



## MACON-BIBB COUNTY, GEORGIA

Request for Qualifications of Professional Services (RFQ)

FOR

### **MODULAR HOUSING DEVELOPER FOR THE MACON-BIBB COUNTY AFFORDABLE HOUSING FUND**

27-001-LH

#### MACON-BIBB COUNTY

ISSUE DATE: July 7, 2026

DUE DATE: August 6, 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 of Small Business Affairs at (478) 300-2297 or [cstephens@maconbibb.us](mailto:cstephens@maconbibb.us)

## GENERAL

### A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Qualifications Professional Services (original **plus 3 copies and 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, August 6, 2026**, for **Modular Housing Developer** for Macon- Bibb County Affordable Housing Fund.

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

The names of responding firms will be publicly read on **Thursday, August 6, 2026, at 2:00 P.M.** in the Macon-Bibb County Procurement Department Conference Room, located at 700 Poplar Street Suite 308, Macon Georgia 31201. All questions must be submitted by email to [lhardwick@maconbibb.us](mailto:lhardwick@maconbibb.us) Deadline to submit questions is **Friday, July 24, 2026, by 3:00 p.m.**

### 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. Insurance Requirements

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. MBCAHF, Inc. shall be named as additional insured on the policy.

Workers' Compensation: Statutory

Errors and Omission: \$1,000,000

General Liability: \$1,000,000

### E. Submittals

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

#### **"RFQ # 27-001-LH – Modular Housing Developer"**

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

## F. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- 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:

- Three (3) 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 RFQ. 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 because of this RFQ 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 RFQ 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 RFQ. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RFQ.

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

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.

## II. BACKGROUND

In 2023, MBCAHF was founded with \$7.5 million by Macon-Bibb County through the American Rescue Plan Act. The funding is allocated to provide affordable housing solutions in Macon-Bibb County to households at 80%-120% area median income. This income range represents what is commonly referred to as “workforce housing” as one or two members of the household work in essential fields where income has not kept pace with housing costs. This income gap, along with supply chain shortages, interest rates, and

other factors, has created a housing crisis in Macon-Bibb County.

Housing solutions include transitional, rental, and ownership developments primarily led by developers applying to MBCAHF's loan product. While low interest, favorable term lending is an essential tool to making development more feasible, it does not address some of our more challenging areas.

In addition to lending to affordable housing developers, MBCAHF is leading development of affordable workforce housing in neighborhoods that are often overlooked by private developers. Current areas of interest include South Macon off Houston Ave and Payne City. The Land Bank Authority has strategically been acquiring lots in these areas and has agreed to sell lots to MBCAHF with the end use required to be affordable housing.

MBCAHF and the Land Bank Authority are selecting lots in focus neighborhoods for a large-scale scattered site project. A modular developer would be ideal in bringing down costs and creating high-quality housing that is desperately needed. Development efforts will be strategically focused on areas of concentrated blight to support neighborhood revitalization; however, the overall approach will primarily consist of scattered-site infill development. Projects may involve the development of approximately 10 lots at a time, with lot sizes varying based on location and site conditions, requiring flexibility in design and construction.

### III. SCOPE OF SERVICES

Macon-Bibb County is seeking qualifications from experienced and qualified modular housing developers to support the planning, renovation, and new construction of single-family and duplex housing units on vacant and/or blighted lots.

The firm selected will be expected to provide comprehensive services that include, but are not limited to, the following:

#### 1. Pre-Construction Planning

- Conduct site assessments and feasibility studies for designated lots.
- Collaborate with County staff, architects, and engineers to develop project plans.
- Prepare detailed construction schedules, cost estimates, and phasing strategies.
- Assist in securing necessary permits and ensuring compliance with all applicable building codes, zoning ordinances, and environmental regulations.

#### 2. Design and Engineering Support

- Work in coordination with design professionals to ensure that all single-family home designs are cost-effective, energy-efficient, and meet local housing standards.
- Provide input on constructability, materials selection, and value engineering to optimize project outcomes.
- Ensure all designs incorporate accessibility and sustainability best practices where feasible.

#### 3. Construction Services

- Perform demolition and site preparation as needed.
- Construct new single-family homes or renovate existing structures to meet modern housing standards.
- Ensure all work is completed in accordance with approved plans, specifications, and timelines.
- Maintain quality control and safety standards throughout the construction process.

#### 4. Project Management

- Provide a dedicated project manager to serve as the primary point of contact.
- Manage subcontractors, suppliers, and construction crews to ensure timely and cost-effective delivery.
- Monitor project budgets and manage change orders in accordance with County procedures.

#### 5. Post-Construction and Closeout

- Coordinate final inspections and obtain certificates of occupancy.
- Complete all punch list items and ensure homes are move-in ready.
- Provide warranty documentation and post-construction support as required.

#### IV. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be organized in a manner to display the required information in easily accessible Table of Contents with labelled tabs:

##### Consultant Background

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

##### Experience

- Resume(s) of key personnel
- Reference list
- List of projects with similar scopes and size – preferable examples of completed affordable housing projects

##### Project Approach

- Blueprints, designs and budgets for single-family (1bed/1bath, 2bed/2bath, and 3beds/2bath) and duplex modular housing units
- Provide a project schedule outlining completion for orders of 1, 5, and 10 units

##### Project Cost

- Estimated cost per unit-by-unit type for single-family (1bed/1bath, 2bed/2bath, and 3beds/2bath) and duplex modular housing units
- Identification of cost savings at increased order volumes
- Pricing tiers (e.g., 1 unit vs. 5 units vs. 10 units)
- Any cost assumptions or exclusions

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

Experience – Maximum 25 points

Project Approach – Maximum 35 Points

Project Cost – Maximum 40 Points

#### VI. AWARD BASIS

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

#### VII. CONFIDENTIALITY AND OPEN RECORDS

- A. In order to ensure compliance with Georgia’s Open Records Act, the following language must be included in all Macon-Bibb County contracts and will be a required term for any contract entered into as a result of this solicitation.

The Parties acknowledge that both Vendor and County are required to comply with the Georgia Open Records Act, O.C.G.A. § 50-18-70, et seq. See, *Milliron v. Antonakakis*, 905 S.E.2d 657 (Ga. 2024). As a result, Vendor acknowledges and agrees that County may make such disclosures as are authorized or required under the Georgia Open Records Act, notwithstanding any claims of confidentiality asserted by Vendor as to any records or data in the County’s possession.

Upon execution of this Agreement, Vendor shall designate in writing that one or more of its officers shall be the open records officer for Vendor in accordance with the Open Records Act. In the event that Vendor receives a request for records under the Open Records Act, Vendor shall notify County within two business days by sending an email, return receipt requested, to [OpenRecordsNotices@maconbibb.onmicrosoft.com](mailto:OpenRecordsNotices@maconbibb.onmicrosoft.com). The vendor shall provide the County with copies of all records proposed for production prior to responding to such requests. The vendor shall assert all exemptions and exceptions available to the fullest extent of the law and shall not produce any records which are subject to withholding under the Open Records Act or any other state or federal law. Vendor shall have a duty to consult with independent legal counsel concerning which records are or are not subject to production prior to making any production, and shall certify to County at the time the proposed production is provided to County that the records contained therein have been reviewed by counsel for

responsiveness and that all information that is protected or protectable from release under the law has been redacted therefrom. Vendor shall be responsible for calculating response costs and billing requestors for all requests sent in accordance with the Open Records Act, and Vendor's complete compliance with the provisions of this section shall be performed at no cost to County.

Vendor assumes all civil and criminal liability for its own compliance with the Open Records Act. In the event that Vendor produces material records that are subject to withholding under the Open Records Act, and it would be impossible or very difficult to accurately estimate the damage and harm caused to County by such production, then Vendor shall pay County the sum of \$10,000.00 per request as liquidated damages. The Parties intend that these liquidated damages shall constitute compensation, and not a penalty, and that the liquidated damages are a reasonable estimate of the anticipated or actual harm that might arise from a breach by Vendor. Where actual damages are calculable, then the County shall reserve the right to seek actual damages for the harm caused by such production instead of liquidated damages. Nothing herein shall be construed as limiting in any way the County's right to seek injunctive, declaratory, or other relief to prevent the release of protected information prior to any such production being made.

#### 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.