



MACON-BIBB COUNTY, GEORGIA

Request for Proposal (RFP)

FOR

Construction Manager at Risk Macon-Bibb County Courthouse

26-021-LH

90922

90924

90930

95826

MACON-BIBB COUNTY

ISSUE DATE: OCTOBER 16, 2025

DUE DATE: NOVEMBER 20, 2025

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 csthepens@maconbibb.us

GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to this Request for Proposal (original **plus 5 copies & 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, November 20, 2025**, for a Construction Manager at Risk for Macon- Bibb County Court House.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on **Thursday, November 20, 2025, at 2:00 P.M.** in the Macon-Bibb County Board of Commissioners Conference Room, located on the 700 Poplar Street (2nd Floor), 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

1. 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

Macon-Bibb County Procurement Page www.maconbibb.us/purchasing

D. Pre-Bid

A pre-bid **mandatory** conference is scheduled for 10:00 a.m., Wednesday, October 29, 2025, at Bibb County Board of Commission Conference Room, 700 Poplar Street, Macon, GA 31201. This pre-bid **is mandatory** contractor must be present in order to submit a response. Deadline for submitting questions is **Friday, October 31, 2025, by 3:00 p.m.** All questions must be submitted via email to Lhardwick@maconbibb.us

E. Bid Bond

Bids, in order 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.

- a) 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 the terms of the contract within ten (10) days after notification of award.
- b) Contractor may submit a cashier's check or certified check not less than 5% of the total base bid. The check must be made out to "Macon-Bibb County" and include the bid number in the memo line of the check. Personal Checks, business checks, and cash are strictly prohibited.

F. Submittals

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

"26-021-LH Construction Manager at Risk"

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 in response to the RFP shall become the property of Macon-Bibb County.

G. Responsiveness

In order to be considered “*responsive*” the submission should 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
- Non-Collusion Affidavit

H. Responsibility

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

- Ten (10) 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

I. 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.

J. Local Preference

1. 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.

K. Surety

- I. Whereas the anticipated Contracted Price exceeds \$25,000, the bidder to whom award is made shall submit a Payment Bond and a Performance Bond, both in amount of one hundred percent (100%) of the Contract Price.

a) Bonding company/Surety shall be:

- (1) Rated B+ or better in current Key Rating Guide as issued by A.M. Best Company, Oldwick, NJ.
- (2) Licensed to do business in the State of Georgia.

II. PROJECT DESCRIPTION

Macon-Bibb County (the "Owner") is seeking a Construction Manager to oversee the courthouse renovations. The intent of this project is to improve building security and the interior of the courthouse which will update the building in terms of efficiency and appearance. It is anticipated the project will involve three (3) phases for completion.

III. SCOPE OF SERVICES

See "Attachment B" for Scope of Work.

IV. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be organized in a manner to display the required information in easily accessible with table of contents and labelled tabs. Technical and Cost Proposals must be submitted in separate envelopes.

Consultant Background

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

Experience

- Resume(s) of key personnel and their roles
- Licenses/Certifications
- Minimum of three (3) reference list
- Minimum of five (5) projects with similar scope and size

Project Management Approach

- Provide a planned approach to construction administration, coordination of personnel and subcontractors, cost, estimating, and schedule control.
- Identify all proposed team members, to include internal personnel and subcontractors working on the project. Include lines of reporting and the primary contact information for the construction manager overseeing the project.

Project Understanding

- Provide a detailed description of the work that must be performed. Proposer must demonstrate an understanding of the project's mission, goals, and context.
- Provide strategy and insight to identify and respond to project constraints and challenges. State contingency plans that include risk management techniques to diminish the constraint that may affect the outcome of the project.

Price Proposal

- An itemized fee proposal must be provided when submitting proposal.

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

Experience – Maximum 25 points
Project Management Approach – Maximum 30 Points
Project Understanding – Maximum 20 Points
Price – Maximum 25 Points

VI. AWARD BASIS

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

VIII. SUBCONTRACTOR REPORTING REQUIREMENTS

- A. 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
- B. 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.
- C. 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.