



# MACON-BIBB COUNTY, GEORGIA

Request for Qualifications (RFQ)

FOR

## **On-Call Paving and Repair Services**

23-039-LH

91395

91396

**MACON-BIBB COUNTY**

ISSUE DATE: 5/9/2023

DUE DATE: Thursday, June 8, 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 of Small Business Affairs at (478) 300-2297 or [cstephens@maconbibb.us](mailto:cstephens@maconbibb.us)

## I. GENERAL

### A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Qualifications Services (original **plus 3 copies and 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, June 8, 2023**, for **On-Call Paving and Repair Services** for Macon- Bibb County.

### **NO LATE RESPONSES WILL BE CONSIDERED**

The names of responding firms will be publicly read on **Thursday, June 8, 2023, at 2:00 P.M.** in the Macon-Bibb County Procurement Department Conference Room, located at 700 Poplar Street Suite 308, Macon Georgia 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 Qualifications may also be posted on the Macon-Bibb County website at [www.maconbibb.us/purchasing](http://www.maconbibb.us/purchasing) and on the Georgia Procurement Registry website [https://ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp)

### D. Pre-Bid

A pre-bid conference is scheduled for 10:00 am., Wednesday, May 17, 2023, in the Engineering Conference Room located at 780 Third Street, Macon, GA 31201. This pre-bid is not mandatory, although bidders are encouraged to attend. Bidders who do not attend the pre-bid meeting may still bid on the project. The deadline to submit questions is **Friday, May 19, 2023, by 3:00 p.m.** Questions to submitted via email [lhardwick@maconbibb.us](mailto:lhardwick@maconbibb.us).

### E. Bid Bond

Bids to be considered shall be accompanied by a bid bond, payable to the Owner, in amount not less than five percent (5%) of the total base bid. This bid security shall become payable to the Owner only if the bidder, to whom award is made, should fail to execute a contract with the Owner and furnish bond and insurance in accordance with terms of the contract within ten (10) days after notification of award.

### F. 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 an 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

#### G. Submittals

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

**“23-039-LH- On-Call Paving and Repair Services”**

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 RPS shall become the property of Macon-Bibb County.

#### H. 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

#### I. 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 for performing the services included herein.

## J. 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

Seeking Qualified Contractor to supplement current Macon Bibb County staff in the repair of Asphalt Roadway throughout the County.

## III. SCOPE OF SERVICES

Contractors interested in providing On-Call Paving and Repair Services shall develop a written proposal to include, but not be limited to, the following requirements. Provide all materials, equipment, and labor necessary for repairs and services for paving as needed by Macon-Bibb County. The successful contractor shall be expected to perform services on the infrastructure described herein this scope of work.

1. In general, the work consists of the removal of asphalt pavement to be patched (by milling or the squaring of the area by other means) and hauling away existing asphalt, stabilizing the base (compacting or ensuring that the base is stable) placing asphalt base (if base work is needed) and repaving with Hot Bituminous Pavement (HBP). The unit pricing shall consist of furnishing all labor, materials, and equipment necessary to complete the identified work area for various roadways throughout Macon Bibb County.

2. All work will be in accordance with the current GDOT specification at the time of the issued Work Order, unless otherwise negotiated.

3. In all cases, the Macon Bibb Project Manager will describe the work, location and timing requirements involved. This will involve the Macon Bibb Project Manager providing a listing of the work to be completed through the issuance of a Work Order. This listing will include location information such as: addresses and/or site maps indicating the Paving locations. A mutually agreed upon approach will be determined for each job.

4. Intersections and driveways shall be closed only for a minimum amount of time. Prior to initiation of construction, the Contractor shall coordinate driveway closures with property owners with final approval by the Macon Bibb Project Manager. This notification can be provided in writing. The Contractor will be responsible for proper backfill and compaction requirements of all excavations using suitable backfill material. The Contractor will be responsible for removal of construction material and debris from each site at the end of each day's activity.

5. Contractor will be responsible for cutting and removing any pavement required during repair jobs. Asphalt shall be cut prior to removal.

6. The Contractor will be responsible for proper base preparation and after job completion. A Macon Bibb Representative will inspect the base preparation and final Asphalt Paving. All work must be inspected by the Macon Bibb Project Manager or his/her designer.
7. The Contractor shall protect all work areas and facilities from surface runoff. All areas and facilities subjected to flooding, regardless of the source of the water, shall be promptly dewatered.
8. It shall be the Contractor's responsibility to verify the actual location and elevation of all underground utilities prior to beginning work.
9. The Contractor shall make efforts to prevent or minimize erosion, sedimentation, and dust pollution.

#### **Work Schedule**

1. Work Orders: This contract is for acquiring services for on-call HBP Paving. When this type of work is required to be performed within Macon Bibb's right-of-way and on public property, Macon Bibb will notify the Contractor to discuss the work that needs to be performed and receive a price for completing the work.
2. Acceptance: The effective date of the work to be performed will be agreed upon by the Macon Bibb Project Manager and the Contractor. Should the Contractor decline multiple work requests, the Contractor could be removed from the list of Qualified Contractors for Macon Bibb County.
3. Notice to Proceed: Initial Notice to Proceed (NTP) will be issued in writing by the Macon Bibb Project Manager. Both parties shall mutually agree on the number of consecutive calendar days allowed to complete the work requested prior to the Contractor's written acceptance of the Work Order. Should the work involve improvements that were not included in the bid, the Contractor shall submit a proposal for the work, and the Macon Bibb Project Manager shall approve of the proposal prior to work being performed. The Contractor shall perform the work and request a Macon Bibb representative to inspect the work and certify that the work is completed.
4. Period of Performance: The Period of Performance under this Contract shall commence upon the effective date of initial NTP. All work to be performed under this Contract shall be completed no later than December 31, 2026, or as specified in the individual work order(s), whichever is sooner.
5. Invoices: Following completion of the work, the Contractor shall submit an invoice for the work completed. The costs shall reflect the prices received for the work order. No additional cost will be approved without prior authorization of the work. Macon Bibb will process the invoice for payment upon acceptance of the work performed.

#### **D. Drawings/Specifications/Unit Cost**

1. There are no site-specific plans and/or drawings for this project. The Macon Bibb Project Manager will describe the work, location and timing requirements involved on a case-by-case basis and included in the Work Order.
2. Current GDOT specifications at the time of the issuance of the Work Order will be used for the work performed.
3. Mobilization will be quoted after the Work Order defining the location and description of the work to be performed is provided.

#### **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 a Table of Contents in easily accessible tabs labeled for the following:

##### Contractor Background

- Letter of Interest
- History of the Consultant (including years in business)
- Contact information (including address(es), telephone/Fax numbers, email, etc.
- Structure of the firm (include principal(s), project team, if applicable)

##### Experience

- Resume(s) of key personnel
- Reference list
- List of projects with similar scope and size
- Provide years of experience relevant to RPS scope

##### Project Approach

- Detailed plan for accomplishing the project based on the Scope of Work

##### Project Timeline

- Provide a project schedule outlining each identified deliverable/Tasks

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

Experience – Maximum 35 points

Project Approach – Maximum 35 Points

Project Timeline – Maximum 30 Points

#### **VI. AWARD BASIS**

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