

MACON-BIBB CO. PLANNING AND ZONING



REQUEST FOR QUALIFICATIONS AND PROPOSAL (RFQ/P) FOR COMPREHENSIVE PLAN UPDATE

Proposal Identifier: MBPZ 2025-002

Issue Date: June 4, 2025

Response Due Date: July 16, 2025

REQUEST FOR QUALIFICATIONS AND PROPOSAL (RFQ/P) FOR COMPREHENSIVE PLAN UPDATE

MACON-BIBB COUNTY, GEORGIA

Macon-Bibb County Planning & Zoning Commission (MBPZ) is seeking proposals from qualified consultants for professional services to prepare a Comprehensive Plan that will update and replace the 2022 Comprehensive Plan for Macon-Bibb County, Georgia. Responses are solicited for this Project in accordance with the terms, conditions, and instructions set forth in this RFQ/P. Responses are due no later than 5:00 p.m. (EDT) Wednesday, July 16, 2025.

The respondent shall submit five (5) bound hard copies of their Proposal, and one (1) digital copy in a portable thumb drive by 5:00 P.M. (EDT), Wednesday, July 16, 2025. Responses received after this time and date will not be accepted. Responses shall be addressed and marked as:

Attn: JaRanda Doveton
Assistant Executive Director
Macon-Bibb Planning & Zoning
3661 Eisenhower Pkwy Suite MB104 Macon, GA
31206

The names of responding firms will be publicly read on Thursday, July 17, 2025, at 2:00 P.M. in the MBPZ Commission Hearing Room, located on the 3661 Eisenhower Pkwy, Suite MB 104, Macon Georgia 31206.

I. COMMUNITY BACKGROUND

The current Comprehensive Plan for Macon-Bibb County, Georgia was adopted in November 2022. The 2022 adoption did not include any substantial policy or map changes. Much has changed in Macon-Bibb County since the last major update in 2006, “Shared Visions – Planning Smart Choices”. As a result, it is of utmost importance that the Macon-Bibb County Comprehensive Plan and Future Land Use Map is updated to reflect the realities of today and prepare Macon-Bibb County for future needs (such updated document, together

with all required maps and appendices, hereinafter, referred to as the “Macon-Bibb County Comprehensive Plan” or “Comprehensive Plan”).

II. PURPOSE

The Macon-Bibb County Comprehensive Plan should preserve, promote, and harness the community's rich architectural, musical, and cultural history, along with its geographical location to create a clear and concise land use and development strategy to direct future growth of the community while providing actionable implementation items to aid in successful implementation of the plan over its 20-year lifetime.

III. PRELIMINARY SCOPE OF SERVICES

The consultant who is selected and who executes an agreement with MBPZ (the “Contractor” and the “Contract,” respectively) shall prepare a draft of the Comprehensive Plan that meets the requirements of this RFQ/P and all applicable laws and regulations. The Comprehensive Plan will develop an overarching vision. The goal is to review current policies, community goals, and objectives, establish the community's vision, objectives and goals for future growth. consultant should attempt to think outside of the box while providing recommended structure and scope for this Project that shows implementable tactics and on-ground expertise. With this broad objective in mind, Macon-Bibb County Planning and Zoning (“MBPZ”) has developed the following outline for the Plan’s development:

A. Macon-Bibb County Today:

- Community Profile: Develop a socio-demographic profile of the community analyzing how Macon-Bibb has progressed through the years and the direction the community might take in the next 20 years given the context of its geographical location, historical, and cultural resources, and interstate access.
- Inventory of Existing Conditions: Create an inventory of current land uses, transportation, and infrastructure assets by utilizing Macon-Bibb's available data and other regional resources, Review existing plan and policy documents pertinent to the Comprehensive Plan.

B. What Macon-Bibb County Needs:

- Resident/Stakeholder Engagement Strategy and public participation: The public's participation is critical to the development of a Comprehensive Plan and policies that reflect the needs, desires, and decisions of the community. The Comprehensive Plan should strive for consensus building that dominates the process. The consultant needs to design, implement, and guide the public participation process that incorporates effective and innovative participation mechanisms and techniques. Public participation can include, but is not limited to, conducting town halls either in person or virtual, public forums, utilizing social media, the MBPZ website, and survey platforms to promote the planning process, and receiving community feedback. The consultant in collaboration with the staff of MBPZ (the "staff") shall draft regular articles and website releases providing updates of the Comprehensive Plan process, which includes information about upcoming workshops and community input opportunities. These will be made available on the project website and the MBPZ website. **Consultant shall participate in any public hearings or meetings relating to the development of the Comprehensive Plan as required under Georgia, or other applicable, law.**
- Effective Communication: The consultant will conduct bi-weekly meetings with staff via Microsoft TEAMS and will host, steering committee meetings twice-monthly throughout the project, either in-person or virtual, as requested by MBPZ.

C. What Macon-Bibb County's Future Holds:

Based on the existing conditions analysis, community profile, and extensive public engagement process, and in conjunction with MBPZ staff and Commission, the following elements of the Comprehensive Plan must be developed:

- Vision and Goal: Develop a Vision and Goal for the Comprehensive Plan.
- Future Land Use Plan: Develop a future land use plan with a focus on quality growth while retaining the various architectural, musical, cultural, and historic character of the community.
- Mobility/Transportation: Review the Freight Plan and other transportation studies to provide guided recommendations on land use policies accordingly.
- Implementation Strategy: The comprehensive plan is expected to include a robust implementation strategy with a monitoring system that is measurable over time and can provide staff and Commission of MBPZ with easy-to-understand metrics to achieve goals over time.

D. Deliverables:

- Final Comprehensive Plan: Production of the final Comprehensive Plan, which should be an attractive, engaging, and easy to use document, together with all required maps and appendices. ***The final document must***

comply with all applicable local, state and federal laws and regulations related to Comprehensive Plans required to maintain Qualified Local Government (QLG) status, including but not limited to, those required by the Georgia Department of Community Affairs and Georgia Department of Natural Resources.

- **Supplemental reports**: Reports providing more detailed analysis of demographic and economic trends, historical reports, meeting summaries should be developed as appendices. The consultant shall provide to MBPZ fifteen (15) color, hard copy, spiral bound books as part of the final deliverables.
- **Brochure**: Production of an accompanying information brochure (preferably in 24” x 36” that can be folded into 8.5” x 11”) containing essential direction from the plan in an attractive, graphic heavy format, that is easy for members of the public and development community to understand.
- **Maps and Graphics**: The consultant team will be responsible for developing and preparing graphics (to be provided in original digital and hard copy, where applicable) for presentations, public meetings and the final report, including but not limited to the following:
 - ***Base Maps***, including the physical context of the study area, including major vegetation, waterways, utility installations, public facilities, surrounding land use and transportation infrastructure.
 - ***Framework/Vision Plan***, including suggested future land use maps, location of community assets and graphics showing potential future land use and development.
 - ***Presentation Materials***, including PowerPoint slides and/or other graphics or appropriate documentation at the scale and level of detail necessary for public meetings.
 - ***Finished Graphics and Text***, including any public engagement meeting board, display map, other associated flyers, PowerPoint slides, and other documentation for inclusion in the final report and presentation to the Planning and Zoning Commission and Board of Commissioners.
 - ***Final Digital GIS data***, including all feature classes used, or created, in the development of this plan, and supporting metadata, for incorporation as a layer on the GIS system.

IV. MACON-BIBB RESOURCES

Existing comprehensive plans, other relevant policy and regulatory documents, that may be of interest to respondents are available on the MBPZ website located at www.mbpz.org. Transportation plans (including the freight study mentioned above) will be available at www.maconmpo.com, or by contacting MBPZ staff. Studies and strategic plans from other county agencies/stakeholders will be available for use during the project.

V. PROJECT SCHEDULE

Following the consultant selection process and contract execution, it is MBPZ’s objective to complete the project within an approximate 26-month time frame. The following is the tentative schedule for completion of the study:

MILESTONE	APPROXIMATE SCHEDULE
Request for Qualifications and Proposal Released	June 18, 2025
Deadline for Written Questions	June 23, 2025
Answers to Questions posted to www.mbpz.org	June 27, 2025
Deadline to submit proposal to MBPZ	July 16, 2025
Selection/Evaluation period	July 17 – July 31, 2025
Scope of work/fee/schedule and contract development with selected Consultant	August 1 – August 8, 2025
MBPZ Commission approval and execution of the Contract	August 11, 2025
Project initiation	August 18, 2025
Project completion (includes project acceptance/ adoption by Planning & Zoning Commission and Board of Commissioners, and final submittal to the Department of Community Affairs (DCA))	October 28, 2027

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 cost, 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, cost. 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. SUMITTAL TO INCLUDE

The submission shall include the following information in the order listed below, with each section clearly labeled and separated by tabs, with pages numbered:

1. Cover Letter (three pages maximum)
 - Familiarity with Macon-Bibb County and its regional context.
 - Interest in the project and a brief description of relevant project experience that makes the consultant uniquely qualified to perform the work described in this RFQ/P.
2. Consultant team qualifications
 - Resume/Bio for the project manager and each team member as well as experience and qualifications of the consultant.
 - Availability and manpower estimate for the project manager and team members who will be committed to completing the project through acceptance/adoption by the MBPZ Commission, Board of Commissioners, and acceptance by DCA.
 - Describe the lead consultant's personnel resources that are available to the project manager to ensure the project remains on schedule and address unique challenges presented during the project.
 - Provide the qualifications of any subcontractors who will be utilized and list which portion, or percentage of a portion, of the project they will complete.
3. Method and Approach

- Narrative describing the consultant team’s overall method and approach to developing a comprehensive plan that meets the requirements as outlined in this RFQ/P.
4. Experience and Examples
 - Samples of final documents and graphics from comparable projects completed within the previous five years (providing electronic copies on a thumb drive is sufficient).
 5. References
 - Provide five current references (within the past five years). The references provided shall be for work completed for similar type projects.
 6. Budget
 - On a separate page, provide a fixed cost, or not to exceed cost, for each deliverable and task within the Scope of Services. The agreed upon budget in the Contract shall be the total obligation of MBPZ under the Contract.
 - When preparing the budget information please divide into categories as listed:
 - Total Budget
 - Public participation
 - Meetings with steering committee(s), staff, and elected/appointed officials
 - Map review and preparation
 - Traffic analysis
 - Project initiation and analysis of existing conditions
 - The Comp Plan update with all deliverables
 - Agency Reviews and Adoption

VIII. SELECTION PROCESS

The staff will recommend a consultant to the MBPZ Commission for their consideration and contract approval after the evaluation process is completed by the staff. The MBPZ Commission is not bound by the recommendation of the staff and may amend or reject any recommendation(s) of the staff, either requiring a different contract or contractor or requiring that the staff change or redo the selection process.

IX. EVALUATION AND AWARD CRITERIA

The following factors will be used in choosing a Consultant to negotiate the Contract:

1. Experience and knowledge in completing a comparable comprehensive plan.
2. Responsiveness and completeness of response.
3. Ability to complete the project within a given timeframe and budget.
4. Ability to prepare a high-quality and effective Comprehensive Plan that best furthers MBPZ's and Macon-Bibb County's needs in serving the public interest and that complies with all applicable laws.
5. Ability to maintain communication on project development.
6. Ability to engage partners and stakeholders during the process.
7. References.
8. Budget.

No one factor will necessarily be given preferential weight in the evaluation, including, but not limited to, cost. The lowest cost proposal will not necessarily be chosen. Award of the Contract, if any, will be chosen based on the needs of MBPZ in the public interest and in its sole discretion. 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(s) based on the above-described factors, at MBPZ's sole discretion.

X. ADDITIONAL INFORMATION AND REQUIREMENTS

- a. **No Gratuities** – Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of MBPZ for the purpose of influencing this selection. Any attempt by a respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process. Accordingly, contacts with members of the staff or Commissioners of MBPZ, which are outside of the established process, should not be initiated.
- b. **Correct and Complete Information; Responses to be binding** – By submitting a response, respondents represent and warrant to MBPZ that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, in any of the documents presented to MBPZ for consideration in

the selection process may be excluded. Responses shall be binding on respondents.

- c. **Inquiries** - Do not contact staff or Commissioners of MBPZ to make inquiries about the progress of this selection process. Respondents will be contacted by the MBPZ staff when it is appropriate to do so. Inquiries related to this RFQ/P may be directed to JaRanda Doveton, Assistant Director of Planning and Development, (rdoveton@mbpz.org, 478-241-2563) by no later than June 23, 2025.
- d. **Cost of Responses and Services**- MBPZ will not be responsible for the costs incurred by anyone in the submittal of responses to this RFQ/P or in negotiations or presentations related to this RFQ/P or any proposed contract relating to this RFQ/P. The agreed upon budget 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 Contractor, or its assigns, except as may otherwise be provided in the Contract.
- e. **Contract Negotiations** - This RFQ/P is not to be construed as a contract or as a commitment of any kind. If this RFQ/P results in a selection of a respondent for negotiation of a contract by MBPZ, the specific scope of work, associated fees, and other contractual matters will be determined during the award process prior to execution of the Contract. To ensure that the appropriate staff is assigned to the project, MBPZ intends to make the inclusion of a "key persons" clause a part of the Contract. The decision to execute the Contract shall be subject to approval by the MBPZ Commission in its sole discretion.
- f. **Reservations** - MBPZ makes no guarantee that any award will be made as a result of this RFQ/P and reserves the right to: (1) evaluate the responses submitted; (2) waive any irregularities in any proposals and any formalities or technicalities; (3) select candidates for the submittal of more detailed or alternate proposals; (4) accept any submittal or portion of submittal; (5) reject any or all respondents submitting responses in for any reason or no reason, in MBPZ's sole discretion; or (6) cancel the process and perform the work in-house.
- g. **Insurance and Indemnity** - The successful respondent 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.

h. Confidentiality and Open Records -

In order to ensure compliance with Georgia's Open Records Act, the following language shall be included in the Contract:

"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."

