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Macon-Bibb County Government

Procurement Department

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Laura Hardwick
Director of Procurement

June 5, 2026

ADDENDUM # 1

To: ALL PROSPECTIVE FIRMS

Re: INVITATION FOR BIDS: 26-049-LH, Pleasant Hill Urban Design Master Planning Services

The Invitation for Bids, referenced above, is modified as follows:

1. Can the County please confirm whether firms should submit one (1) original, five (5) hard copies, and one (1) electronic copy on a USB flash drive, or instead submit one digital copy and one printed application by mail as stated on page 5?

Answer: One (1) original proposal, five (5) hard copies of proposal, and the electronic copy on a USB flash drive.

2. Is a cover, cover letter, table of content, tabs, resumes, and attachments/forms part of the page limit?

Answer: Yes.

3. The Statement of Qualifications is noted as 1–5 pages; does this count toward the overall 10-page limit? Could the County clarify what materials should be included in the appendices (e.g., resumes, cover letter, additional project information, etc.)

Answer: The 10-page limit is not applicable to the 1-5 pages required for the Statement of Qualifications.

4. Is the information listed on page 5 under “Liability of Error” (a. Design Vision & Approach, b. Project Timeline, c. Project Approach, d. Experience/Qualifications) intended to be included as part of the Statement of Qualifications response, or should it be submitted as a separate attachment?

Answer: All information requested should be submitted as a packet.

5. Given the Procurement Site upgrade, which currently prevents firms from registering as suppliers, will a firm selected for the next step be able to complete supplier registration once it becomes available?

Answer: Pertaining to the supplier/vendor registration, please complete the required attachment A documents.

6. Would you prefer summarized resumes, or should full resumes be included as an appendix?

Answer: Full resumes can be included as an appendix.

7. Has a budget been set for this project?

Answer: \$500,00

8. Is there a required MWBE participation percentage? Can this be fulfilled by a non-Georgia-based firm?

Answer: No.

9. Can firms submit an organization chart? If so, would it be part of the page limit?

Answer: Yes.

10. For the project examples referenced on page 5, under Submittal Format (Item 4), would it be acceptable for firms to include QR codes or hyperlinks directing reviewers to additional project information? Or does the County have a preferred format for presenting project examples?

Answer: No preference, however what best displays the work.

11. The RFQ references 'full engineering' of streets and sidewalks. Given the planning level nature of this contract, would the County confirm whether the expectation is conceptual/preliminary engineering sufficient for cost estimating and grant readiness, rather than full construction ready engineering documents? If full engineering is required, could the County provide additional detail on the expected scope and level of effort?

Answer: Grant readiness is the goal.

12. Page 5: Firms will be asked to present and discuss the following: (Design Vision & Approach, Project Timeline, Project Approach & Experience/Qualifications) Are the requirements outlined on page 5 (Design Vision & Approach, Project Timeline, Project Approach & Experience/Qualifications) required to be included in the initial written 10-page Statement of Qualifications submission, or are they exclusively required for the presentation/interview phase for shortlisted firms?"

Answer: Initial 10-page submission

13. Page 4: VI. Submittal Format: Will resumes count in the page limit of 10 pages?

Answer: Yes.

14. Page 4: VI. Submittal Format: Will Cover Letter, Cover Page & Table of Content Count in the 10 Page limit?

Answer: Yes.

15. Page 4: VI. Submittal Format: Section VI states applications should be limited to 10 pages excluding appendices, but item 2 within that same section calls for a 1-to-5-page Statement of Qualification. Please clarify whether the 10-page limit is the overall cap, and the 1-to-5-page item is a sub section within it, or whether these refer to different documents.

Answer: The requirements are as stipulated in the solicitation.

16. Interview Window: Section V says interviews will occur in June 2026, but Section III says a vendor will be selected in July 2026 and the submission is not due until June 18. Please confirm the interview window.

Answer: Timeframe as stipulated in the solicitation. Macon-Bibb County reserves the right to change timelines.

17. Georgia Statutes governing selection: Section VII references applicable Georgia Statutes governing selection. Will this procurement follow O.C.G.A. Section 36 91 (Public Works), the Georgia Mini Brooks Act for architectural and engineering services, or another framework?

Answer: Applicable guidelines will be followed.

18. No. of copies to be submitted (Page 4, and Page 5): Could the County please clarify the exact number of hard copies and digital copies required for submission? Should we follow the instructions on Page 4 (1 print + 1 digital) or Page 5 (1 original + 5 copies + 1 USB)?"

Answer: Please refer to question #1.

19. Scope and Budget: What is the anticipated budget or budget range for the Master Plan and the full engineering of streetscape and sidewalk improvements? The scope mixes planning level work (charrettes, design guidelines, financing strategy) with what reads like design development engineering, which are very different from fee structures.

Answer: Please refer to question #7.

20. Scope and Budget

Is the full engineering of proposed improvements intended as part of this contract, or is that a future phase to be procured separately after the Master Plan is adopted?

Answer: At least early designs should be included in this scope.

21. Scope and Budget

Is the Reconnecting Communities and Neighborhoods (RCN) planning grant the sole funding source, and what is the grant award amount? Federal grant funding triggers different compliance requirements (Build America Buy America, Davis Bacon if construction follows; federal procurement standards) that should be confirmed.

Answer: Yes.

22. Scope and Budget- Will the contract follow the standard Brooks Act and Georgia QBS process where fee is negotiated only after qualifications-based selection, or is a fee proposal expected at the SOQ or interview stage?

Answer: Fee negotiated after.

23. Existing Work and Stakeholders: Will the selected firm be given access to the five referenced documents (Pleasant Hill Neighborhood Organization Strategic Plan, Reimagining the Civic Commons materials, Macon Action Plan, GDOT Mitigation Plan, Bibb County Comprehensive Plan), and are any under nonpublic status?

Answer: Yes, they will be available for review and are currently public and available online.

24. Existing Work and Stakeholders: Have any prior conceptual planning, traffic study, or engineering been completed for Pleasant Hill that the selected firm should build on rather than duplicate?

Answer: just the plans listed in the solicitation.

25. Existing Work and Stakeholders: Who is the County's Day to day project manager, and what is the makeup of the Pleasant Hill Steering Committee and the Reimagining the Civic Commons team that the firm will coordinate with?

Answer: Weston Stroud, transportation safety manager will be the primary county contact, a separate engagement manager will be hired as well. Committees are made up of local residents and stakeholders. Steering committee is the Pleasant Hill Neighborhood Organization.

26. Existing Work and Stakeholders: Section IV states the County and partners will be responsible for convening and managing public design charrettes, but the Scope also asks the firm to conduct and lead public design charrettes. Please clarify the division of responsibilities, specifically those who handle logistics, outreach, and venue, and who facilitate the design content.

Answer: Engagement coordinator will convene/host/invite community to charettes and meetings, design firm will lead the meetings.

27. Deliverables and Intellectual Property: The RFQ states deliverables will be the property of Authority. Please clarify which entity the Authority refers to, since the procuring entity is Macon Bibb County. Is there a separate authority (such as the Macon Bibb Urban Development Authority) involved in contracting?

Answer: This is an error; it will be the County.

28. Deliverables and Intellectual Property: Are CAD and GIS files expected as part of the editable deliverables, and in what format and version?

Answer: To be determined.

29. Insurance and Contract Terms: What insurance limits will be required (general liability, professional liability, auto, workers comp)? The Insurability Statement asks us to certify ability to acquire required levels as outlined in the bid document, but those levels are not specified in the RFQ.

Answer: Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage 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

30. Insurance and Contract Terms: Will the County provide a sample professional services agreement so we can review indemnification, limitation of liability, ownership of documents, and termination provisions before submission?

Answer: Not available at this time.

31. Team Composition and Licensing Are there specific subconsultant disciplines the County expects to see on the team (transportation engineering, economic development, public engagement specialist, historic preservation, anti-displacement policy)?

Answer: Transportation engineering, economic development, anti-displacement. A separate engagement coordinator will be hired.

32. Team Composition and Licensing Is there a local participation or MBE participation goal beyond what is requested on the Bidder Minority Participation Goal form?

Answer: No.

33. Team Composition and Licensing

Section XI(e) requires at least one registered architect licensed in the State of Georgia as principal architect. Given the scope is primarily urban design, planning, civil and transportation engineering, and economic development, is the registered architect requirement firm, or would a registered landscape architect or Georgia licensed PE in civil or transportation satisfy the principal in charge role?

Answer: The other disciplines mentioned will suffice.

34. Attachment A Section XI(d) states that Attachment A documents are required prior to contract execution, but Section XI(e) states that to be considered responsive, the submission must include all required documents listed in Attachment A. Please clarify whether the Attachment A forms (including notarized affidavits, W 9, E Verify Affidavit, Vendor Application) must be included with the June 18 SOQ submission or only at contract execution.

Answer: As stipulated in the solicitation. All attachment A documents are to be included when submitting proposals.

Please incorporate this change into the Invitation for Bid and acknowledge receipt of this addendum on your bid form.

Sincerely,

Laura Hardwick