

QUESTIONS/ANSWERS: MACON-BIBB COUNTY RFQ FOR HISTORIC DESIGN GUIDELINE REVIEW AND UPDATE

1. **Question:** Does a contributing v non-contributing map exist for the areas affected by the design guidelines?
1. **Answer:** We do not have a map of contributing vs non-contributing. However, we do have the information by street and address in paper form.

2. **Question:** Regarding the specifications for the qualifications starting on page 2 of the RFQ, may respondents embellish the coversheet with graphics, logos, and contact info, etc., or must the coversheet only have the two items listed (title and name of responding firm)?
2. **Answer:** Responses will be reviewed and ranked based on the quality of information provided in the RFQ. Respondents are free to add any additional information they feel will assist the Commission in ranking their response. If respondents plan on submitting through email they should be mindful of the 25mb limit on electronic transfers.

3. **Question:** Is there an established budget or maximum fee allocated for the project?
3. **Answer:** The Commission desires to hire the best respondent for the task. It is generally accepted the cost of effort involved and the desired quality of both process and product cannot be attained for less than \$60,000 with a maximum of approximately \$100,000. The Commission desires to contract with the best respondent that can provide the best product and is willing to negotiate final cost to meet the desire objective.

4. **Question:** The RFQ does not specifically spell out the timing and budget for this project, yet the ability to conform to the timeline and budget are listed as evaluation criteria. Could you please share the anticipated timeline and consultant budget for this project?
4. **Answer:** See answer 3 and answer 7

5. **Question:** We are experienced in many forms of outreach, for a variety of project types, but are curious about which types of public engagement have worked well in Bibb County, and that you anticipate will be most effective for the community?
5. **Answer:** Past public engagement efforts have generally been in-person meetings and public workshops. Turnout has been less than desirable utilizing those techniques. Respondents should have experience in contemporary and innovative public engagement practices and include examples of past successes as well as the proposed methods/techniques/tools that will be used in this effort.

6. **Question:** Can you clarify the total number of required in-person meetings required both for the public engagement and the MBPZ hearings?
6. **Answer:** The RFQ states the selected respondent must plan on attending up to 2 scheduled Planning Commission Hearings. The number of public engagement meetings should be presented by the respondent based upon their experience in similar efforts.

7. **Question:** Does the County have a proposed project schedule or a date in which the final deliverables must be complete?
7. **Answer:** Project schedule and milestones for deliverables will be negotiated with the selected respondent. It is anticipated overall project timeline will be approximately 6 to 10 months.

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8. **Question:** The RFQ mentioned the need for design guidelines for two districts, since there are more than two locally designated districts, which districts is the City looking to create/update and would those be residential and/or commercial?
8. **Answer:** The guidelines being considered for update can be reviewed at www.MBPZ.org under the "Historic Preservation" heading and at the links below:
 - a. <https://mbpz.org/wp-content/uploads/2022/10/CBD-Guidelines.pdf>
 - b. <https://mbpz.org/wp-content/uploads/2019/09/Macon-Bibb County Historic Districts Guidelines.pdf>
9. **Question:** Would the two districts require one or two sets of design guidelines?
9. **Answer:** Two
10. **Question:** Would the City be willing to disclose the budget for the scope of work and if there was any intent to hire more than one consultant.
10. **Answer:** See answer 3 for budget. The Commission will contract with one firm or professional.