



Macon Bibb County Government

RFP 25-002-LH

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Request for Proposals for Recreation Master Plan and Development

Issue Date: August 19, 2024

Due Date: December 5, 2024

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1. INTRODUCTION & BACKGROUND

1.1 Introduction

Macon-Bibb County is issuing a Request for Proposal to seek highly qualified firms to develop a comprehensive Recreation Master Plan and Development. Upon approval of the Master planner/Developer, qualified firm (s) are to manage the operation and maintenance of the recreation/mixed-use facilities through a ground lease agreement with Macon-Bibb County. Qualified firms must demonstrate proven expertise to include but not limited to recreation facility planning, environment impact assessment, operations management, community outreach, recreation program assessment, financial analysis, project delivery, and organizational analysis. Macon-Bibb is committed to driving an energetic and competitive economy that increases the quality of life for our community. Proposals submitted by firms may involve all or any portion of the Lake Tobesofkee recreational facility. The successful firm will have up to one (1) year to create the master development plan.

1.2 Purpose

The primary purpose of the Lake Tobesofkee Recreation Master Plan and Development solicitation is to set a clear set of goals and objectives that will provide direction for the development and enhancement of the lake's open spaces, indoor and outdoor recreation facilities and an execution of said plan.

1.3 Background

Lake Tobesofkee built in the 1960's is located on Tobesofkee Creek in Macon-Bibb County. Tobesofkee is a year around recreation area covering nearly 1800 acres with 35 miles of shoreline. There are three parks (Claystone, Sandy Beach Park, Arrowhead) that are located around the lake that offer sandy beaches. The amenities include activities such as swimming, fishing, boating, camping, water skiing, sailing, pickleball courts, and picnic pavilions. All three parks offer campsites with modern conveniences and spacious pavilions' for the outside public to rent.

Macon-Bibb County's Lake Tobesofkee department operates as a Public Grounds operation within the scope of the Parks and Recreation Division. This Recreation Masterplan and Development solicitation offers a unique opportunity for Macon-Bibb County to enhance recreational facilities, protect greenspaces, assess sustainability, and consider the needs of the community. The County is open to creativity and collaboration that will increase the interest of a growing and diverse population.

1.4 Goal

The goal is to allow qualified firms to create a master development plan that must include all three parks, which are Claystone Park, Sandy Beach Park, and Arrowhead Park. The master development plan should encapsulate a vision of a variety of activities such as including within the design walking trails and bridges, and provide amenities that will introduce conservation of greenspace, safety paths, and an environment that will help to increase engagement and promote the welfare of the surrounding communities.

The Master Plan and Developer solicitation envisions, and ultimate linkage of all indoor and outdoor activities intended to promote a sustainable environment. Innovative, creativity, and cost saving proposals are encouraged by the planners and developers responding to this solicitation. Macon-Bibb County is seeking a public private partnership and/or joint venture with one firm for both the overseeing of design and construction services on this specific project for future development that will incorporate mixed-use elements. The selected firm must demonstrate they have similar experience in development projects. The County's goal is to maximize long-term revenue that will generate economic benefit for Macon-Bibb County.

1.5 Scope of Services

The Master Plan in this Request for proposal shall include a comprehensive detail design of all project elements that include but not limited to project planning, project scope, detailed assessments of conditions, capacity analysis, project schedule, project deliverables, community engagement, goals and recommendations, coordination with other local government entities, resource and data collection, implementation/schedule, budget estimates and financial plan. Proposals may include additional action items and recommendations that will help achieve the goals and intent of the tasks not listed in this RFP.

Master Planner and Developer Service will create a vision plan for Lake Tobesofkee. Upon approval of all or part of the vision plan, a comprehensive ground land lease will be negotiated with the selected firm allowing the firm to proceed to the construction, operational and maintenance phase of the vision plan. The successful firm will operate, maintain, and build onsite. The scope of work outlined below is to be used as a general guide and shall not be construed as a complete list of all work required to complete the project. Respondents to this solicitation may recommend and create a modified version as part of this proposal.

Assessment Phase

Master plan shall describe proposed features/components supported with site maps, drawings, graphics, construction plans, final designs, project specifications, implementation plan, and time of completion. Master plan design and build shall be in compliance with applicable federal, state, and local laws, regulations, and ordinances.

- An evaluation and review of existing lands uses, and recreation amenities. Firm shall report on findings and recommendations to the County and stakeholders anticipated goals.
- General map showing potential locations for recreation offerings in the County and at each of the sandy beaches.
- Open space shall be identified as a common area on the Master Plan and on all plats, as applicable dedicated to the public space. Firms responding this solicitation must identify specific parcels they intend to develop. Access to private lake sites must not be restricted to residing residents within the masterplan.
- Description of barriers to development (i.e., regulatory, legal, infrastructure, etc.) and strategies to facilitate implementation.
- Executive summary and findings on conceptual future development and recreation facilities in the County and the surrounding area.

- Project Management Plan that will demonstrate how the offeror will oversee and control the project in reference to lines of authority, communication, quality and control procedures, safety management, risk assessments, ability to respond to changes, handling of warranty issues, corporate support, etc.
- Close-Out of Project will include and deliver final Master Plan and present to Macon-Bibb County committee.
- Cost projections of recommendations with outline of possible funding sources, and the feasibility to sustain any improvements. Including the economic value back to Macon-Bibb County and local businesses. Financials shall also include anticipated consumer pricing for all services/facilities, and discounts for Macon-Bibb employees. Responding firm shall provide an itemized cost estimation will include total project cost, and construction cost.

Deliverables Phase

- List of potential projects that will enhance the outdoor recreation offerings in the County's Lake Tobesofkee area.
- Community needs assessment based on recreational trends, regional market analysis, and stakeholder engagement.

Product and Deliverables Phase

Some of the deliverables to be included with the Master Plan, but not limited to the items identified below. Other areas of emphasis may be identified during the planning process.

Relevant GIS data and digital map data used in the creation of maps and other supporting documentation in the Master Plan shall be provided to the County with copies to Macon-Bibb County local government entities at the end of the project.

The design team can provide additional proposals once these concepts are completed, and the projected costs are defined.

Submissions in response to this Request for Proposals are due Thursday, December 5 2024 12:00 pm EDT. Responses received after the date and time prescribed may not be considered for contract award and shall be returned to the Offeror at the discretion of the County. **For a full schedule of activities and key dates, see Section 2 below. A pre-bid conference is scheduled for 10:00 o'clock a.m., Wednesday, August 28, 2024, at Procurement Department at 700 Poplar Street Suite 308, Macon, Ga 31201.**

2. SUMMARY OF KEY DATES

The overall schedule for accepting and reviewing Responses and Developer Selection is:

TASK	Due Date
RFP Issue Date	August 16, 2024
Mandatory Pre-Bid Conference and Site Tour Macon-Bibb City Hall, Procurement Conference Room, 700 Poplar Street, Suite 308, Macon, Georgia 31201	August 28, 2024
Closing Date for Written Questions must be emailed Laura Hardwick at lhardwick@maconbibb.us	September 13, 2024, by 3:00 p.m.
Answers to Written Questions	September 27, 2024
Closing Date for Response Submission	December 5, 2024
Announcement of Shortlist	TBA
Interviews of Shortlisted Firms	TBA
Anticipated Date of Developer Selection	TBA

2.1 Development Area

The proposed development area is located at 6600 Mosley Dixie Road Macon, Georgia 31220 which sits outside of Macon City Limits on Lake Tobesofkee Creek. The development area is 180- acres with 35 miles of shoreline in the northeast section.

2.2 Zoning

It is anticipated that the County will work with the selected developer to obtain the proper zoning designation.

As part of the approval process, prior to development, the Selected Contractor will be required to submit a Final Development Plan to the Macon-Bibb County Planning and Zoning Commission and will pursue all other required approvals.

2.3 Transaction Structure

The Macon-Bibb County currently owns the property. Macon-Bibb County intends to enter into a long-term ground lease agreement. The ground leasing and use of the Lake Tobesofkee shall be in accordance with the negotiated terms and conditions set forth by Macon-Bibb County. Macon-Bibb County will require a share of revenues generated and the revenues will be based on gross proceeds for the selling of products and/or services.

3. SCOPE AND DEVELOPMENT

3.1 Overview

The concept for this project is to enhance the existing recreational facilities with a variety of proposed uses of the property. Attach to this Request for Proposal is LoveJoy Capital's unsolicited proposal to transform Lake Tobesofkee into a unique outdoor facility. The receipt of the LoveJoy Capital's unsolicited proposal does not negate the company from submitting a response to this Request for Proposal. Macon-Bibb County is seeking Request for Proposal from all eligible firms who can meet the scope of work described herein.

The Selected firm for the Master Plan, Contractor must plan and execute all required activities to complete development of the property, to the maximum extent possible, in coordination with the County.

4. PROPOSAL SUBMISSION REQUIREMENTS

4.1 General

Proposals must be typewritten on 8.5 by 11-inch paper and bound in two separate binders. Binder 1 contains the Technical Proposal and Binder 2 contains the Financial Proposal. The Offeror must also submit one copy of the proposal in digital format, on a USB flash drive. **Technical and Cost Proposals must be submitted in separate envelopes.**

It is the Offeror's responsibility to clearly describe the project it proposes to develop in response to the RFP. Offerors are cautioned that organization of their response, as well as thoroughness, is critical to the evaluation process. All RFP Forms must be completed legibly and, in their entirety, and all required supplemental information must be furnished and presented in an organized, comprehensive and easy to follow manner.

Unnecessarily elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal are not desired.

By submitting a proposal, the Offeror acknowledges that it has read this RFP, understands it, and agrees to be bound by its terms and conditions. Proposals may be submitted by mail or delivered in person.

Each Offeror responding to this Request for Proposal must supply all the documentation required in the RFP. Failure to provide documentation with the Offeror's response to the RFP may result in the disqualification of the Offeror's proposal.

The Offeror's response is considered a binding offer assuming all terms are negotiated satisfactorily in the development agreement.

Responses may be withdrawn upon written request and resubmitted if received by the County prior to the Closing Date for Proposal Submission. Responses will be in force for a period of one hundred and eighty days following the Closing Date for Proposal Submission.

Personnel described in the response shall be available to perform the services as described. All personnel shall be considered to be, at all times, the employees or agents of the Developer and not employees or agents of the County and must be able to pass Criminal Background check.

4.2 Binder 1: Technical Proposal

The Offeror must submit the following information, arranged in the same order and identified with headings as presented herein. This information will be considered the minimum content of the Technical Proposal.

4.2.1 Transmittal Letter

A letter signed by an authorized officer of the development team to make a binding commitment for the Developer without the consent or joiner of any other party or authority. The Transmittal Letter should state that the Proposal is valid for 180 days and that, if selected, the Developer will negotiate in good faith with the County.

4.2.2 Table of Contents

4.2.3 Executive Summary excluding all financial information (three pages maximum)

4.2.4 *Development Team Overview and Organizational Structure* – Offerors shall provide a company overview for each member of the proposed Development Team. Offerors must identify the lead Developer and the role of each member of the Development Team, as well as the proposed Project Manager and project architect.

Offerors shall provide an organizational chart and narrative description that identifies the proposed team structure clearly delineating relationships between reporting roles. Summary qualifications of key project staff should be included as well as a description of their role on this project and relevant experience.

4.2.5 *Past Performance* - Offeror's qualifications should demonstrate expertise, financial capacity and proven experience in residential and/or mixed-use adaptive reuse and projects as well as experience with historic tax credit development, management and public-private partnerships.

Offerors must provide illustrative materials on three (3) recent projects of similar or comparable scope with specific emphasis on adaptive reuse and tax credit deals over the past 10 years. Past Performance examples shall include at a minimum:

- a. Name / address / location of project
- b. Development team members including lead developer, project architect, general contractor, lender(s) and equity provider(s)

- c. References including names, addresses, telephone numbers and email addresses and a letter authorizing each reference to respond to inquiries regarding the design, financing and development of the project as well as prior projects
- d. Photographs and project renderings, if available.
- e. Development scope
 - Land area (square feet)
 - Square footage of buildings (broken down by product type)
 - Parking solutions
 - Construction type (high rise, mid-rise, low rise)
- f. Development costs (excluding land costs)
 - Total project development costs
 - Hard costs by product type (total and \$ / s.f.)
 - Soft costs
 - Development fees
- g. The sources and amounts of project funding
- h. Project timeline from initial planning to construction completion and lease up as well as current project status
- i. Challenges associated with the project
- j. Development structure – if the project was a Public-Private Partnership, Offerors must provide the following information:
 - Whether the project was in response to an open solicitation
 - Total consideration to the government including but not limited to:
 - Land value (initial proposal and final negotiated agreement) – amount, methodology for establishing amount (if applicable), timing of payments
- k. Other public benefits - list and identify the cost of each (i.e. public parking, public facilities, etc.)
- l. Any factual measures of success including but not limited to:
 - Initial budget vs. final cost
 - Projected Net Operating Income (NOI) for first stabilized year (and projected year) vs. actual stabilized NOI (and actual year of stabilization)
 - Satisfaction of public entity (where applicable, demonstrate through past performance review)

4.2.6 A list of any projects on which the Developer, its parent company, or any member of the Development Team has defaulted or declared bankruptcy, and an explanation of each default or bankruptcy.

4.2.7 Detailed information regarding any criminal indictments or felony convictions of the Developer or any principal, officer, director, partner, member, manager or equivalent of any person or entity constituting a member of the Development Team.

4.2.8 Proposed Development Plan

The Development Plan should demonstrate an understanding of the site, market opportunities and constraints, the type and size of development best suited for the site and the market, and a realistic, market-based approach to total development scope. The Development Plan must include at a minimum, the following:

- a. Narrative description of the Offeror's vision for the project
- b. Proposed Development Program - total square footage of facilities to be constructed and description of locations to be utilized.
- c. Parking proposal –number, preferred location and type of parking stalls necessary for project completion.
- d. Provide market support for proposed development program.

4.2.9 Conceptual Project Schedule

Offerors must submit a theoretical project schedule, detailing the duration (in number of months) and dates for key milestones beginning at initial selection through stabilized occupancy of the of the proposed facility.

The Project Schedule must address at a minimum, the following:

- a. Negotiation of development agreement
- b. Negotiation of property lease acquisition with the County
- c. Concept plan preparation, review, and approval by the County
- d. Development Plan preparation, review, and approval by the County
- e. Local governmental approvals and actions (zoning, site plan, etc.)
- f. Project financing plan approval

- g. Schematic design, design development and construction drawing preparation and approval.
- h. Permitting process
- i. Project construction period
- j. Initial occupancy
- k. Final/stabilized occupancy

4.2.10 Required Statements

Offerors must submit statements for the following:

- a. Identify whether the Project's feasibility is contingent on any local, state, or federal government action or financial support (including a change in regulations; funding including guarantees, and issuance of tax-exempt bonds; financing and credit enhancements; leasing of space; and the justification and process for obtaining government support).

4.3 Binder 2: Conceptual Financial Proposal

The Offeror must submit the following information, arranged in the same order and identified with headings as presented herein. This information will be considered the minimum content of the Financial Proposal.

- 4.3.1 Table of Contents
- 4.3.2 Proposed Deal Structure: The proposed property will be available for redevelopment on a long-term lease basis after the masterplan and build are approved. Firms entering into a ground lease will assume responsibility for any and all expenses incurred. Any firm entering into a ground lease with is subject to the terms and conditions set forth by Macon-Bibb County.
- 4.3.3 A full construction and development pro forma including budgets, sources and uses and operating cash flows, provided in Microsoft excel format with all formulas editable and intact
- 4.3.4 Conceptual Project Budget: Provide a high-level construction and development budget, based upon the Proposed Development Plan

4.3.5 Financial Plan and Transactional Instruments

Offerors shall provide a description of its strategy for financing the project on a long-term basis including anticipated financing costs, discussion of the risks and benefits of the structure, long term outlook for project financial viability, and why this strategy is the most advantageous for the County. Proposals will address timing for execution of financing, and financing closure.

Any proposal must address and demonstrate that any financing shall be secured only on the ground leasehold interest; there shall be no financing on the County's fee interest. the agreement shall present no cost or risk to the County.

4.3.6 Historical Financials

Copies of Developer's audited financial statements for the past three fiscal years.

4.3.7 Financial Qualifications

Statements regarding the Developer's financial creditworthiness and past development experience which can be verified, including the names and addresses of at least three (3) commercial or institutional credit references and a letter authorizing each credit reference to respond to inquiries.

5. Copies and Submission

One (1) original (duly marked with **Flash Drive**) and **five (5)** copies of the Technical Proposal binder, and one (1) original (duly marked/ **Flash Drive**) and **five (5)** copies of the Financial Proposal binder shall be delivered in separate envelopes to the following address:

“Request for Proposals for Recreation Master Plan and Development for Lake Tobsofkee”

Macon Bibb-County Procurement Department
Attn: Laura Hardwick, Procurement Director
700 Poplar Street
3rd Floor, Suite 308
Macon, GA 31201

Offerors are reminded that changes to the Request for Proposal, in the form of addenda, are often issued between the issue date and within three (3) days before the closing of the solicitation. All addenda **MUST** be signed and submitted before the time and date of the closing of the bid or must accompany the bid. Notice of addenda will be posted on the solicitation webpage at <http://www.maconbibb.us/purchasing/>.

The Offeror is advised that the United States Postal Service or even Express Mail may not deliver your response in a timely manner. Offerors are cautioned to plan accordingly.

The County is not responsible for delays caused by any delivery service. **Deliveries must arrive by 12 noon on Thursday, December 5, 2024.**

The County reserves the right to reject any or all responses considered not responsible or non-responsive; to re-advertise this RFP; to postpone or cancel this process; to waive irregularities in the solicitation process or in the responses received; and to change or modify the RFP schedule at any time. Examples of not responsible or non-responsive may include, without limitation, termination of a previous contract with the County, financial weakness, or multiple legal actions taken by the firm.

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

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

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner's best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RFP. The owner will not be bound to act by any previous knowledge, communication or submission by the firms other than this RFP.

Failure to comply with the requirements contained herein may result in the submission being deemed "non-responsive" or "non-responsible". Nonresponsive submissions will not be reviewed for potential award.

Macon-Bibb County reserves the right to negotiate with the selected firm in the future. We may negotiate construction and operation of the facility mentioned in the firm's proposal for Engineering Designs, Drawings, and Related services, Right of Way acquisitions, and utility relocations.

6. Late Proposals

Proposals received after the date and time prescribed shall not be considered for contract award.

PROPOSAL EVALUATION AND SELECTION PROCESS

7. Proposal Evaluation Criteria

The following evaluation factors will be used to evaluate Offerors and are listed in order of importance:

Offeror Qualifications

Past Performance

Financing Plan

Degree to which the Conceptual Development Plan meets or exceeds the County's goals as set forth in

SCORING (total possible number of points = 100)

Experience & Qualifications – Maximum 25 points

Relevant experience, specific qualifications, and technical expertise of the firm previous work similar projects in size and complexity. Firms must provide a reference with contact information for a minimum of three (3) projects of similar scope and size completed within the last seven years. The Firm and its Teams must describe experience working in the public sector and knowledge of public sector procurement process.

Project Approach and Implementation – Maximum 25 Points

Describes familiarity of project and demonstrates understanding of work completed to date and project objectives. Roles and Organization of Proposed Team Project Team and Management approach. Team structure demonstrating adequate capability to perform both volume and quality of needed work with project schedule milestones. Timeline to be provided for all of the general responsibilities to complete the project requirements.

Financial Plan – Maximum 35 Points

Do they have the capability and resources for what their planning. Project itemized cost estimation will include total project cost, construction cost, total itemized cost per phase of the project.

Presentation/Interview-Maximum 15 Points

Present visual depiction of the conceptual design and build to Macon-Bibb County committee

8. Proposal Evaluation and Selection Process

- 8.1 A Selection Committee of the County has been established to review and evaluate all proposals submitted in response to this RFP. The committee will conduct a preliminary evaluation of the Technical Proposals based on the evaluation factors listed above and in the RFP. The selection of the Offeror will be based on the clarity and comprehensiveness of the Offeror's response. The Offerors will be evaluated as follows:
- 8.2 Based on the results of the preliminary evaluation, one or more Offerors may be invited to make an oral presentation to the County.
- 8.3 The County may request clarifications or best and final offers from any or all Offerors at which point the Committee will conduct a final evaluation and rank order the proposals deemed responsive and responsible.
- 8.4 The County may, at any time, request any additional information, including any omission from the original response, it deems relevant and/or necessary for the purposes of its evaluation and decision-making process. The Committee may conduct discussions, interviews or require presentations to investigate the qualifications of any Offeror, as it deems appropriate.

- 8.5 The County reserves the right to enter competitive negotiations with one or more Offerors.
- 8.6 As part of the competitive negotiation process, Offerors may be requested to provide the County with more detailed designs, project specifications and cost models or other information deemed necessary by the County. Any additional information provided to the County will be at the sole risk and expense of the Offeror.
- 8.7 The County reserves the right, at its sole discretion, to reject any or all proposals it deems incomplete or unresponsive to the submission requirements.
- 8.8 The designation of a Selected Developer will be based on the quality, clarity and thoroughness of the proposal and the degree to which it meets or exceeds the County's stated vision, goals and requirements and provides the County with the best value.
- 8.9 The County retains the right to negotiate the final contract terms and conditions to be presented for approval with one or more of the apparent most responsive Offerors as solely determined by the County.
- 8.10 The County reserves the right to conduct discussions with Offerors, to request revisions of proposals and to negotiate price changes or waive minor informalities. During the discussion period, no information will be disclosed regarding either the contents of proposals or discussions.
- 8.11 The County reserves the right to waive any information or irregularities in any response and to reject any and/or all responses as may be deemed in the best interest of the County. The County further reserves the right to cancel the project at any time and pay the selected Offeror only for the costs incurred to that point as will be provided for the development agreement.
- 8.12 Upon review of the proposals received from Offerors, the Committee will recommend to the County a preferred Offeror. Following review and approval of that selection, Macon Bibb County will negotiate a development agreement with the selected Offeror. Their designers may represent the General Counsel and Chief Financial Officer in these negotiations. In such instance where a development agreement, acceptable to the County, cannot be negotiated, the County may, in its sole and absolute discretion terminate negotiations and undertake negotiations with the next best-qualified Offeror until an acceptable development agreement is concluded and executed by the Mayor. Development agreement negotiations will include discussions related to fees and other charges, budget, insurance requirements and any other negotiable terms and conditions of a definitive contract.