



## MACON-BIBB COUNTY, GEORGIA

Request for Proposal (RFP)

FOR

### **COMMUNITY ENGAGEMENT PROGRAM MANAGER**

26-043-LH

91826

91827

91832

95222

95281

### MACON-BIBB COUNTY

ISSUE DATE: APRIL 6, 2026

DUE DATE: MAY 7, 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, May 7, 2026**, for a **Community Engagement Program Manager** for Macon- Bibb County.

**NO LATE RESPONSES WILL BE CONSIDERED**

The names of responding firms will be publicly read on **Thursday, May 7, 2026, at 2:00 P.M.** in the Macon-Bibb County Procurement Conference Room, located on the 700 Poplar Street (3<sup>rd</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 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 **non- mandatory** conference is scheduled for 10:00 a.m., **Wednesday, April 15, 2026**, at Macon-Bibb County Procurement Conference Room, 700 Poplar Street, Macon, GA 31201. This pre-bid is **non-mandatory** contractor do not need to be present in order to submit a response. Deadline for submitting questions is **Friday, April 17, 2026**, by **3:00 p.m.** All questions must be submitted via email to [Lhardwick@maconbibb.us](mailto:Lhardwick@maconbibb.us)

E. Submittals

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

**“26-043-LH Community Engagement Program Manager”**

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.

F. 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

G. 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

H. 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.

I. 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.

J. Surety

I. Project Description

Macon-Bibb County (the “Owner) is seeking a qualified Community Engagement Program Manager who will serve as the primary liaison for Pleasant Hill Urban Design and Cultural Plan. The Community Engagement Program Manager duties will include planning activities such as maintaining relationships with community organizations and Macon-Bibb County officials, managing comprehensive public information, coordinating community activities, hosting events and programs and other related initiatives for the neighborhood stakeholders primarily in the Pleasant Hill Neighborhood Organization.

II. Scope Of Services

See “Attachment B” for Scope of Work.

K. 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. 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 (to include bachelor’s and/or Graduate degree)
- Minimum of three (3) reference list
- Minimum of five (5) years of experience with similar projects in scope and size

Project Management Approach

- Provide a planned approach to implement specific activities of the Pleasant Hill Urban Design Plan, including the development and implementation of specific workflows for individual plan presentations and public outreach.
- Assists RCC Conveners as it pertains to planning efforts and communications.
- Attend meetings of RCC Partners to deliver updates on planning efforts.
- When directed, attend meetings on behalf of the RCCC Conveners.
- Prepare materials necessary for grant reporting and compliance in assistance to Macon-Bibb County Grant’s Accounting.

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 20 points  
Project Management Approach – Maximum 35 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.

**RFP PROPOSAL BID FORM**  
**COMMUNITY ENGAGEMENT**  
**PROGRAM MANAGER**  
**26-043-LH**

Bid Respondent's (Firm Name) \_\_\_\_\_

ITEM	ITEM DESCRIPTION	UNIT OF MEASURE	PRICE
Community Engagement Manager	Per Hour		

We have examined the Specifications, related documents, and the site of the proposed Work, and are familiar with all the conditions surrounding this project, including the availability of materials and labor, and hereby bid to furnish all materials and labor, and to complete the project in accordance with the Contract Documents, within the time set forth herein, and at the prices stated above. These prices are to cover all expenses incurred in performing the Work required under these Scope of Work/Specifications (Attach, of which this bid is part.

Respectfully Submitted,

Authorized Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_