



MACON-BIBB COUNTY
Planning & Zoning

Macon-Bibb Planning and Zoning Commission
Request for Proposals: **RFP 1 Development Code**
ZONING CODE UPDATE

CONTACT PERSON
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Date Issued: 10/28/2028
Pre-Submittal Meeting: NONE
Last Day for Inquiries: 11/07/2022 5PM
RFP Due Date: 11/11/2022 12:00PM



Macon-Bibb planning & Zoning Commission Established in 1954 as a result of a special amendment to the Constitution of the State of Georgia, the Macon-Bibb County Planning & Zoning Commission (Commission) is the only independent planning and zoning organization in the country. The Commission is the final authority over all land use planning, transportation planning, zoning enforcement, and subdivision review for Macon-Bibb County. The Commission is unique in Georgia in that it is not a referring body, but the agency that has the final say in all land use decisions within its jurisdiction. The Commission's five-member quasi-judicial board is made up of local business professionals who volunteer to serve for five-year terms. The Commission is supported professional staff that provides support for zoning hearings and serves as the permit coordinator for all land use development proposals. Additionally, the agency is the federally designated Metropolitan Planning Organization (MPO) responsible for all transportation planning for Macon-Bibb County, and portions of Jones and Monroe counties.

The Land Development Resolution was last amended in 1972; since that time there have been significant changes in the growth patterns of the City of Macon and the County of Bibb including changes in the lifestyles of the residents, changes in the industrial, commercial, and residential development trends and significant shifts in the population in and around the City of Macon and Bibb County. Due to these changes and due to the projected changes, which will occur in the future because of the progressive nature of the City of Macon and County of Bibb, the present Land Development Resolution no longer adequately serves the needs of Macon-Bibb County. To provide for the continued orderly growth in Macon and Bibb County and to eliminate the obsolescence in the present Land Development Resolution, certain changes are necessary.

The Commission proposes to retain a highly qualified, capable consultant(s) to act as the Planning Consultant during the planning and execution of the project for a not-to-exceed price as will be determined with the selected firm based upon a detailed scope of work.

1. SCOPE OF WORK

The Commission is seeking professional planning related services to assist with the following:

Zoning Districts and Use Table: Provide expert guidance and provide recommendations for changes to existing uses, allowed uses, and conditional uses

Supplemental Regulations: Provide expert guidance and provide recommendations for changes to existing uses, allowed uses, and conditional uses

Landscaping/Buffering: Assist Commission staff in creating landscaping and buffering standards for incompatible uses, Planned Developments and Cluster Developments.

Lighting: Assist Commission staff in creating lighting standards for commercial, industrial, and multifamily developments

Definitions: Provide expert guidance and provide recommendations for changes and additions to existing definitions.



2. TASK

Development Code Drafts: Assist Commission staff in preparing an initial draft of Code language for each focus area identified in the scope of work above.

Be available to answer related questions from Planning & Zoning Commission after internal review, Consultant will prepare an updated second draft that incorporates any revisions requested by the Commission. City staff will consider if any further revisions are needed, if determined no further revisions are necessary City staff may make the draft available to the public and stakeholders.

Assist Commission staff in preparing a Final Draft of all assigned focus areas addressing any feedback.

Commission staff will prepare all presentation materials.

All final documents and native files shall be provided to and owned by the Commission.

3. METHOD OF SELECTION

The intent of the Macon-Bibb Planning and Zoning Commission (the "Commission") is to select one consultant or consultant team whose proposal is determined to be the most advantageous to the Commission based on the evaluation factors set forth in this Request for Proposal.

If necessary, the Commission may conduct a prequalification screening of all submitted proposals by a designated selection team. The prequalification screening process will identify those consultants who, in the Commission's sole discretion, best meet Commission needs. The Commission reserves the right to reject any or all submissions.

After a ranking of submittals, the Commission will offer the highest ranked consultant a 7-day exclusive negotiation period. If there is an impasse in the negotiations, or the Commission negotiators determine that a contract cannot be achieved, the Commission reserves the right to go to the next highest ranked firm. This process may continue through those firms on the final list until a contract is successfully negotiated. The City reserves the right to reject all proposals at any time, or to cease negotiations over a contract at any time.

4. EVALUATION CRITERIA

4.1: Qualifications of respondent	30%
4.2: Experience and expertise with similar projects	20%
4.3: Proposed not to exceed cost	50%

5. INSTRUCTIONS TO OFFERORS

Proposals are to be delivered via electronic email to jruggieri@mbpz.org no later than 12:00 PM, Friday, November 11, 2022. All submitted documents shall be completed, scanned as a .pdf, and added as an attachment to the email submittal. The .pdf shall have the name of the company submitting and subject of the email should be **RFP_1_DevelopmentCode_Name of Offeror**



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You may withdraw your proposal at any time prior to the time and date set for closing by emailing the request to Jruggieri@mbpz.org.

The Commission reserves the right to conduct discussions with proposers, to accept revisions of proposals, and to negotiate price changes. During this discussion period, the Commission will not disclose any information derived from proposals submitted, or from discussions with other proposers.

The award shall be made to the responsible proposer whose proposal is determined to be the most advantageous to the Commission based on the evaluation factors set forth in this Request for Proposal.

All information submitted will be considered public record under Georgia State law.

An individual authorized to extend a formal proposal must sign all proposals. Proposals that are not signed may be rejected.

Any person, firm, corporation, or association submitting a proposal shall be deemed to have read and understood all the terms, conditions, and requirements in the specifications/ scope of work.

All formal inquiries or requests for significant or material clarification or interpretation, or notification to the Commission of errors or omissions relating to this Request for Proposals must be directed to: Jeffrey C Ruggieri AICP, Executive Director of the Macon-Bibb Planning and Zoning Commission Email: jruggieri@mbpz.org.

Note that the Commission may answer informal questions orally. The Commission makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to provide minor clarifications rapidly. Oral statements or instructions shall not constitute an amendment to this Request for Proposals. Offerors shall not rely on any verbal responses from the Commission. If you have formal questions about any part of this Request for Proposal, which could result in a material issue or a formal amendment to this Request for Proposals, submit your questions via email to jruggieri@mbpz.org with subject "RE Questions RFP_1_DevelopmentCode". All responses will be available to all qualified respondents.

The Commission shall not reimburse any offeror the cost of responding to a Request for Proposal.