



**MACON-BIBB COUNTY
PLANNING & ZONING COMMISSION**

Request for Professional Services (RPS)

FOR

2050 Macon-Bibb County Housing Assessment and Forecast

RPS Identifier: MBPZ 2025-001

ISSUE DATE: January 15, 2025

RESPONSE DUE DATE: February 17, 2025

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-contractors where possible.

Revision Date: 1/23/2025

This Request for Professional Services is revised on 1/23/2025 to include the following additional information:

- Request released: 1/15/2025 (as per original)
- Deadline for Written Questions: 1/31/2025
- Answers to Questions posted to MBPZ.org 2/7/2025
- Responses Due: 2/17/2025
- Successful Respondents Notified: 3/19/2025

I. GENERAL

Invitation

Notice is hereby given that Macon-Bibb County Planning & Zoning Commission (“MBPZ” or “Commission”) will receive responses to this Request for Professional Services (RPS MBPZ 2025-001) at 3661 Eisenhower Pkwy, Suite MB 104, Macon, Georgia 31206, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **February 17, 2025, to prepare and complete the 2050 Macon-Bibb County Housing Assessment and Forecast and related Scope of Services (the “Project”)** for the Commission pursuant to an agreed-upon contract (the “Contract”) for such services as described herein.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on **Monday, February 17, 2025**, at 3:00 P.M. in the Commission Hearing Room, located on the 3661 Eisenhower Pkwy, Suite MB 104, Macon Georgia 31206.

A. Definitions

Wherever the terms “Commission” or “MBPZ” occur in this document, it shall mean the Macon-Bibb County Planning & Zoning Commission, an independent commission established in 1952 by ordinance authorized by a special constitutional amendment. 1947 Georgia Laws, page 1240.

“Responder” shall refer to firms responding to this RPS, and “Contractor” shall refer to a Responder who has executed the Contract to complete the Project pursuant to this RPS.

B. Solicitation Documents

Announcement of this Request for Professional Services may also be posted on the Commission website (<https://mbpz.org>) and on the Georgia Procurement Registry website (https://ssl.doas.state.ga.us/PRsapp/PR_index.jsp.)

C. Insurance and Indemnity Requirements

Contractor shall agree to the following in the Contract:

Insurance coverage shall be carried by Contractor at all times during the term of the Contract with an insurance company licensed to do business in the State of Georgia. All coverage should be written with an insurance company 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. MBPZ shall be named as additional insured on the policy, and coverage shall be at least in the following amounts:

Workers' Compensation: Statutory (State of Georgia)
Errors and Omission: \$1,000,000

General Liability: \$1,000,000

Contractor agrees to provide MBPZ with certificates of insurance evidencing the policies and amounts listed above upon execution of the Contract.

Contractor shall agree to indemnify, defend and hold harmless MPPZ, its officers, directors, agents and employees of and from any and all liability, claims, liens, demands, actions and expenses (including reasonable attorney fees and costs) arising out of or related to any loss, cost, damage or injury, including death, of any person, or damage to (or loss of) property of any kind, caused by breach of the Contract, misconduct or negligent acts, errors or omissions of Contractor or its employees or subcontractors. This provision shall survive any termination or expiration of the Contract with respect to any liability, injury, damage, conduct or omission occurring prior to such termination.

II. INSTRUCTIONS TO BIDDERS

A. Responses

Responses [an original plus five (5) copies] must be sealed and identified on the outside of the package as and delivered to

RPS MBPZ 2025-001 - Macon-Bibb County Housing Assessment and Forecast

Macon-Bibb County Planning & Zoning Commission

3661 Eisenhower Pkwy

Suite MB 104

Macon, Georgia 31206

Telephone: (478) 241-2554

Responses may not be withdrawn for a period of one hundred and twenty (120) days after the Response due date. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Responses and any other information submitted in response to the RPS shall become the property of MBPZ.

Each response should be prepared simply and economically, providing a straightforward, concise description of your organization's ability to meet the requirements of this RPS. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of MBPZ's needs.

Failure to comply with the requirements contained in this RPS may result in the response being deemed "non-responsive" or "non-responsible." Nonresponsive responses will not be reviewed for potential award.

B. Responsiveness

In order to be considered "*responsive*", the response must include completed copies of the following information and/or documents:

- Price Proposal
- Proposer Qualification
- List of Sub-Contractors
- Financial & Legal Capacity to perform the Scope of Services
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit
- Non-Collusion Affidavit

C. Responsibility

In order to be considered "*responsible*," the submitting firm must meet the following minimum qualifications:

- Licensed to do business in the State of Georgia (if such licensing is legally required); and

- Financially and legally capable of performing the services included herein.

D. Reservations

MBPZ will not provide compensation to Respondents for any expenses incurred by the Respondent(s) in connection with this RPS, including but not limited to, response preparation, meetings, correspondence or communications, or for any demonstrations that may be made in connection therewith.

MBPZ makes no guarantee that an award will be made as a result of this RPS and reserves the right to accept or reject any or all responses, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RPS or the Contract when deemed to be in MPPZ's best interest.

MBPZ will consider only representations made within the responses by Respondents to this RPS, and MPPZ will not be bound to act by any previous knowledge, communication, or response by Respondents or other firms.

Responses shall be binding on Respondent, and the agreed upon price in the Contract shall constitute the total obligation of MBPZ or any assigns. All costs associated with the completion of the Project shall be the responsibility of the Respondent, or its assigns.

MBPZ reserves the right to waive technicalities and formalities.

III. BACKGROUND

MBPZ is soliciting consulting services to prepare and complete the Project, evaluating current housing conditions, and forecasting future housing demand, for the Macon-Bibb County region. This service is being sought in anticipation of the regular update for the Macon-Bibb County Comprehensive Plan Update, scheduled for adoption on or before October 31, 2027.

IV. SCOPE OF SERVICES AND TIMELINE FOR THE PROJECT

The time to complete the Project (including entire Scope of Services) shall be one (1) year from commencement of the Contract. The Scope of Services for the Project pursuant to the Contract shall be as follows:

Meetings

Applicant shall include monthly coordination/consultation meetings (in person or virtual) with MBPZ and assembled stakeholders group during their proposed Project timeline.

Current Conditions

- Current Demographic Analysis
 - Composition of Macon-Bibb County (Base years 2020, and 2024) by
 - Race (overall, by U.S. Census racial demographic groups, and Hispanic vs. Non-Hispanic)
 - Gender
 - Age Groups
 - Own vs. Rent (overall, by U.S. Census racial demographic groups, and Hispanic vs. Non-Hispanic)
 - Average and Median Income by own vs. rent (overall, by U.S. Census racial demographic groups, and Hispanic vs. Non-Hispanic)
 - Median Home Value
 - Median Rent
- Housing Market Profile

- Composition of Macon-Bibb Housing Market (base years 2020 and 2024)
- Affordable Housing Profile
 - Proportion of housing deemed affordable to Moderate/Low/Very Low Income populations
 - Section 8 participation
 - Voucher Program
 - Public Housing Program
- Student Housing Profile
 - Mercer University/Mercer Village
 - Middle GA State University
 - Wesleyan College On Campus Housing

Deliverable – A technical memo (including supporting maps, appendices and documentation of sources) addressing the elements described in the above section.

Due Date: No more than five (5) months from effective date of the Contract.

Needs Assessment

- Evaluation of Existing Housing Stock
 - New Construction Available for Sale
 - New Construction Available for Rent
 - Available for Rehabilitation
 - Requiring Full Demolition
 - Options for remodel/updating programs
 - Macon-Bibb County Blight Remediation Program
- Campus plans for upcoming housing needs
 - Students
 - Faculty
- Permit processing
 - Number of new housing units permitted by Zoning, by year (2020-2024)
 - Made it through Zoning
 - Received final zoning approval
 - Single Family
 - Two Family
 - Multi-Family (number of units)
- Future Population Estimates (Target Year 2050)
 - Composition of Macon-Bibb County by
 - Race (overall, by U.S. Census racial demographic groups, and Hispanic vs. Non-Hispanic)
 - Gender
 - Age Groups
- Estimated Demand for New Housing (number of units)
 - Single Family
 - Duplex
 - Multi-family
- Estimation of Available Land for New Construction
 - Environmental Constraints (e.g., Flood Zone)
 - Properly Zoned
 - Density/Capacity.

Deliverable – A technical memo (including supporting maps, appendices and documentation of sources) addressing the elements described in the above section.

Due Date: No more than five (5) months after delivery of the Current Conditions technical memo.

SWOT Analysis for Meeting Future Demand

- Identification of emerging construction strategies/technologies, and discussion of how they may be accommodated in MBPZ policies
- Identification and discussion of policies in need of review and/or update.

- Local
- State
- Federal

Deliverable – A technical memo (including supporting appendices and documentation of sources) addressing the elements described in the above section.

Due Date: No more than one (1) month after delivery of the Needs Assessment technical memo.

Final Report and Documentation

- Final report summarizing the findings previous sections.
- Copies of any and all final tabular and/or GIS data not already delivered under previous steps (including variable definitions and metadata).
- Final presentation of findings to MBPZ Commission and stakeholders.

Deliverables – Final report, incorporating all the elements described in all the above section.
Final presentation to MBPZ Commission and stakeholders.

Due Date: No more than two (2) months after delivery of the Needs Assessment technical memo.

V. RESPONSE FORMAT AND REQUIREMENTS

Responses must be limited to a total of twenty (20) pages and must be organized in a manner to display the required information in easily accessible tabs labeled as follows:

Respondent Background

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

Experience – For all proposed Contractors and Sub-Contractors (if any) for the proposal:

- Resume(s) of key personnel
- Reference list
- List and description of projects with similar scope and size.

Project Approach

- Detailed plan for accomplishing the Scope of Work (and each element therein) including but not limited to:
 - Data acquisition plan
 - Approach to public input solicitation
 - Quality Control
 - Percentage of Project and specific tasks to be performed by proposed Subcontractor (if any).

Project Timeline

- Provide a project schedule outlining each identified deliverable and a time of completion of each.

Price Proposal

- Provide prices in a separate form, assigning individual prices for each deliverable and providing a total cost.

(enter any additional factors to be considered in the RPS; or delete)

VI. AWARD BASIS

Award of this contract, if any, will be chosen based on the needs of MBPZ in the public interest and in its sole discretion. Factors considered may include but are not limited to price, relevant experience, responsiveness of the response, qualifications of the Respondent, perceived ability to complete the project within the required time limits, understanding of, the required services and successful negotiation of the Contract. No one factor

will necessarily be the determining factor, including, but not limited to, price. MBPZ reserves the right to reject any proposal for any reason, as well as for no reason. If an acceptable contract cannot be negotiated with any respondent who is initially chosen, the Contract will be negotiated with the next best response based on the above-described factors, at MBPZ's sole discretion.

VII. CONFIDENTIALITY AND OPEN RECORDS

In order to ensure compliance with Georgia's Open Records Act, the following language shall be included in any MBPZ contract awarded by MBPZ pursuant to this RPS:

The Parties acknowledge that both Contractor and MBPZ 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, Contractor acknowledges and agrees that MBPZ may make such disclosures as are authorized or required under the Georgia Open Records Act, notwithstanding any claims of confidentiality asserted by Contractor as to any records or data in the County's possession.

Contractor shall be responsible for calculating response costs and billing requestors for all requests sent in accordance with the Open Records Act, and Contractor's complete compliance with the provisions of this section shall be performed at no cost to MBPZ.

Contractor assumes all civil and criminal liability for its own compliance with the Open Records Act