



## Macon-Bibb County Government

Procurement Department

City Hall

700 Poplar Street, Suite 308

Macon, Georgia 31201

(478) 803-0550

Fax (478) 751-7252

Laura Hardwick  
Director of Procurement

May 7, 2025

### ADDENDUM # 2

To: ALL PROSPECTIVE FIRMS

Re: INVITATION FOR BIDS: 25-044-LH, Project Management/Owner's Representative Services

**The Invitation for Bids, referenced above, is modified as follows:**

Can you provide any additional information or context regarding the anticipated project schedule or key milestones?

1. Has a project budget been formally established? If not, will budget development be part of the Owner's Project Manager (OPM)'s responsibilities during the engagement?

Answer: No, budget has been established, it will be based on design that will be determined during the engagement.

2. What is the anticipated income rate from the Special Purpose Local Option Sales Tax (SPLOST), and how will those funds be allocated to this project?

Answer: SPLOST will raise \$450,000,000, how funds will be allocated to this project is to be determined.

3. Will the project be supported by multiple funding sources? If so, could you identify the anticipated sources and any associated compliance or reporting requirements?

Answer: Yes, but it would be premature to provide that information.

4. Is there an established community committee or oversight body with which the OPM will regularly interface? If so, could you describe its structure, composition, and reporting expectations?

Answer: No.

5. Are there any Minority Business Enterprise (MBE), Women Business Enterprise (WBE), or other local participation requirements or goals associated with this engagement?

Answer: Diversity is a factor in allocating 10pts, but there are no specific requirements in this proposal, there will be goals set for the design and construction phases.

6. Has an architectural program or space needs assessment already been developed for the new arena, or will this be established in coordination with the OPM and design team?

Answer: Included as part of the OPM scope.

7. Has the site infrastructure (e.g., utilities, transportation access, environmental capacity) been evaluated for its ability to support the new arena? If not, will this assessment fall under the OPM's responsibilities?

Answer: OPM's responsibilities.

8. Is Macon-Bibb County currently using a specific Project Management Information System (PMIS) for this project, or is the selected OPM expected to propose and implement a system?

Answer: No.

9. Is there an overall project budget that is contemplated?

Answer: Not at this time.

10. Is there any size requirements? I.e. # of seats?

Answer: Anticipated to have at least 7,500 but will be determined during the scoping and design phase.

11. On the non-collusion form, it states scope of work is "General Contracting." Should this be changed to "project Management/Owner's Representative"?

Answer: Yes.

12. Have any soils testing been completed at 305 Coliseum Drive? If so, would you forward those to me.

Answer: No.

13. What is the desired total square footage of the new Arena?

Answer: To be determined.

14. Schedule is described in 2.0 as "open for business as soon as possible" Is there an anticipated or required opening date for the Arena? Are there driving schedule milestones beyond those resulting from scope/logistics development, such as events, funding cycles, elections?

Answer: Preference is by December 2028.

15. Scope of Work 2.0 describes "regular communication and updates with Owner, management project committees, civic organizations and Board of Commissioners. Which entities will be involved in the review and approval process? How will input among entities be coordinated? Is there an outside third party managing public project communications or will this be in the scope of services for this RFQ?

Answer: Only the Board of Commissioners have oversight and OPM will work with the Mayor's office for further communication with outside groups, but it is desired that OPM will make reports to groups as needed/desired by the Mayor's office.

16. Scope of work 3.0 describes "management of project accounting" as one of the Owner Rep duties, and 4.5.2 includes Accounting as an anticipated billing item. Services in 3.2.10 state "Project Manager will document and monitor all payments as a record of the Project"

- Please advise if Owner will issue all payments through the Owner's accounting system, or if Project Manager is expected to issue payments.

- If Owner will issue payments, advise if Owner's accounting system has project level accounting, and to what extent the Project Manager and its cost control system is expected to integrate with it (electronically, balance totals, other)

Answer: OPM will submit requisitions to the owner for processing, no electronic integration is needed.

17. Services included in 3.1.1 are "evaluation of the Project Budget."

- Has a total project budget (including hard and soft costs) been defined?
- Can the Owner share the sources and portions of secured funding?

Answer: No final budget, too early to discuss all sources and allocations.

18. Section 3.1.1 references budget, current construction estimate, expenditures to date and contracts.

- Please share the budget and the current construction estimate.
- Please share the program and/or scope used as the basis for the current construction estimate

Answer: No such budget exists currently; this will be determined during scope.

19. Section 3.1.8 services include "Project Manager will review the design program to ascertain the requirements of the Project..."

- Please share any design program developed to date
- Please share any documented Project Requirements developed to date.

Answer: None.

20. Services in 3.1.18 are "Upon the request of the Owner, Project Manager will participate in any public and/or legislative meetings or workshops. Following any such meeting, Project Manager will update the Owner on the discussion points, outcomes, key decisions made and proposed/ required next steps to be taken."

- Will the Project Manager be responsible for managing community engagement or public information sessions?
- Will the Project Manager be responsible for responding to political sensitivities related to the project?

Answer: All outside meetings will be coordinated by Mayor's office.

21. Section 3.2.10 describes cost related projections "which will be updated and presented to the Owner on a regular basis." Is the basis anticipated to be monthly, quarterly or other?

Answer: At least monthly.

22. Section 3.2.15 states "Project Manager will assist the Owner in the procurement, delivery and installation of all owner-direct" purchases.

- Will owner-direct purchases be handled through a project process or through the standard Owner procurement process?
- Will owner-direct purchases be subject to existing Owner procurement contracts and systems or existing Owner annual contracts, or will all be standalone project specific procurements?

Answer: Owner-direct purchases will be subject to owner's procurement policy.

23. Section 4.5 requests an Outline fee structure and description of the basis of fees. Section 5.1 outlines the review criteria, which does not include fee.

- Will the fee structure be evaluated at this stage, or only after shortlisting?
- Is there a format for the fee proposal to facilitate Owner's evaluation?

Answer: Proposers should include their fee structure as part of this review.

24. Section 5.1 includes "Experience with projects of similar size, scope and program" as 35% of the review criteria. Please provide all currently known information about the anticipated project size, project scope and project program so we may respond with the proper experience.

Answer: It will be an arena, approximately 7,500 seats with a large corporate operator. OPM will be in charge of bidding design, overseeing design phase, construction bidding, construction, construction, and ffe.

25. Section 5.1 includes "Past Performance" as 25% of the review criteria. Please clarify how "past performance" will be evaluated.

Answer: Supply relevant work in other communities, specifically with government contracts, preference given to those with more experience and positive references.

26. Section 5.1 includes "diversity of personnel" as a factor in 10% of the review criteria. What, if any, weight will be given to minority-owned, woman-owned, or Macon-Bibb County and Georgia based firms?

Answer: It will be a factor in allocating those points.

27. In the mayor's 4/22/25 State of the Community address, the mayor noted plans for construction of a new convention center and a new arena (rather than upgrades to the existing combined coliseum /convention center).

- Will the scope of this RFP include demolition of existing facilities after the construction of the new facilities?
- Will the scope of this RFP include the new convention center?

Answer: No.

28. Attachment A-1 Insurability Statement asks the responding firm to confirm it has "the ability to acquire and maintain the required levels of insurance as outlined in the bid document." Please provide the required levels.

Answer: Insurance Certificate: Certificate of insurance evidencing the firm's current limits of liability for commercial general liability, business automobile liability and professional liability insurance.

29. Please confirm the vendor registration documents included in the RFQ are sufficient, or advise if proposing firms, separate from RFQ response, need to submit the Vendor Registration Package online per the Procurement section of the Owner's website.

Answer: Yes.

30. Section 2.0 of the RFQ indicates that the Owner's goal is to have the facility complete and open for business as soon as possible. Has any progress been made on the design, permitting, or procurement of long lead time items for the project?

Answer: No

31. RFQ section 3.4 Support Services indicates that Estimating Services will be used as needed. What is the intend of these anticipated estimating services?

Answer: To help scope the budget during design phase.

32. Per Section 4.5 of the RFP, a Fee Proposal is required with the submission of the Request for Qualifications. Please confirm whether this fee needs to be submitted in a separate envelope or included with the qualification information.

Answer: Fee structure should be included in the proposal.

33. If fee is required, can you please provide the evaluation weight/score?

Answer: A full fee proposal is not required, only fee structure. It will include the evaluation of other metrics, not a standalone item.

34. Please confirm what the Terms and Conditions would be for the performance of the services in the RFQ.

Answer: Contract will be negotiated with the winning firm.

35. Per Section 6.1 the proposal needs to be hand delivered. Please confirm the delivery address.

Answer: Macon Bibb County Procurement- 700 Poplar St Macon, GA 31201.

36. Per Section 6.1 the proposal needs to be hand delivered. Can the delivery method be changed to electronic submission followed up with delivery of printed copies after the due date?

Answer: No

37. Per Section 6.1 the proposal submission needs to include 4 hard copies plus a flash drive. Are notarized copies of the forms required for EACH hard copy being submitted? Can one hardcopy be marked "Original" with the notarized forms and 3 copies made?

Answer: Yes.

38. We please request an extension of the deadline to June 2, 2025, or at least 3 weeks (15 business days) from the posting date of the County's QA responses.

Answer: No.

39. For this RFQ, are you requiring the project team to be fully onsite, or can the team manage the project remotely?

Answer: Remotely.

40. Under the scope section of the RFQ, section 3.1.1 states that the Project Manager will review the budget, contracts, and expenditures to date. This indicates that a budget has been developed, and work is being done on the project. Can you share details on the budget and what work has been done?

Answer: No budget has been developed.

41. Will the project's funding require a unique invoice process, such as cost segregation or multiple monthly invoice packages by the project manager?

Answer: No.

42. Are there any third-party consultants, vendors, or service providers already engaged by the Owner (e.g., environmental, legal, commissioning agents), or should the Project Manager anticipate being involved in the selection/coordination of all such parties?

Answer: OPM will coordinate all such parties as needed.

43. Are there any key performance indicators (KPIs), sustainability targets, or certification goals (such as LEED or WELL) that the Owner expects the Project Manager to help achieve or track?

Answer: None have been identified at this time.

44. Beyond participation in public meetings if requested, are there any specific community engagement, public relations, or stakeholder management requirements expected of the Project Manager?

Answer: No.

45. Are there any known site constraints, regulatory hurdles, or anticipated challenges (e.g., environmental, permitting, community opposition) that the Owner can disclose to help proposers address them proactively in their approach?

Answer: No.

46. Will the Owner require specific data management protocols, data ownership rights, or confidentiality agreements related to project documentation, digital records, or proprietary information managed by the Project Manager?

Answer: Compliance with all applicable laws for public records.

47. Are there local hiring, subcontracting, or economic participation goals (such as DBE/MBE/WBE requirements) that the Project Manager will be expected to support or report on during the project?

Answer: Goals will be set for design and construction phase.

48. We want to know if it would be possible to schedule a tour of the Macon Coliseum prior to our submission.

Answer: Macon-Bibb does not have a tour of the existing facility as part of the solicitation process. If you desire a tour it would need to be scheduled with OVG360, the manager of the facility.

49. Please clarify the Owner's intention regarding additional services beyond the scope of Project Manager Services. Is the intent for these special / additional services to be included in the Basic Scope of Work as outlined in the RFQ or will the Agreement be amended to include the requested services?

Section 3.3 Post Construction Services Item 3.4 Support Services (if needed)

3.4.1 Project Estimating

3.4.2 Full FFE Coordination Services

Answer: Included in the basic scope of work.

50. Please clarify the Owner's intention regarding the timing of Project Estimating Services and if these services should be included in the Basic Scope of Project Manager Services during the earlier Design Phase of the project in lieu of being a part of Post Construction Services (Reference Section 3.1 Design Phase Services; Item 3.1.6).

Answer: Estimating should be done during the design phase.

51. Please clarify the Owner's intention regarding full FFE Coordination Services beyond the scope of Project Manager Services. Is the intent for these services to be included in the Basic Scope of Work as outlined in the RFQ or will the Agreement be amended at the appropriate time to include the requested services if needed?

Section 5.0 Interviews and Selection

5.1 Review Criteria: The Selection Committee shall verify evaluation and rank the RFQ submittals in accordance with the weighted criteria below:  
Item 4 References

Answer: Included in the Basic Scope of Work.

52. Is there a minimum and / or a maximum amount of References to be included in the response to this RFQ?

Answer: No.

53. Please clarify, elaborate and / or confirm the relevance of the qualification of being able to support national and multi-national project teams.

Answer: Operator of the facility will be a multi-national corporation with project leads that will be remote.

54. Section 6.0 Instructions for Submissions: Is there a maximum amount / limit to the amount of pages that can be included in response to this RFQ?

Answers: No.

55. Please confirm how are the Proposals are to be submitted. Is there a portal to post, courier delivery or email?

Answer: Hard Copies to Procurement Department, Suite 308 at 700 Poplar Street, Macon, Georgia 31201.

56. Please define the anticipated services needed of the PM during the Construction Bidding, Negotiations and Contract Award Phase.

Answer: PM will act as the owner and will manage the overall process. PM will analyze budgets, bids and awards and make sure that owner priorities are met.

57. Please provide any additional information available regarding the actual project scope of the new arena project. Is the intent to replace the existing 6,000-seat arena in-kind or to increase the size and capacity of the new arena based on current market conditions and industry standards?

Answer: Increase the size based on current market conditions.

58. Is there a boilerplate contract form that is available for review?

Answer: No.

Please incorporate this change into the Invitation for Bid and acknowledge receipt of this addendum on your bid form.

Sincerely,

*Laura Hardwick*