



MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

Homeless Survey Consultant

23-026-LH

91812

MACON-BIBB COUNTY

ISSUE DATE: 2/2/2023

DUE DATE: 3/2/2023

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 Cherise Stephens, Small Business Affairs at (478) 300-2297 or 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 March 2, 2023, seeking a professional consultant to conduct a comprehensive census of people experiencing homelessness in Macon-Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED.

The names of responding firms will be publicly read on Thursday, March 2, 2023, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located at 700 Poplar Street, Suite 308, Macon, Ga 31201.

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.

Workers' Compensation: Statutory

Errors and Omission: \$1,000,000

General Liability: \$1,000,000

D. Submittals

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

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Homeless Survey Consultant
Macon-Bibb County Procurement Department
Attention: Laura Hardwick
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.

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
- Minority Participation Goal
- 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:

- **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**

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 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

Macon-Bibb County has greatly increased its services for people experiencing homelessness over the past couple years, that now there is a disconnect between those that need services and those that provide them. Many in the homeless population in Macon-Bibb County are perceived to be transient and/or illiterate. In order to properly care for those experiencing homelessness in our community, an important building block is to gather as much data as possible about the individuals experiencing homeless in our community that will facilitate in providing case workers who are responsible for street level contact with the homeless individuals for the purpose of providing information, resources, contacts, and possibly transportation to resources providers that can provide care and assistance. It is envisioned that a collaboration between the County, an Implementation Partner and Research Partner will create census material and execute a census of people experiencing homelessness in Macon-Bibb County within the next 90 days upon award of contract.

III. SCOPE OF SERVICES.

Macon-Bibb County is seeking qualified professional consultant/ firm to provide a comprehensive census of people experiencing homelessness. The consultant/firm will work in coordination with our strategic implementation partner, United to End Homelessness. In conducting the comprehensive survey, the successful Responder shall provide the following services:

- Consultant/Firm will be responsible for providing services, software, and technical assistance in creating census material and to provide data analysis.
- Consultant/Firm will work with our implementation partner to collect data identifying and categorizing the number of people experiencing homelessness, delineating the types of homelessness present in Macon-Bibb, examine the needs of the homeless to the degree to which specific programs can meet their needs, and map locations of homeless persons throughout the county.
- Consultant/Firm will facilitate training and provide technical assistance to enable our implementation partner to produce a by-name list and recommend ways to leverage technology to coordinate all aspects of maintaining counts of the homeless.
- Consultant/Firm is to prepare an electronic format of reports to the designated personnel in Macon-Bibb County government and our implementation partner, United to End Homelessness. Data submitted electronically must be transmitted through a Secure Transfer Protocol according to the timeline mutually agreed upon by Macon-Bibb County and the Successful Consultant/Firm.
- All collected data becomes the property of Macon-Bibb County Government.

The successful Respondent will enter a retainer contract to the above Scope of Work.

Key Dates:

- RFP Release Date: 2/2/2023
- Questions Due: 2/17/2023
- Proposal Due Date: 3/2/2023

IV. SUBMITTAL FORMAT AND REQUIREMENTS

The requested proposal documentation should be submitted on 8-1/2" x 11 soft bound sheets. Include one (1) original and three (3) printed copies. In, addition, submit one (1) flash drive of the entire proposal.

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. Respondents shall provide the following:

- A Statement of Qualifications on the company background and its personnel's experience and history with similar projects.
- Resume of personnel with references contact information.
- A cost proposal to be submitted separately in a sealed envelope from the technical proposal.

- A timeline for completion.

Technical Proposals and Cost Proposals shall be submitted by mail or hand delivery by 12:00 noon on March 2, 2023. The address for submittals is:

Macon-Bibb County Procurement Department
Attention: Laura Hardwick
700 Poplar Street
Suite 308
Macon, Georgia 31201

Questions:

Any questions regarding this RFP shall be submitted to Laura Hardwick, Senior Procurement Officer via email at Lhardwick@maconbibb.us. All questions will be aggregated, and answers shared with all interested bidders. Deadline to receive questions is **2/17/2023 by 3:00 pm** standard eastern time.

Questions of Interest:

1. What types of survey tools and assessments for the study of homelessness are being used in the current industry?
2. Describe recommended methods for gathering data and counting the homeless population?
3. What types of techniques are used to gather information for individuals who are transients in the community?
4. Provide any relevant information that will be beneficial in assessing and gathering data which will aid in the development of soliciting information from the homeless population.

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

Experience and Capacity – Maximum 40 points
Project Approach and Timeline – Maximum 40 Points
Price – Maximum 20 Points

VI. COST STRUCTURE

The cost proposal must contain billable hourly rates of consultants/firm included in this proposal. Please ensure the titles of the staff listed in the proposal match the titles on the hourly rate schedule. The Cost Proposal must be sent separately in a sealed envelope from the technical proposal.

VII. AWARD BASIS

Qualifications will be reviewed and evaluated by a Selection Committee based on the criteria listed herein. At the discretion of the Selection Committee, consultants may or may not be invited to participate in an interview. It is the intent of the Macon-Bibb County, Georgia to select a second consultant as a result of this effort. Macon-Bibb and the selected highest rank consultant shall negotiate reasonable terms for responsibilities and compensation. If Macon-Bibb and the selected consultant are unable to reach an agreement upon terms for fair and reasonable compensation, Macon-Bibb reserves the right to enter into negotiations with the second-most qualified responsive and responsible party.