



**MACON-BIBB COUNTY, GEORGIA
Request for Qualifications (RFQ)**

**Pleasant Hill Urban Design
Master Planning Services**

92537
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RFQ # 26-049-LH

**MACON-BIBB COUNTY
ISSUE DATE: MAY 18, 2026
DUE DATE: JUNE 18, 2026
12:00 PM (Noon) EST**

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I. Introduction

The Historic Pleasant Hill neighborhood in Macon, Ga was founded in 1879 as a center of black excellence and flourishing. It was the home to a full complement of amenities that promoted a high quality of life, with its own hospital, schools, library, and commercial hub. As is the story for many vibrant Black neighborhoods in the US, the dual impact of Urban Renewal Programs and the Interstate Highway System decimated the neighborhood, leading to decades of disinvestment. In the last decade, significant progress has been made to stem the tide of disinvestment, building of a mitigation plan from the Georgia Department of Transportation and local partners that has seen significant investment in housing, parks, and sidewalk enhancements. This initial success laid the groundwork for a successful Reconnecting Communities and Neighborhoods planning grant submission seeking to provide a full urban design plan for the neighborhood that focuses on internal reconnection, connection of residents to public spaces, commercial development, and anti-displacement strategies.

II. Purpose

This project will create a walkable, livable, sustainable and beautiful urban core for Pleasant Hill employing a process of consensus building, which will ensure its success. The process and plan will respect the unique history, culture and heritage of the neighborhood as an opportunity for reinvestment while enhancing the lives of current

III. Timeframe

A vendor for Master Planning services will be selected in July of 2026. The Master Plan will be developed over a 12-month timeline with the draft Plan being delivered in July 2027.

IV. Scope of Services

Overview

The successful firm will work closely with city staff, the Pleasant Hill Steering Committee, the Reimagining the Civic Commons team for Macon Pleasant Hill residents and the city at large to complete the following steps:

1. Analyze applicable information from the following documents
 - a. Pleasant Hill Neighborhood Organization Strategic Plan
 - b. Macon's Reimagining the Civic Commons Website
 - c. Macon Action Plan
 - d. Pleasant Hill Mitigation Plan (GDOT)
 - e. Comprehensive Plan for Macon Bibb County (P&Z)
2. Conduct interviews with constituent non-profit organizations, anchor institutions, neighborhood associations and businesses to develop design consensus.
3. Conduct and lead public design charrettes and incorporate findings into development of the draft Master Plan.
4. Develop a draft Master Plan, including a specific Implementation Strategy and Financing Strategy for review and comment by the County, partners, and the public with the following items addressed.
 - a. Design improvements to streetscapes and sidewalks to connect to public parks and amenities
 - b. Propose strategies for recruiting and retaining best use retail, commercial and residential tenants including incentive suggestions
 - c. Propose design changes to induce spontaneous and planned neighborhood events, public events and everyday interaction
 - d. Propose strategies for attracting walkers, bikers, students and neighbors to use parks, businesses and residences
 - e. Proposing areas for commercial development and potential elevations of buildings
 - f. Develop design guidelines as a planning overlay for the urban core
 - g. Propose a phased implementation strategy and timeline
 - h. Propose funding strategies linked to implementation strategy

5. Prepare and present the updated Plan to the County and partners.
6. Provide final working documents in both electronic and hard copy format (suitable for the web and editable).

Deliverables

The selected firm will deliver a comprehensive Master Plan in digital and print format along with a turn-key public presentation (PowerPoint) and a web-friendly summary. These materials will be the property of Authority. The visual impact and aesthetic of these materials is critical to reaching a diverse audience to understand the appeal of the district. In addition, all deliverables should be unique to Macon, engaging our history and heritage. The Master Plan should:

- Redesign of streets and sidewalks with full engineering of proposed improvements
- Propose anti-displacement strategies and policies to ensure improvements benefit current residents without the negative impacts of gentrification
- Propose site-specific retail, commercial and residential recruitment recommendations and appropriate incentives and suggest appropriate zoning regulations for the neighborhood
- Illustrate how design changes will induce desired use of existing and new amenities, particularly addressing social determinants of health
- Provide parking and traffic solutions
- Create an implementation strategy and timeline
- Propose creative strategies to finance improvements

Elements

The primary purpose of this plan is to create a resident- led framework for future redevelopment of Pleasant Hill and the primary elements of study will be:

- Urban Design- Streetscapes and other concerns
- Parks, Recreation, and Open Space
- Neighborhood Revitalization and appropriate land use
- Anti-Displacement Strategy
- Transportation
- Public Event Space
- Funding Strategies

Public Involvement

The County and partners will be responsible for convening and managing public design charrettes. A shared vision amongst diverse stakeholders is necessary to move the community forward, and this can only be accomplished in an open, friendly environment. The public must drive the vision above all else.

V. Selection Process and Schedule

The Owner has elected to employ a qualifications-based selection process to evaluate and choose the design firm/team for this project. The Owner anticipates the following phases and milestone dates for the selection process (all dates are subject to change at the Owner's discretion):

- Release of Request for Qualifications (RFQ): May 19, 2026
- Deadline for Questions: June 5, 2026, by 3:00 PM EST
- Submission Due Date: June 18, 2026, by 12:00 PM (Noon) EST (No public bid opening; submittals will be opened privately by the Owner after the deadline.)

The Owner reserves the right, at its sole discretion, to adjust this Schedule of Events as it deems necessary. Changes to any dates or deadlines will be communicated to all registered RFQ holders via addendum.

VI. Submittal Format

In order to facilitate a uniform review process, submitters must include the following items (organized in the order shown) as part of their Statement of Qualifications. Responses should be concise, but sufficiently detailed to address each item:

Applicants should submit a Statement of Qualification by 12 pm on __June 2026. Applications should include one digital copy and one print application by mail. Applications should be limited 10 pages (excluding appendices) and include:

1. A Cover Sheet including quick facts about the firm (website, contact info)
2. A 1-5 Page Statement of Qualification specifically addressing the firm's fitness to carry out the Scope of Work outlined here including:
 - a. A statement illustrating the firm's proficiency in streetscape design, traffic calming, college town planning, community engagement, economic development, planning and urban design.
 - b. A record of implementation, successful function and sustainability for urban design proposals and master plans.
 - c. Evidence of inclusive planning practices and community engagement.
 - d. Past examples of cost control, adherence to timelines and quality of work.
 - e. Experience in Macon or the region, if any.
3. Resumes for key team members and their proposed roles in delivering this project.
4. Two examples (either print or digital) of the firm's best previous work illustrating expertise relevant to this project.
5. All submittals shall be sent or delivered by the deadline to: Procurement Department, 700 Poplar Street, Macon, Georgia 31201, Attention Laura Hardwick, Procurement Director.

Addenda Acknowledgement - The submission must include acknowledgment of all addenda issued for this RFQ. (If any addenda are not acknowledged, the submission may be deemed non-responsive.)

VII. Selection

A committee with representatives from our key partners will be established to review all applications. This committee will select the most qualified candidate firms and solicit proposals from these firms. This committee will review the proposals, and the committee will invite one or two firms for interviews with the County and partners in June of 2026. Firms will be asked to make a public presentation to allow for public input in the selection process. Selection will be based upon submission materials and interview results. Selection of the most qualified firm will be in accordance with applicable Georgia Statutes. The committee reserves the right to reject all interviewees. Staff will negotiate a contract at a reasonable fee with the most qualified firm. If a contract cannot be successfully negotiated with the most qualified firm, staff will proceed to negotiate a contract with the second-best qualified firm. Subject to appropriate approvals and successful contract negotiation, the County will execute the contract and initiate project activities around July of 2026.

VIII. Liability for Errors

While Macon Bibb County has made considerable efforts to ensure an accurate representation of information in the Request for Proposals, the information contained in this Request for Proposals is supplied solely as a guideline for consultants. The information is not guaranteed or warranted accurately by the Authority, nor is it necessarily comprehensive or exhaustive.

1. Firms will be asked to present and discuss the following:
 - a. Design Vision & Approach - Articulate your overall design philosophy and proposed approach. Highlight how the design will align with the community identity, experience, goals, and long-term performance.
 - b. Project Timeline -Provide a proposed schedule of task including key milestones for deliverables.
 - c. Project Approach -Describe the scope of work as you understand it. Include any information demonstrating understanding and insights related to the projects scope of work described herein. Present your plan for managing this project and how you will ensure quality, coordination, and accountability throughout design process.
 - d. Experience/Qualifications- Describe at least three (3) similar or related projects successfully completed within the last ten (10) years. Provide the minimum of three (3) references.

IX. Award Basis

- a. An award will be recommended based on the subjective judgment and evaluation of the review panel, after considering the totality of all materials and presentations submitted for this RFQ.

X. Submission Instructions

- a. Submission Deadline: All Statements of Qualifications (SOQs) must be received by the Owner no later than 12:00 PM (Noon) EST on June 18, 2026. Submissions received after this deadline will not be considered. It is the Proposer's responsibility to ensure delivery by the deadline; late or misdirected submittals (including those delayed by shipping services) will be rejected and unopened.
- b. Submission Method: Proposals must be submitted in sealed envelopes or packages clearly marked "RFQ – Pleasant Hill Urban Design Master Planning Services" and delivered to:

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

Electronic or faxed submissions will NOT be accepted. Firms should submit one (1) original and five (5) hard copies of their proposal, as well as one (1) electronic copy in PDF format on a USB flash drive. The hard-copy original must be signed in ink by an official authorized to bind the firm.

- c. Questions and Addenda: Questions or requests for clarification regarding this RFQ must be submitted in writing via email to Laura Hardwick, Procurement Director at Lhardwick@maconbibb.us. no later than 3:00 PM EST on June 5, 2026. All questions must be submitted by email; phone calls will not be accepted. Answers to questions and any necessary addenda will be posted on the Macon-Bibb County Procurement webpage (<https://www.maconbibb.us/procurement/>) and the Georgia Procurement Registry (<https://ssl.doas.state.ga.us/gpr/index>) in accordance with state requirements, no later than June 12, 2026. The Owner may elect to hold a pre-submittal conference or issue additional information to clarify the requirements of this RFQ; if so, such information will be provided to all participants.

XI. Terms and Conditions (Proposal Terms)

- a. Right to Modify or Cancel: The Owner reserves the right to cancel or modify the selection process at any time, to waive technicalities, to accept or reject any portion of the proposals, and/or to reject all proposals if doing so is deemed in the best interest of the Owner. The Owner reserves the right to make reasonable modifications to the scope of work, to adjust the composition of the requested services, or to negotiate changes with the selected design team if necessary to achieve the project's objectives. This RFQ does not commit the Owner to enter into a contract, nor to pay any costs incurred in the preparation of a proposal or in subsequent negotiations.

- b. **Costs and Liability:** All costs incurred by proposers in responding to this RFQ (including any interviews, travel, or contract negotiations) are solely the proposer's responsibility. The Owner shall not be liable for any costs or expenses incurred by the firms pursuing this project.
- c. **Equal Opportunity:** Macon-Bibb County supports the principles of equal opportunity and fair treatment. The selection of a firm will be made without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability, and the Owner will not discriminate on any such basis in its contracting practices. Proposers shall be required to adhere to the same principles in the execution of the work, including compliance with all applicable federal, state, and local equal opportunity laws and regulations.
- d. **Required Documentation:** Prior to contract execution, the selected firm will be required to submit all documentation as outlined in **Attachment "A" – Macon-Bibb County Required Documents**. Submission of these documents is a condition of award. Failure to provide the required documentation in a timely and complete manner may result in disqualification or delay in contract execution.
- e. **Responsiveness and Responsibility:** In order to be considered responsive, a submission must include all required documents listed in **Attachment "A" – Macon-Bibb County Required Documents**, together with the materials described herein the **Submittal Requirement Format**. A submission that does not include these items in full may be deemed non-responsive.

In order to be considered responsible, the submitting firm must be properly registered with the Secretary of State to do business in the State of Georgia, must identify at least one registered architect licensed in the State of Georgia who will serve as the principal architect overseeing the project if selected, and must demonstrate the financial and legal capacity to perform the services described in this RFQ.

Attachment Index:

Attachment "A" – Macon-Bibb County required documents

Attachment "A"
Required Submission Documents

Macon-Bibb County
Summary of Attachment "A" Required Documents

1. Bidder Qualification Form
2. List of Sub-Contractors
3. Bidder Minority Participation Goal
4. Financial & Legal Stability Statement
5. Insurability Statement
6. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
7. Non-Collusion Affidavit

Instructions and additional information regarding the three forms below can be found on our website under the Procurement Department Documents tab if needed.

8. Macon-Bibb County Vendor Application
9. Form W-9
10. E-Verify Affidavit