BI BB COUNTY, GEORGIA

REQUEST FOR QUALIFICATIONS

FOR A

PROGRAM COORDINATOR

FOR

SPLOST PROJECTS

RFP NUMBER: 12-127-WBS

ISSUED: MARCH 18, 2012

SUBMITTALS DUE NO LATER THAN 12:00 NOON ON THURSDAY, APRIL 5, 2012

601 Mulberry Street
Room 405 Courthouse
Macon, Georgia  31201
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I. BACKGROUND

In November, 2011, the residents of Bibb County, Georgia voted for, and approved a Special Purpose Local Option Sales Tax (SPLOST) which is to be implemented beginning April, 2012 and run for six (6) years. Projects to be paid for by the SPLOST include, several new fire stations, a Juvenile Justice Center, storm water projects, a new animal shelter, among other projects.

II. RELATED DOCUMENTS

This Request for Qualification document may be examined and obtained at the Bibb County Purchasing Department, Room 405 Courthouse, 601 Mulberry Street, Macon, Georgia, or by calling 478-621-6333.

III. QUESTIONS OR CLARIFICATIONS

The County must receive all questions no later than 5:00 p.m. on Friday, March 30, 2012. If interpretation or additional information results in a change to this RFQ it will be communicated by written addendum which will form a part of this RFQ, or the accompanying documents, as appropriate. All questions and/or requests for clarifications to these documents should be made in writing (email preferred) to:

Bibb County Purchasing Dept.
Barry Smallwood
PO Box 4708
Macon, Ga. 31208-4708
Ph: (478) 621-6667
bsmallwood@co.bibb.ga.us

IV. PURPOSE

Bibb County, Georgia is requesting statements of qualifications from firms or individuals qualified and interested in providing professional Program Coordination Services for the purpose of developing and coordinating activities surrounding the recently approved Special Purpose Local Option Sales Tax (SPLOST).

V. SCOPE OF WORK

The scope of work for this Program Coordinator includes but is not limited to:

- Establish a schedule of projects based on priorities set by the Board of Commissioners;
- Determine priority order of each project’s needs;
- Work with the Finance Department to analyze cash flow and establish project schedules to avoid negative cash flow;
- Consult with design professionals and recommend to the Board of Commissioners and/or department heads the best delivery method for completion of projects;
- Work with the Board of Commissioners and Purchasing Department to procure proper design professionals for the projects;
- Work with the Board of Commissioners and Purchasing Department to procure construction professionals for projects;
- Provide coordinated meetings and communications between the Board of Commissioners, Chief Administrative Officer, designers, and contractors during development, construction, and delivery of final projects;
• Provide seamless and transparent communications and reporting to the Board of Commissioners and Advisory Committee on status and activities of projects in the program under the coordinator;
• Coordinate with the Information Technology Department to ensure the “Dashboard” is correct and up to date.
• Work with the Board of Commissioners to maximize local participation.
• Shall report directly to the Board of Commissioners and will be evaluated annually.
• Provide monthly reports to the Board of Commissioners and Advisory Committee.

VI. SUBMITTAL INSTRUCTIONS

Qualifications Statements are to be mailed or otherwise delivered to Bibb County Purchasing Department, Room 405, Courthouse, 601 Mulberry Street, Macon, Georgia 31201. Submittals are due no later than 12:00 noon, Thursday, April 5, 2012. Late submittals shall not be accepted. Submittals will be opened, and names of the respondents read aloud starting at 2:00 pm on Thursday, April 5, 2012. All submittals will be evaluated and finalists may be requested to interview with the Board of Commissioners and/or an evaluation team as a part of the process.

All costs related to the preparation, submittal, or presentations related to this project are the sole responsibility of the respondent and will not be assumed in full or in part by Bibb County Government.

Submission of a qualifications statement is certification to the factual truth of all information presented. Submittals shall include one (1) original and six (6) copies. All information is required to be organized with numbered tabs coinciding with the following list and submitted no later than the deadline stated herein.

1. Cover letter expressing your interest in this program. The cover letter shall include:
   a. Name and address of respondent
   b. Name, Title, and Signature of Respondent
   c. Years of experience in this field
2. List categories in which respondent is legally qualified to do business. Include licenses and registrations where applicable.
3. Have you defaulted on a contract, failed to complete any work awarded, or been involved in work-related litigation? If yes, please explain.
4. What is your current workload, and what do you expect in the near future?
5. Please provide three references of contracts similar in nature to the work represented herein. Each reference shall include the name, address, telephone number, and contact person.
6. Please provide a brief resume of the educational training and experience with particular attention to programs of similar nature.
7. Please describe and give examples of how you have managed similar type programs.
8. What process and/or procedure do you use to keep the owner informed as to the status of the program?

VII. RESERVATIONS

The Bibb County Board of Commissioners reserves the following rights:
• rejection of any and all submittals
• negotiate changes in the Scope of Work
• negotiate services to be provided
• negotiate fee proposal
VIII. EVALUATION CRITERIA

The County intends to award a contract to the most qualified respondent. The selection process for the performance of these services may include but are not limited to consideration of the following factors. All submittals will be evaluated and scored so that a “short list” may be established. Respondents selected to be part of the “short list” may be asked to participate in an interview. Following final ranking, the County will contact the highest ranking respondent and attempt to negotiate a contract for the services to be performed. The following criteria will be used to evaluate all proposals:

a. Responsiveness: Responsiveness shall be determined by the respondent’s demonstration of a method of approach that fully meets all terms and conditions of the RFQ and Scope of Work.

b. Expertise and reliability: Determined by the submission of references and positive reference checks demonstrating the respondent’s success potential for similar projects. Consideration of all accreditation and ratings of service or products by nationally accepted rating or accrediting agencies. Years of experience and professional memberships and certifications.

c. Service Factors: Determined by the provision of personnel with requisite skill and experience to deliver proposed services. The depth of services the respondent proposes to deliver. Access to service providers defined in terms of hours and days available, ease of contact, guaranteed response times. A demonstrated plan of action for service providers to expediently gain solutions to our service needs in issues which may be beyond their relevant experience level or authority.

d. Completeness of Submittal: Respondent’s submittal includes all required documents, signatures, and a work plan that thoroughly meets the scope of work and all terms and conditions.

e. Access and Ease of Use: The Respondent demonstrates the requisite availability, ability to complete projects within required time and material dates, initiative to keep the County informed of material issues, as required to perform all aspects of the scope of work. Demonstrates the ability to maintain responsive and timely communications with the County as required to meet all aspects of the scope of work.

f. Flexibility: The proposal demonstrates the flexibility to facilitate anticipated and unanticipated future process changes that are based on Best Practices.

g. Proven Strategic Vision: Results orientated to provide competitive products for customer base. Initiative to offer alternative approaches, leading-edge services, consistent quality and who suggest appropriate products for the County.

h. Cost of services: Cost will be evaluated for budget constraints, method of costing, method of pricing, comparisons of cost in relation to other competitive proposals.

The County may request oral presentations as part of the evaluation process at no cost to the County.