- To ensure local and minority participation in the project as much as practicable.

Key Dates:

- RFP Release Date: 11/17/2022
- Site Walkthrough: 12/07/2022 at 10 A.M. (Tubman Museum, 310 Cherry Street, Macon, GA 31201)
- Questions Due: 12/09/22 at 5 P.M.
- Proposal Due Date: 12/22/2022 at 12 P.M.

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
- Budget projections for the project
- Proposed timeline and workflow management plan

Proposals shall be submitted by mail or hand delivery by 12:00 noon on December 22, 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 Laura Hardwick via email at Lhardwick@maconbibb.us. All questions will be aggregated, and answers shared with all interested bidders.

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

MBCUDA and Tubman intend to review all bids and the selection shall be made based on the determination of the firm most capable to meet the needs of Tubman, not necessarily based on the best price. The selection committee may choose to interview firms to help inform the final selection. The firms will be scored on the following rubric:

Experience and Capacity – Maximum 50 points

Project Timeline – Maximum 25 Points

Price – Maximum 15 Points

Local and Minority Participation – Maximum 10 Points

VI. AWARD BASIS

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