

**MACON-BIBB COUNTY - REQUEST FOR QUALIFICATIONS STATEMENT (RFQ)
FOR HISTORIC DESIGN GUIDELINE REVIEW AND UPDATE**

**REQUEST FOR QUALIFICATIONS STATEMENT (RFQ) FOR
HISTORIC DESIGN GUIDELINE REVIEW AND UPDATE**

PURPOSE

The Macon-Bibb County Planning and Zoning Commission (MBPZ) is requesting Statements of Qualifications from interested and qualified preservation professional services firms. Project involves:

1. Review existing design guidelines for 2 of the County's 3 locally designated historic districts.
2. Conduct a robust public engagement program.
3. Create recommended draft guidelines based on contemporary best practices, staff input, and information collected from public engagement efforts.
4. Present recommended draft documents to MBPZ during regularly scheduled MBPZ hearing
5. Attending up to 2 public hearings to represent final products during adoption.

The information obtained will be utilized by the MBPZ to evaluate each interested firm by utilizing the criteria outlined in this Request for Qualifications (RFQ).

Existing Historic Design Guidelines can be reviewed at www.MBPZ.org under the "Historic Preservation" heading and at the links below:

1. <https://mbpz.org/wp-content/uploads/2022/10/CBD-Guidelines.pdf>
2. <https://mbpz.org/wp-content/uploads/2019/09/Macon-Bibb-County-Historic-Districts-Guidelines.pdf>

SOLICITATION TIMETABLE

Request for Qualifications Released:	September 1, 2023
Deadline for Written Questions:	September 29, 2023 @ 4:00 PM (est.)
Answers to Questions Posted to MBPZ.org:	October 6, 2023 @ 4:00 PM (est.)
Response Due Date:	October 20, 2023 @ 4:00 PM (est.)
Successful Respondents Notified:	November 3, 2023

1.0 INTRODUCTION

The MBPZ is requesting qualifications from a preservation professional or firm to lead the Commission and the community through an in depth public engagement, review,

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and amendment process to the design guidelines for 2 locally designated historic districts in Macon-Bibb County.

The MBPZ seeks to select a consulting firm experienced in public engagement and the creation of Historic Preservation Guidelines for existing and new construction in the State of Georgia. Qualifying firms must demonstrate their experience in public engagement and guideline formulation.

2.0 STATEMENT FORMAT

To facilitate review of your Statement of Qualifications by the MBPZ, it is requested that your submission conform to the following format:

- Coversheet: Title of MBC HISTORIC GUIDELINE UPDATE - name of firm.
- Qualifications of the Firm: History and organization of the company/legal entity that contract will be entered into, primary contact, contact information, location of the office that the work will be performed, and the name and title of the person that is authorized to enter into a contract agreement (must be an officer, partner or member of the firm).
- Project Team: List any sub-consultants and their office location. Provide a list of all team members, including brief resumes and licensure/ certifications held by each team member. The resumes should clearly state the role of each team member, work experience, educational experience, and number of years with the firm.
- Project Management & Quality Control: Demonstrate project management and quality control methods that will be employed by your firm. This section shall also include an organizational chart identifying each team member (including subconsultants) and list their roles/responsibilities.
- Similar Projects/Relevant Experience: Submit examples of similar projects that your firm or the team has provided for public engagement and Historic Design Guideline creation. Services for example projects shall have been completed within the past five (5) years. Include the project name, location, and scope of services performed.
- References: Provide the name, address and telephone number of no more than three (3) references that you have completed similar services for within the past five (5) years. By submission of the references, you are authorizing the MBPZ to contact these references.

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- **Legal Actions Against Firm:** Provide a list of any legal judgments against your firm or any member of the team within the past five (5) years associated with project performance or professional liability. Upon request by the MBPZ, the firm shall provide clarification of the judgment including reason/circumstance that resulted in the legal judgment and the judgment results.
- **Other Supporting Data:** Include any other information that you feel is relevant to the selection of your firm or team.

3.0 SUBMITTAL REQUIREMENTS AND EVALUATION OF QUALIFICATIONS

Consulting firms or teams interested are asked to submit their statement of qualifications (SOQ). The MBPZ will evaluate the respondent's submittals based on the demonstrated experience and qualifications.

Evaluation of qualifications will consider, but may not be limited to the following:

- Qualifications and experience of the respondent's project team
- Qualifications and experience of the respondent company
- Availability of project team and resources to do the work
- Demonstrated experience in public engagement
- Ability to perform work within specified time and proposed budget

5.0 SELECTION PROCESS

Any questions regarding this RFQ must be directed via e-mail to: Jeff Ruggieri at jruggieri@mbpz.org no later than September 29, 2023 @ 4:00 PM (est.). Questions later than September 29, 2023 @ 4:00PM (est.) will not be considered. All pertinent questions and answers will be posted on the MBPZ.org website as an addendum to this RFQ

The MBPZ may invite qualifying firms for interviews, but this is not a required step in the selection process. At the conclusion of the interviews (if held), the MBPZ will rank the firms based on the selection criteria and the interviews. The MBPZ will provide written notification of their intent to pursue contract negotiations with the highest-ranking individual or firm.

6.0 TERMS AND CONDITIONS

The MBPZ reserves the right to reject all submissions to this RFQ if it is deemed in the best interest of the MBPZ. The MBPZ assumes no responsibility for costs incurred in responding to this RFQ. The RFQ process shall not be considered final until a contract for services has been successfully executed with the selected firm.

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7.0 SUBMITTAL INSTRUCTIONS

- One electronic copy (Adobe Acrobat - 25mb limit) of SOQ to be emailed no later than October 20, 2023 @ 4:00PM. (est) to Jruggieri@mbpz.org with Subject Line: "MBC HISTORIC GUIDELINE UPDATE - name of firm"
- If mailed*, submit SOQ package via portable electronic storage device to the attention of:

Mr. Jeff Ruggieri
Executive Director
Macon-Bibb County Planning and Zoning Commission
200 Cheery Street
Ste 300
Macon GA 31210

*postmark must be October 20,2023 or earlier.

PROVISION OF SERVICE

The MBPZ requires workers compensation insurance in accordance with Georgia State Law, statutory limits, along with \$100,000 employer's liability. Performance and Payment bonds will NOT be required.

The selected contractor shall be responsible for all services and supplies necessary to effectively perform the services as defined. This includes all labor, equipment, supplies and materials.

It is the policy of the lot the MBPZ to provide minorities and women equal opportunity for participating in all aspects of the County's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of Georgia. It is further the policy of the MBPZ to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status.
