



# MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

## **Consultant for Pre-Disaster Hazard Mitigation Plan**

26-019-LH

91881

## MACON-BIBB COUNTY

ISSUE DATE: 9/19/2025

DUE DATE: THURSDAY, OCTOBER 23, 2025, BY 12 NOON

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](mailto:cstephens@maconbibb.us)

## 1. GENERAL

### A. Invitation

Notice is hereby given that Macon-Bibb County will receive seal bid responses to the Request for Proposals **For Consultant to Prepare Pre-Disaster Hazard Mitigation Plan for Macon-Bibb County** (original **plus 5 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, October 23, 2025**, for Emergency Shelter and Staffing Services for Macon- Bibb County.

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

The names of responding firms will be publicly read on **Thursday, October 23, 2025**, at 2:00 P.M. in the Macon-Bibb County Macon-Bibb County Commissioners Chamber, located at 700 Poplar Street, Macon, Ga 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

Bid documents may be examined and obtained on Macon-Bibb County website to be viewed and downloaded from one of the links included below:

Georgia Procurement Registry website

[http://ssl.doas.state.ga.us/PRSapp/PR\\_custom\\_index.jsp?agency=61100](http://ssl.doas.state.ga.us/PRSapp/PR_custom_index.jsp?agency=61100)

Macon-Bibb County Procurement Page [www.maconbibb.us/purchasing](http://www.maconbibb.us/purchasing)

### D. Pre-Bid

A pre-bid conference is scheduled for 10:00 o'clock a.m., **Wednesday, October 8, 2025**, in the Macon-Bibb County Commuissioner's Conference Room, 700 Poplar Street, Macon, Georgia 31201. This is a **Mandatory** pre-bid meeting. Contractor must be present in order to submit a response. Deadline to submit questions is **Friday, October 10, 2025, by 3:00 p.m. standard eastern time**. All questions must be emailed to [lhardwick@maconbibb.us](mailto:lhardwick@maconbibb.us).

### E. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverages should be written with insurance companies 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

## II. Submittals Responses must be sealed and identified on the outside of the package as and delivered to

**26-019-LH**

"Consultant for Pre-Disaster Hazard Mitigation Plan"

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 for 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.

A. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following Attachment A 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

B. Responsibility

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

- Five (5) 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

C. Local Preference

Macon-Bibb County reserves the right to award bids to County businesses and merchants whose bid is within **5% (five percent)** of the lowest responsive and responsible bid which conforms to the Invitation to Bid.

D. 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”. Non-responsive submissions will not be reviewed for potential awards.

### III. BACKGROUND

The Emergency Management Agency is an integral part of Macon-Bibb Consolidated County Government (“Macon” or “the County”) and it was formed in 1961. The County agency implements the local emergency operation plan to lead and coordinate the emergency response for all county departments and community partners. The County’s mission is to provide the resources and capabilities necessary to secure our community against natural disasters, manmade events or acts of terrorism. The County has an approximate population of 155,000. In past emergencies, the sites utilized to congregate were facilities such as Macon-Bibb County recreational community centers, coliseum, etc.

### IV. SCOPE OF SERVICES.

Macon-Bibb County is soliciting requests for proposals from qualified Consultant/Firm to facilitate in the update of our existing Pre-Disaster Hazard Mitigation Plan for the Macon-Bibb County Emergency Management Agency.

See Attachment B for Scope of Work.

#### Key Dates:

- RFP Release Date: 9/19/2025
- Questions Due: 10/10/2025
- Mandatory Meeting 10/08/2025
- Proposal Due Date: 10/23/2025

### V. SUBMITTAL FORMAT AND REQUIREMENTS

Along with the required submitting documents included, bidders shall provide the following:

- Submittals must be printed on 8 ½ x 11”, 20 lb. bond paper
- Table of Contents with Page Numbered Consecutively
- Cover Letter and Executive Summary
- Concise Descriptions of Qualifications and Experience
- Include Original Proposal and 5 Copies with Flash Drive

Technical Proposal shall be mailed in a sealed envelope separate from the Cost Proposals. Respondents to provide a comprehensive itemized cost proposal and technical proposal to reflect the requirements stated in Attachment B Scope of work.

Proposals shall be submitted by mail or hand delivery by **12:00 noon on October 23, 2025**. The address for submittals is:

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

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

Experience and Qualifications – Maximum 20 points

Strategy and Technical Approach – Maximum 25 Points

Project Timeline – Maximum 25 Points

Cost Proposal – Maximum 30 Points

**Experience/Qualifications-** Provide company resumes and other relevant certificates that demonstrate qualifications and experience in preparing Pre-Disaster Hazard Mitigation Plans. The following items should be included:

- Cover sheet with name, address, and telephone number of the firm and primary contact.
- Executive Summary should provide a brief introduction to your company and provide a high-level overview that states your company capabilities to provided proposed solutions.
- Brief description of the organization and its background, size, and services provided.
- Names of key personnel who will work on the project and their experience and qualification.
- State the availability of personnel who will be working on the project.
- Provide similar and complex relevant projects for viewing.
- A minimum of three (3) references must be provided to include names and phone numbers and email addresses.

**Strategy and Approach-** provide a detailed strategic technical approach to accomplish the project. The Strategic and Technical Approach will need to reflect the tasks stated in Attachment-B, Scope of Work.

**Project Timeline-**respondent to provide a project schedule that includes all scope of work tasks, milestones, and deliverables.

**Cost Proposal** respondent to provide a fixed hourly total for project cost.

Interviews may be required.

## VII. AWARD BASIS

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

## VIII SUBCONTRACTOR REPORTING REQUIREMENTS

Contractor shall submit a “Subcontractor/Supplier Participation Report” on this contract quarterly to the Macon-Bibb County Office of Small Business Affairs which shall include the following:

1. The name of each subcontractor or supplier participating in the contract.
2. A description of the work to be performed, materials, supplies, and services provided by each subcontractor or supplier.
3. Whether each subcontractor or supplier is a minority owned, woman owned, LGBTQIA+ owned, veteran owned, disabled person owned, Certified Disadvantaged Business Entity, non-profit, or local business.
4. Whether each subcontractor is a supplier, subcontractor, or other.
5. The dollar value of each subcontract or supply agreement.
6. The actual payment to date of each subcontractor or supplier participating in the contract.
7. The report shall be updated during the applicable quarter by the Contractor whenever any of the approved subcontractors or suppliers have completed the portion of the work they were contracted to perform. Copies of this report should be transmitted promptly to the Macon-Bibb County Office of Small Business Affairs.
8. The County may withhold any payment due to the Contractor on any project for failure to submit the Subcontractor/Supplier Report within thirty (30) days following the end of the calendar quarter or for the failure to submit updates to the quarterly report within thirty (30) days of any subcontractor or supplier having completed the portion of work they were contracted to perform.
9. The County may withhold any payment due to the Contractor on any project for failure to submit the Subcontractor/Supplier Report within thirty (30) days following the end of the calendar quarter or for the failure to submit updates to the quarterly report within thirty (30) days of any subcontractor or supplier having completed the portion of work they were contracted to perform.

## **Consultant for Pre-Disaster Hazard Mitigation Plan**

### **Cost Proposal Bid Form**

<b>Item</b>	<b>Title</b>	<b>Project Cost</b>
1.	Consultant/Project Manager	\$
2.		
3.		
4.		

Please provide a fixed project cost to achieve the deliverables to complete the task listed in the Scope of Work. Project cost to include all expenses incurred while working on the project.