



MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RPS)

FOR

Attorneys to Serve on the Macon-Bibb County Panel of Attorneys

961-49
918-74
961-50

23-023-LH

MACON-BIBB COUNTY

ISSUE DATE: January 18, 2023

DUE DATE: February 16, 2023

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 Charise Stephens, Small Business Affairs at (478) 300-2297 or csthepens@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original **plus 2 paper copies and an electronic copy on a USB 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 16, 2023, for **Attorneys to Serve on the Macon-Bibb County Panel of Attorneys** for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED.

The Deadline to submit questions is Friday, February 3, 2023, by 3:00 PM. All questions to be submitted via email to Lhardwick@maconbibb.us

The names of responding firms or attorneys will be publicly read on Thursday, February 16, 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.

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.

B. 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

C. 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.

Professional Malpractice Insurance: \$1,000,000.00 per occurrence

General Liability: \$1,000,000.00 per occurrence

D. Submittals

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

"23-023-LH, Macon-Bibb County Panel of Attorneys"

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 in response to the RPS shall become the property of Macon-Bibb County.

E. 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 (Mark “None” if not applicable.)
- Minority Participation Goal (Mark “None” if not applicable.)
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

F. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Licensed to practice law in Georgia, with membership in good standing with the State Bar of Georgia for a minimum of 5 years
- Must maintain an active legal or alternative dispute resolution practice in Macon-Bibb County
- Must demonstrate an understanding of and ability to handle HIPAA sensitive and other secure or confidential information in accordance with prevailing practices

G. 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 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.

Firms may submit one response that includes profiles of multiple attorneys to be considered for the panel. Firms will not be permitted to substitute attorneys selected for the panel with attorneys that were not selected for the panel. Macon-Bibb County reserves the right to select fewer than all attorneys submitted from any one firm, or to select all or none for the panel.

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

Macon-Bibb County Government (MBCG) is seeking licensed members of the State Bar of Georgia, in good standing, to serve on the Macon-Bibb County Panel of Attorneys. Nothing in this RPS shall preclude

Macon-Bibb County or its Mayor from hiring outside counsel who are not members of the panel and where selection of outside counsel is at the Mayor's discretion.

BACKGROUND (Cont.)

Panel attorneys will be called upon on an ad hoc basis to serve in a variety of capacities, including:

- (a) as hearing officers for disciplinary appeal hearings for general and law enforcement employees pursuant to the Macon-Bibb County Problem Solving Procedures or Bibb County Civil Service Board rules;
- (b) as a neutral factfinder on appeals from adverse decisions on alcohol licenses or license applications, as governed by Chapter 4, Article XI of the Macon-Bibb County Code of Ordinances;
- (c) as a neutral investigator into sensitive or confidential human resources matters;
- (d) for any other purposes as needed under current or future laws where the services of an independent or neutral attorney are needed by Macon-Bibb County.

The panel of attorneys is not expected to be used for the purpose of identifying outside counsel to represent Macon-Bibb County in any legal matter.

III. SCOPE OF SERVICES

Macon-Bibb County intends to establish a panel of qualified attorneys to provide a range of services, which the County can obtain as needed. Where serving as hearing officers or neutral factfinders, panel members will:

1. Administer oaths and affirmations.
2. Regulate the course of the hearing which will include ensuring that hearing procedures and evidentiary rules are followed.
3. Set the time and place for hearings, continued hearings, and pre-hearing conferences.
4. Fix the time for filing written arguments as deemed appropriate.
5. Adjudicate motions pertaining to preliminary, jurisdictional, and ancillary matters as set forth by the parties.
6. Provide for, where applicable, the taking of testimony by deposition, interrogatories, or other written statements.
7. Reprimand or exclude from the hearing any person for any indecorous or improper conduct committed in the presence of the hearing officer.
8. Make informal disposition of any case by stipulation, agreed settlement, consent order or default, if appropriate and not otherwise precluded by law.
9. Require the attendance of witnesses/employees.
10. Arrange a pre-hearing conference for the purpose of reviewing the matter being appealed and establishing stipulations and agreements to expedite the hearing.
11. Provide a final written disposition of the hearing.

When serving as a neutral investigator, panel members will:

1. Meet confidentially with members of the County Attorney's Office, aggrieved parties, witnesses, County administrators, and other staff members;
2. Review relevant documents or records of the County, and maintain the confidentiality thereof as required under the Georgia Open Records Act;

3. Produce written findings or reports as appropriate to the matter at hand; and
4. Recommend courses of action where appropriate.

Panel members may be called upon to perform such additional actions or exercise additional authority where prescribed by law.

IV. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be organized in a manner to display the required information in easily accessible tabs labeled, for **each** attorney proposed within:

- (a) Letter of Interest
- (b) Curriculum Vitae
 - Firm history, overview, and experience
 - Contact information (including address(es), telephone/Fax numbers, email, etc.)
 - Education
 - Experience
 - Employment History (including name of firm, dates of employment, job title, description of duties)
 - Major fields of practice, broken down by which side of each field you represent, and the percentage of your overall practice that is dedicated to representing that side within that field of practice
 - Reference list of clients who have received similar or relevant services in the past
 - Number of years licensed to practice law in Georgia
 - Prior experience with conducting administrative hearings
 - Prior experience serving as a third-party neutral
 - Prior experience serving as an independent investigator
 - Prior experience interpreting operating policies, employment law, alcohol licensing law, or other relevant areas of law
 - Prior experience and certifications with regard to the safeguarding of private or protected data or other information
 - Statement of whether there are any types of matters that the attorney does not wish to be considered for use in
 - Law practice experience
- (c) Price Proposal
 - Provide prices on the forms included. If a firm is submitting more than one attorney for consideration, separate price proposal forms must be submitted for each attorney or else Macon-Bibb County will rely on the assumption that the price will be identical for all named employees. Prices should be expressed as an hourly rate for each attorney's services, and should be guaranteed for at least three years upon selection to the panel.

V. AWARD BASIS

Pursuant to Sec. 16(d) of the Macon-Bibb County Charter, the County Attorney's Office is given broad discretion to hire legal counsel for Macon-Bibb County for all purposes, except as otherwise instructed by the Mayor. As such, selection criteria for this RFP shall be based on the subjective judgment of the County Attorney's Office, and may include none, any, or all of the responsible and responsive submissions to this RFP. The County Attorney's Office may, in its discretion, require additional submittals, such as responding to follow-up questions or participating in an interview prior to accepting any or all submissions.

The County Attorney's Office intends to select at least three attorneys to serve on the panel. Macon-Bibb County intends to utilize the services of panel attorneys for at least three years, and reserves the right to add, remove, or replace attorneys on the panel, or to hire attorneys not on the panel on an as-needed basis, in accordance with the Macon-Bibb County Charter.

PRICE PROPOSAL FORM

Use one form for each attorney to be considered.

Position	Hourly Fee
Attorney	

Price must be guaranteed for at least three years if selected for the panel.

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	