



# MACON-BIBB COUNTY, GEORGIA

Request for Proposal (RFP)

FOR

## **Building Department Administration Service Provider**

26-025-LH

95815

95816

96102

## MACON-BIBB COUNTY

ISSUE DATE: DECEMBER 9, 2025

DUE DATE: JANUARY 8, 2026

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](mailto: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, January 8, 2026**, for a Building Department Administration Service Provider for Macon- Bibb County.

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

The names of responding firms will be publicly read on **Thursday, January 8, 2026, at 2:00 P.M.** in the Macon-Bibb County Board of Commissioners Conference Room, located on the 700 Poplar Street (2<sup>nd</sup> 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 (and can) 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 **mandatory** conference is scheduled for 10:00 a.m., **Wednesday, December 17, 2025**, at Bibb County Board of Commission Conference Room, 700 Poplar Street, Macon, GA 31201, contractors must be present in order to submit a response. Deadline for submitting questions is **Friday, December 19, 2025**, by **3:00 p.m.** All questions must be submitted via email to [Lhardwick@maconbibb.us](mailto: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 fails 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

**"26-025-LH Building Department Administration Service Provider"**

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 Building Department Administration Provider to manage and operate multiple buildings/departments. The intent of this project is for the Building Administration Service Provider to perform tasks such as permit processing, inspection services, compliance monitoring, etc. This will be an annual service contract.

Macon-Bibb County is interested in considering alternative or additional approaches offered by the vendor for additional services, or value-added services options are encouraged to do so when responding to this solicitation.

III. MINIMUM REQUIREMENTS

To be considered as "responsive", all Proposers must provide documentation for the minimum requirements listed below.

The Building Official shall be a graduate of a Bonafide college or university and possess a degree in architecture, engineering, construction technology or other related degree acceptable to the appointing authority. The Building Official shall have at least five (5) years' experience as combination of these three (3) years, which shall have been in a position of responsible charge. The Building Official shall possess or obtain, within eighteen (18) months of the date of employment as Building Official, certification as a Certified Building Official (CBO) by the Council of American Building Officials or International Code Council. Any equivalent combination of education and experience acceptable to the appointing authority shall satisfy the qualification requirements. The Building Official shall be appointed and/or regained by contract and approved by the governing authority.

Technical Staff Qualifications. The Building Official may utilize employees of business development services, such as managers, inspectors, plans examiners, assistants, and other employees as authorized by the director of Business Development Services. The Department of Business and Development Services shall establish necessary qualifications, education, and experience necessary to carry out their job responsibilities. Field inspectors, Plans Examiners, and Codes Inspection Manager positions shall possess or obtain within eighteen (18) months of the date of employment, appropriate certification administered through the certification program of the International Code Council. A person shall not be hired as inspector of construction, plans examiner or Codes Inspection Manager shall have at least 5 years' experience as a contractor, engineer, architect, foreman, superintendent or competent mechanic in trade for which they are being hired or any equivalent combination of

education and experience acceptable to the Building Official. An Assistant Building Official shall have the same qualifications as required for Building Official.

Authorized Representative of the Building Official. The Building Official may designate as his deputy an employee in the department, during his absence or disability, to exercise all the powers of the Building Official. If the Building Official is incapable of appointing a deputy-building official, the governing authority may designate an individual to serve in his absence. Employees of the department, in the performance of the normal usual responsibilities of the position for which they are employed, shall have powers as delegated by the building official to ensure the enforcement of the technical codes.

Restrictions on employees. No employee of Business Development Services, nor of the Building Official shall be financially interested in the furnishing of labor, maintenance of a building, structure, service system, or in the making of construction documents thereof, which is within the jurisdiction of the department, unless he or she is the owner of such. No employee shall engage in any other action which is inconsistent or in conflict with his or her duties, or the interests and duties of the department.

The Company/Firm shall furnish the MBC, upon request, any and all documentation regarding necessary licenses, permits, certifications, and/or registrations required by the laws or rules and regulations of the City, local governments, the State of Georgia and the United States.

The Firm certifies that it is now and will remain in good standing with such governmental agencies and that it will keep its licenses, permits, certifications, and/or registrations, etc. in order for the life of the contract.

#### IV. SCOPE OF SERVICES

The Building Department Administration Service Provider is to assist Macon-Bibb County in the overall administration of proposed services described herein this solicitation/scope of work.

Please see "Attachment B" for Scope of Work and "Attachment C" for Administrative Requirements

#### V. 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/Qualifications

- 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

##### Management Technical Approach

- Provide a planned approach to overseeing building/department administration, coordination of personnel and subcontractors, processing permits, estimating, and schedule control.
- Identify all proposed team members, to include internal personnel and subcontractors providing required services described in solicitation. Include lines of reporting and the primary contact information for the construction manager overseeing the project.

#### Expertise and Qualifications of Key Staff

- The Building Official shall have at least five (5) years' experience and three (3) years in an appointing authority position. Provide resume with detailed description of experience with similar scope of work as described in this solicitation. Include education, certifications, and licensures applicable to the requirements stipulated herein.
- Key staff resumes are to be submitted outlining a detailed description of their experience, education, certifications, and samples of similar work as described in the scope of work

#### Price Proposal

- An itemized fee proposal must be provided to accomplish the work described in the scope of work by category as outlined and for any additional services or activities required. out when submitting proposal. The proposed pricing must include all costs that are necessary to successfully perform the services described in this solicitation.

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

Experience/Qualifications – Maximum 25 points

Management Technical Approach – Maximum 30 Points

Expertise and Qualifications of Key Staff – Maximum 20 Points

Project Fee – 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.