



**MACON-BIBB COUNTY, GEORGIA
Request for Qualifications (RFQ)**

Architectural & Engineering Services

FOR

The New Macon Arena

90610

90735

RFQ # 26-008-LH

MACON-BIBB COUNTY

ISSUE DATE: August 19, 2025

DUE DATE: September 2, 2025, 12:00 PM (Noon) EST

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I. Introduction

MFA, Program Management, LLC, acting as the Program Manager (“PM”) on behalf of Macon-Bibb County (“Owner”), is pleased to invite your firm to submit Qualifications for Professional Architectural and Engineering design services for a new multipurpose arena in Macon-Bibb County, Georgia. The project is expected to enhance the quality of life for the community by attracting new events and entertainment, retaining and better accommodating current events, and catalyzing new development in the surrounding area.

The Owner has retained the PM to provide project management and representation services for this project. The PM will act as the primary coordinator for procurement of all services. It is in this capacity that the PM, on behalf of Macon-Bibb County, solicits qualifications from design firms for the services herein. The goal is to assemble a best-in-class design team for all aspects of the arena’s design.

Respondents to the Request for Qualifications will submit sealed bids (1 original proposal, 5 copies of the proposal and a flash drive) to Macon-Bibb County City Hall, Attention Laura Hardwick, 700 Poplar Street, Georgia 31201. The outside of the envelope shall include the title of the bid “Architectural and Engineering Services for The New Macon Arena.”

II. Project Description

The owner envisions constructing a modern, state-of-the-art civic arena designed to serve multiple purposes and set a new standard in fan experience. The design should integrate the latest technology and incorporate unique features such as distinctive finishes, innovative event spaces, high-end seating options, and memorable fan amenities that reflect Macon-Bibb County’s identity. The goal is to deliver a premium, sustainable facility that offers versatility for sports and entertainment, while providing a high-quality destination for the public. To achieve this, the design team must ensure that creativity and practicality are equally emphasized, making these distinctive elements a defining aspect of the arena’s success.

The arena site is located within an area experiencing significant public and institutional investment. Mercer University is developing a new medical school campus on the west side of the river, reinforcing the district’s educational and economic momentum. The City of Macon has also prioritized major recreational and cultural improvements, including the anticipated designation of the Ocmulgee Mounds as a National Park and the continued expansion of the Ocmulgee Heritage Trail. Currently spanning over thirteen miles, the trail meanders along both sides of the Ocmulgee River, providing access to some of Macon's most important cultural and recreational landmarks. It winds through Spring Street Landing, the Otis Redding Bridge, and the Ocmulgee Mounds via the Walnut Creek Connector. On the west bank, it passes through Carolyn Crayton Park, Charles H. Jones Gateway Park, and Rotary Park, with future plans to link Amerson River Park to the downtown trail network.

In addition, the recently constructed 2nd Street bridge includes a pedestrian crossing that directly connects the arena site to downtown Macon and the proposed convention center district.

While the scope of this RFQ is limited to the design of the new arena and its immediate site, the selected design team will be expected to demonstrate an understanding of these ongoing investments and ensure thoughtful coordination with surrounding public infrastructure. Special attention should be given to pedestrian and vehicular connectivity, site access, and design elements that integrate harmoniously with the adjacent trail, park, and institutional developments. An exhibit map highlighting these publicly known projects and improvements is included as **Attachment “A” - Surrounding Development and Connectivity Map**.

The purpose of this solicitation is to receive qualifications from experienced design firms (or teams) to provide complete architectural and engineering design services for an over 200,000 square foot arena development including an attached 1,200 car structured parking facility. In order to minimize project risks and ensure a successful outcome, the Owner is seeking firm(s) with demonstrated arena design experience and expertise in the development of multipurpose civic arenas in the range of roughly 7,000 to 12,000 seats.

The proposed new arena will be designed to achieve a manifested bowl seating capacity of approximately 8,500 in an end-stage 180° concert configuration, with flexible reconfiguration for sports and other entertainment events. Premium seating—including luxury suits, club suites, and loge boxes—are in addition to the manifested bowl count. The facility is anticipated to total over 200,000 square feet and will incorporate modern fan zones, concessions, restrooms, and back-of-house/support spaces appropriate for a state-of-the-art spectator venue. Additional on-site parking (surface or structure) and other necessary site improvements will be developed as part of the project’s site design.

Current plans call for the new arena to be constructed at 200 Coliseum Drive, Macon, GA 31217, at the site of the Macon Coliseum. The facility will be located on the Coliseum’s existing surface parking lot. The project will be planned and phased in such a way as to maintain ongoing operations of the existing Macon Coliseum throughout the duration of construction.

III. Schedule

The project schedule anticipates that the project’s design and construction will take approximately thirty-four (34) months to complete. This duration is preliminary and will be refined in consultation with the selected Design Team and the Construction Manager-at-Risk (“CMAR”). The Owner is interested in pursuing a fast-track delivery to the greatest extent feasible, including the development of early-release bid packages to enable phased construction and potentially accelerate the overall schedule. A detailed preliminary project schedule will be issued to the shortlisted firms.

IV. Scope of Services

The selected Architect/Engineer (A/E) firm will serve as the Architect-of-Record and be responsible for the complete design of the new arena, from concept through construction documents, as well as construction-phase services (construction administration) as required. The A/E will lead all design disciplines and coordinate any required sub-consultants (such as structural, mechanical, electrical, plumbing, civil, audio/visual, acoustics, technology, interiors, etc.) to deliver a comprehensive and fully coordinated set of construction documents for the project. Key-scope expectations are as follows:

- a. Architect of Record Responsibilities: The A/E shall be the Architect-of-Record for the project and will be responsible for creation of the complete design, specifications, and contract documents for the arena. This includes all architectural, engineering, and specialty design services necessary to design the arena in accordance with the project requirements and applicable codes/standards.
- a. Project Delivery Method: The project is planned to be delivered via a CMAR method with a fast-track approach. The Architect will be required to collaborate with the PM & CMAR and issue multiple sequential document packages for permitting, bidding, and construction purposes. This phased documentation process will likely include progress submittals to confirm budget, schedule, and constructability at various stages of pre-construction. Separate bid/permit packages may include, but are not limited to, the following examples: demolition, site work, foundation and structural frame, long-lead MEP/FP equipment, exterior building envelope, and the balance of building shell and core. (The final packaging strategy will be confirmed with the CMAR; a combination or variation of the above package breakdown may be utilized to execute a Guaranteed Maximum Price (GMP) efficiently.)
- b. Services and Phases: The Architect's Basic Services shall be carried out in generally recognized phases, which will include Program Development, Schematic Design, Design Development, Construction Documents, Bidding/Negotiation, Construction Administration, and Project Closeout/Commissioning Support. The Architect's scope of Design Services for the Project shall include, without limitation, the professional disciplines listed in **Attachment "B" – Consultants Scope Matrix**, as required to deliver complete, accurate, and fully coordinated design documents and provide construction administration services. The Architect is expected to perform all services outlined therein, working in collaboration with the PM and CMAR during the pre-construction phases.

V. Selection Process and Schedule

The Owner has elected to employ a qualifications-based selection process to evaluate and choose the design firm/team for this project. The Owner anticipates the following phases and milestone dates for the selection process (all dates are subject to change at the Owner's discretion):

- Release of Request for Qualifications (RFQ): August 19, 2025
- Deadline for Questions: August 26, 2025, by 5:00 PM EST
- Addenda Issued: August 27, 2025
- Submission Due Date: September 3, 2025, by 12:00 PM (Noon) EST (No public bid opening; submittals will be opened privately by the Owner after the deadline.)
- Shortlist of Qualified Firms Privately Announced: Approximately September 5, 2025
- Interviews with Shortlisted Firms: Approximately September 9, 2025
- Award Issued and Contract Negotiations Begin: Approximately September 17, 2025

The Owner reserves the right, at its sole discretion, to adjust this Schedule of Events as it deems necessary. Changes to any dates or deadlines will be communicated to all registered RFQ holders via addendum.

Prospective firms will have the opportunity to participate in an optional site visit to the Macon Coliseum site on **Tuesday, August 26, 2025, from 3:00 PM to 5:00 PM EST**, or **Wednesday, August 27, 2025, from 9:00 AM to 11:00 AM EST**. These visits are intended to provide respondents with a better understanding of existing site conditions, surrounding infrastructure, and project context.

Interested firms must RSVP in advance to coordinate their preferred date and time. To reserve a site visit, please contact:

Will Christenbury

Project Executive, MFA Program Management

Email: **Will@MFApm.com**

Interview: Shortlisted firms will be invited to participate in an in-person interview and presentation with the Selection Committee. Each interview will last approximately 60 minutes and include both a team presentation and a Q&A session. A summary of interview expectations and evaluation criteria is provided in **Section VII – Interview Criteria and Format**.

VI. Submittal Format

In order to facilitate a uniform review process, submitters must include the following items (organized in the order shown) as part of their Statement of Qualifications. Responses should be concise, but sufficiently detailed to address each item:

- a. Cover Letter: A cover letter on the prime firm's letterhead, signed by an authorized representative, stating the intent of the Proposer to submit for this project. The cover letter should also provide the name, title, and contact information of the person authorized to negotiate and sign contracts on behalf of the firm/team.
- b. Organizational Information: Provide the full legal name and physical address of the prime firm. Additionally, include an organizational overview that outlines your firm's structure, including key leadership roles, affiliated offices, and any relevant parent or subsidiary entities. Describe your firm's overall reputation within the industry, highlighting your service capabilities, areas of specialization, and notable achievements. Emphasize the quality of your work through references to past performance, client satisfaction, awards, or certifications that demonstrate your firm's commitment to excellence.
- c. Project Team: Include an organizational chart illustrating the team's structure, identifying key personnel and their roles/responsibilities within the team/firms. Include a brief resume of each team member. Highlight any prior experience team members have with arena or stadium projects, large public assembly facilities, or other highly comparable venues.
- d. Comparable project experience - List and briefly describe three (3) to five (5) comparable projects completed in the last ten (10) years or are currently in progress. For each, identify your firm's role (prime architect or consultant), the project size and scope. At least three (3) of the projects cited should be ground-up, mid-sized arena projects (approximately 7,000–12,000 seats), with at least one (1) project including an ice rink or ice-floor capability, and at least one (1) structured parking facility. Provide relevant details for each project, including original design/construction budget and final cost, project owner's name, location, key contact person (with title, current phone/email).
- e. Delivery method experience: Demonstrate that your firm's current workload and ability to start/perform work promptly will meet the aggressive schedule of this fast-track project. Show your firm's experience with CMAR project delivery on similar large-scale projects. Highlight any experience coordinating phased or fast-track construction document packages.

- f. SBLE Participation Summary – Macon-Bibb County encourages the use of Small Business Local Enterprise (SBLE). Provide a summary of the percentage and distribution of SBLE participation in your team. List all certified firms on the team, their roles, and the percentage of the overall contract value they are anticipated to perform. If no SBLE firms are included, briefly explain the rationale and describe efforts made to include SBLE participation. No proposal will be deemed non-responsive due to this factor; however, the extent of meaningful SBLE will be considered favorably in the evaluation.
- g. Addenda Acknowledgement - The submission must include acknowledgment of all addenda issued for this RFQ. (If any addenda are not acknowledged, the submission may be deemed non-responsive.)

VII. Interview Criteria and Format

Following the review of Statements of Qualifications, the Owner will invite a shortlist of firms to participate in interviews. These interviews will allow the selection committee to further evaluate the most qualified teams based on project-specific strategies and team dynamics.

Interviews may be conducted virtually via a video conferencing platform (e.g., Zoom or Microsoft Teams) or in person depending on the availability of the Selection Committee. Shortlisted firms must prepare a visual presentation (e.g., PowerPoint or PDF slideshow) and be ready to share their screen during the interview. Presentations should be clearly structured, self-contained, and focused on the topics outlined in this section. All key personnel expected to lead the project should appear on camera and actively participate.

Each shortlisted firm will be given approximately 60 minutes:

- 30–40 minutes for a team presentation
- 20–30 minutes for Q&A with the selection committee

Firms will be asked to present and discuss the following:

- a. Design Vision & Approach - Articulate your overall design philosophy and proposed approach to delivering a modern, multipurpose arena in Macon-Bibb County. Highlight how the design will align with community identity, fan experience goals, and long-term performance.

Demonstrated critical thinking of alternative site concepts to accommodate the construction of the new arena while maintaining ongoing operations in the existing facility is imperative. The Owner intends to raze the existing arena and convert the adjacent rectangular structure into a youth sports facility after the completion of the arena.

- b. Seating Bowl Configuration - Describe strategies for achieving flexibility, intimacy, and optimal sightlines within the seating bowl design. Provide examples from past projects, if applicable.
- c. Event Operations and Functionality - Explain how your design will accommodate efficient loading, changeovers, and back-of-house operations for a wide range of events. Discuss functional planning for circulation, rigging, and event support systems.
- d. Project Management & QA/QC - Present your plan for managing this project under a fast-track CMAR delivery method. Describe your internal QA/QC process and how you will ensure quality, coordination, and accountability throughout design and construction phases.
- e. Team Communication and Collaboration - Demonstrate the working relationship among key team members and describe your collaborative approach with the Owner, CMAR, and stakeholders.

VIII. Award Basis

- a. An award will be recommended based on the subjective judgment and evaluation of the review panel, after considering the totality of all materials and presentations submitted for this RFQ.

IX. Submission Instructions

- a. Submission Deadline: All Statements of Qualifications (SOQs) must be received by the Owner no later than 12:00 PM (Noon) EST on September 3, 2025. Submissions received after this deadline will not be considered. It is the Proposer's responsibility to ensure delivery by the deadline; late or misdirected submittals (including those delayed by shipping services) will be rejected and unopened.
- b. Submission Method: Proposals must be submitted in sealed envelopes or packages clearly marked "RFQ – Macon-Bibb County Arena Design Services" and delivered to:

Macon-Bibb County Procurement Department
 700 Poplar Street, Suite 308
 Macon, GA 31201

Electronic or faxed submissions will NOT be accepted. Firms should submit one (1) original and five (5) hard copies of their proposal, as well as one (1) electronic copy in PDF format on a USB flash drive. The hard-copy original must be signed in ink by an official authorized to bind the firm.

- c. Questions and Addenda: Questions or requests for clarification regarding this RFQ must be submitted in writing via email to Will Christenbury, Project Executive, MFA, Program Management at Will@MFAPm.com. no later than 5:00 PM EST on August 26, 2025. All questions must be submitted by email; phone calls will not be accepted. Answers to questions and any necessary addenda will be posted on the Macon-Bibb County Procurement webpage (<https://www.maconbibb.us/procurement/>) and the Georgia Procurement Registry (<https://ssl.doas.state.ga.us/gpr/index>) in accordance with state requirements, no later than August 26, 2025. All addenda must be acknowledged in the proposal as noted in **Section VI - Submittal Format**. The Owner may elect to hold a pre-submittal conference or issue additional information to clarify the requirements of this RFQ; if so, such information will be provided to all participants.

X. Terms and Conditions (Proposal Terms)

- a. Right to Modify or Cancel: The Owner reserves the right to cancel or modify the selection process at any time, to waive technicalities, to accept or reject any portion of the proposals, and/or to reject all proposals if doing so is deemed in the best interest of the Owner. The Owner reserves the right to make reasonable modifications to the scope of work, to adjust the composition of the requested services, or to negotiate changes with the selected design team if necessary to achieve the project's objectives. This RFQ does not commit the Owner to enter into a contract, nor to pay any costs incurred in the preparation of a proposal or in subsequent negotiations.
- b. Costs and Liability: All costs incurred by proposers in responding to this RFQ (including any interviews, travel, or contract negotiations) are solely the proposer's responsibility. Neither the Owner, nor the PM shall be liable for any costs or expenses incurred by the firms pursuing this project.
- c. Equal Opportunity: Macon-Bibb County supports the principles of equal opportunity and fair treatment. The selection of a firm will be made without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability, and the Owner will not discriminate on any such basis in its contracting practices. Proposers shall be required to adhere to the same principles in the execution of the work, including compliance with all applicable federal, state, and local equal opportunity laws and regulations.
- d. Contract and Insurance Requirements: The firm selected for this project will be expected to execute the Owner's standard contract and meet all insurance requirements specified in **Attachment "C" – Insurance Requirements**, including maintaining general liability, professional liability (errors and omissions), workers' compensation, and other coverages as required. Proof of insurance will be required before contract execution. The Owner reserves the right to negotiate minor revisions to contract terms with the top-ranked firm, subject to compliance with procurement laws and fairness to all proposers.

- e. Required Documentation: Prior to contract execution, the selected firm will be required to submit all documentation as outlined in **Attachment “D” – Macon-Bibb County Required Documents**. Submission of these documents is a condition of award. Failure to provide the required documentation in a timely and complete manner may result in disqualification or delay in contract execution.
- f. Responsiveness and Responsibility: In order to be considered responsive, a submission must include all required documents listed in **Attachment “D” – Macon-Bibb County Required Documents**, together with the materials described in **Section VI – Submittal Format**. A submission that does not include these items in full may be deemed non-responsive.

In order to be considered responsible, the submitting firm must be properly registered with the Secretary of State to do business in the State of Georgia, must identify at least one registered architect licensed in the State of Georgia who will serve as the principal architect overseeing the project if selected, and must demonstrate the financial and legal capacity to perform the services described in this RFQ.

Attachment Index:

Attachment “A” - Surrounding Development and Connectivity Map
Attachment “B” – Consultants Scope Matrix
Attachment “C” – Insurance Requirements
Attachment “D” – Macon-Bibb County Required Documents

Attachment "A"

Surrounding Development and Connectivity Map



Attachment A



Attachment “B”

Consultants Scope Matrix

SCOPE OF SERVICES

In general, the scope of the Design Services provided by the Architect relative to the Project shall include without limitation the general disciplines outlined below to the extent necessary to provide complete, accurate and fully coordinated design documents and construction administration for the Project:

- Architectural Design
- Site Master Planning for Arena footprint, conceptual development for total site
- Interior Design
- Presentation drawings for Owner’s use including 3D modeling (This will include a minimum of two exterior renderings, and five interior renderings)
- Traffic Analysis
- Landscape Design (Hardscape and Planting)
- Civil Engineering
- Structural Engineering
- HVAC Engineering
- Plumbing Engineering
- Fire Protection Engineering
- Electrical engineering
- ADA Design
- Safety & Code Analysis
- Acoustical Design
- Wayfinding and Signage Design (Exterior and Interior)
- Graphic Design
- Branding and Theming, including Naming Rights and Sponsorship Signage
- Energy Modeling, Building Systems Analysis and Commissioning
- Sustainable Design Goals as determined by the Owner (TBD)
- Building Information Modeling (BIM) for all phases of Design
- Lighting Design
- Vertical Transportation Design and Engineering
- Façade and Window Wall Design
- Fall Arrest and Building Envelope Maintenance Design
- Concessions and Food Services Design
- Merchandising and Retail Design
- Furniture, Fixtures & Equipment (FF&E) Design

- Security System Design including Access Control, Intrusion Detection, CCTV Surveillance, and Seating bowl surveillance
- Sound System Design
- Video Display Design, including Scoreboard(s), Ribbon Board(s), Exterior Marquee and Advertising displays
- Broadcasting System Design, including Television, Radio and In-House Systems
- Television System Design (IPTV)
- Telecommunication Design, including Converged Network, High Density Wi-Fi, Neutral Host DAS
- Construction Administration and On-Site representation during construction

Attachment “C”

Insurance Requirements

The selected design firm (the “Consultant”) shall not commence any work under contract with Macon-Bibb County until it has obtained and provided evidence of all required insurance coverages. The Consultant shall ensure that all required insurance remains in force throughout the duration of the contract and shall require all subconsultants or subcontractors to carry appropriate insurance unless they are covered under the Consultant’s policies.

Prior to contract execution, the Consultant shall furnish Certificates of Insurance (COI) evidencing the required coverage to:

Certificate Holder: Macon-Bibb County
 Risk Management
 700 Poplar Street, Suite 308
 Macon, GA 31201

All insurance companies must be authorized to do business in the State of Georgia and must have a minimum **A.M. Best rating of A, Class VII** or better. Certificates must name **Macon-Bibb County, its elected officials, officers, agents, employees, and volunteers as additional insured** on General Liability, Automobile Liability, and Umbrella/Excess policies.

Each certificate must include the following language:

“Macon-Bibb County, its officials, agents, employees, and representatives are named as additional insureds on General Liability, Auto Liability, and Umbrella/Excess Liability policies.”

The additional insured endorsements shall be attached to the Certificate of Insurance, and the Certificate of Insurance shall also state:

“The additional insured endorsement is attached to the Certificate of Insurance.”

The Consultant shall provide written notice to Macon-Bibb County within **three (3) business days** upon receiving any notice of cancellation, non-renewal, or material change in its insurance policies.

The required insurance coverage includes, but is not necessarily limited to, the following:

WORKERS COMPENSATION:

The Consultant shall maintain in force Workers' Compensation insurance in accordance with the Statutory Requirements of the State of Georgia and shall require all subconsultants to do likewise.

In addition, the Consultant shall carry Employer's Liability Insurance with minimum limits of:

Employer's Liability	\$100,000	Each Accident
	\$500,000	Disease-Policy Limit
	\$100,000	Disease-Each Employee

AUTOMOBILE LIABILITY:

Option I: Covering owned, non-owned, and hired vehicles with Minimum Limits of:

\$1,000,000	Each Occurrence – Combined Single Limits
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COI will have owned, non-owned, and hired checked or "ANY" checked. Macon-Bibb County named as Additional Insured.

Option II: Covering non-owned, and hired vehicles with Minimum Limits of:

\$1,000,000	Each Occurrence – Combined Single Limits
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COI will have non-owned and hired checked. Macon-Bibb County named as Additional Insured.

COMMERCIAL GENERAL LIABILITY:

Commercial General Liability Insurance, including Premises and Operations, Contractual Liability, Independent Contractor's Liability, and Broad Form Property Damage Liability Coverage with Minimum Limits of:

\$2,000,000	General Aggregate
\$2,000,000	Products-Completed Operations
\$1,000,000	Personal and Advertising Injury
\$1,000,000	Each Occurrence (Bodily Injury & Property Damage)
\$ 50,000	Fire Damage any One Fire
\$ 5,000	Medical Expense any One Person

ERRORS AND OMISSIONS LIABILITY:

The Company shall maintain such coverage for at least three (3) years from the termination or expiration of this agreement with Minimum Limits of:

\$3,000,000 Each Occurrence / \$5,000,000 Aggregate

UMBRELLA / EXCESS LIABILITY with Minimum Limits of:

\$2,000,000 Each Occurrence / \$2,000,000 Aggregate

PROPERTY INSURANCE:

The Company shall be responsible for maintaining any and all property insurance on their own equipment and shall require all subcontractors to do likewise. The Company shall require all subcontractors to carry insurance as outlined above; in case they are not protected by the policies carried by the Company.

The Company is required to provide copies of the insurance policies upon request.

Attachment “D”
Required Submission Documents

Macon-Bibb County
Summary of Attachment “D” Required Documents

1. Bidder Qualification Form
2. List of Sub-Contractors
3. Bidder Minority Participation Goal
4. Financial & Legal Stability Statement
5. Insurability Statement
6. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
7. Non-Collusion Affidavit

Instructions and additional information regarding the three forms below can be found on our website under the Procurement Department Documents tab if needed.

8. Macon-Bibb County Vendor Application
9. Form W-9
10. E-Verify Affidavit