



# MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

## **Underground Utility Location Services**

96291  
67051

25-005-LH

MACON-BIBB COUNTY

ISSUE DATE: 8/28/2024

DUE DATE: 9/26/2024

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-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Cherise Stephens, Small Business Affairs at (478) 300-2297 or [cstephens@maconbibb.us](mailto:cstephens@maconbibb.us)

## 1. GENERAL

### A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services for Underground Utility location Services (original **plus 3 copies and flash drive**) in the Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, **until 12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **Thursday, September 26, 2024**, for underground utility location services.

### **NO LATE RESPONSES WILL BE CONSIDERED**

The names of responding firms will be publicly read on **Thursday, September 26, 2024, at 2:00 P.M.** in the Macon-Bibb County Procurement Department Conference Room, located at 700 Poplar Street, Suite 308, Macon, Ga 31201. **The deadline to submit questions is Friday, September 13, 2023, by 3:00 p.m. Questions must be emailed to lhardwick@maconbibb.us**

### B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

### C. Solicitation Documents

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at [www.maconbibb.us/purchasing](http://www.maconbibb.us/purchasing) and on the Georgia Procurement Registry website [https://ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp)

### D. Insurance Requirements

Insurance coverage shall be carried 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. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory  
Errors and Omission: \$1,000,000  
General Liability: \$1,000,000

### E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

**Underground Utility Location Services**  
25-005-LH,  
Macon-Bibb County Procurement Department  
700 Poplar Street  
Suite 308  
Macon, Georgia 31201  
Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to

the RFP shall become the property of Macon-Bibb County.

F. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

G. Responsibility

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

- Three (3) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and legally responsible to perform the services included herein

H. Reservations

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. 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.

**II. BACKGROUND**

In January of 2024, the Macon Bibb County Government recognized a need to engage an outside firm for the purpose of underground utility location and database building. Macon-Bibb County Government (MBCG) has underground utilities in multiple areas in Macon-Bibb County and on their owned properties. MBCG is seeking to implement a program to handle Georgia811 (commonly known as ‘Call Before You Dig’) tickets, 811 database updates, and updates to as-built drawings. Underground utilities to locate and document will include power, streetlighting, interstate lighting within Macon-Bibb County, low-voltage (copper & fiber optic), and traffic signal conduits and direct-buried wiring.

### III. SCOPE OF SERVICES.

MBCG is seeking to implement a program to handle Georgia811 (commonly known as ‘Call Before You Dig’) tickets, 811 database updates, and updates to as-built drawings. Underground utilities to locate and document will include power, streetlighting, interstate lighting within Macon-Bibb County, low-voltage (copper & fiber optic), and traffic signal conduits and direct-buried wiring. **Please see attachment B Scope of Work for additional requirements.**

### IV. SUBMITTAL FORMAT AND REQUIREMENTS

Along with the included required submittal documents, bidders shall provide the following:

- Cover Letter/Executive Summary
- A Statement of Qualifications on the company’s history with similar project
- Qualifications/list of Key Personnel
- Cost Proposal
- Technical Proposal
- A timeline for completion.

Proposals shall be submitted by mail or hand delivery by 12:00 noon on September 26<sup>th</sup>, 2024. The address for submittals is:

Macon-Bibb County Procurement Department  
700 Poplar Street  
Suite 308  
Macon, Georgia 31201

#### Questions:

Any questions regarding this RFP shall be submitted to Laura Harwick, Procurement Director of Macon-Bibb County Government via email at [lhardwick@maconbibb.us](mailto:lhardwick@maconbibb.us) . All questions will be aggregated, and answers shared with all interested bidders and posted on the Macon-Bibb Procurement website.

### V. SCORING (total possible number of points = 100)

Experience and Qualifications – Maximum 25 points  
Capacity and Resources– Maximum 25 Points  
Price – Maximum 40 Points  
Local Approach – Maximum 5 Points

### VI. AWARD BASIS

Award will be recommended to the respondent with the highest number of points.

UTILITY LOCATOR SERVICES BASE COST PROSPOSAL

**DO YOU PROVIDE EMERGENCY 24 HOURS, 7 DAYS PER WEEK SERVICE \_\_\_\_\_ YES \_\_\_\_\_ NO**

**Labor Rates - Per Hour**

Enter Hourly Rates for labor services used in performing all work which may be required. Labor rates shall be paid on the basis of **Time on the Job Site**. Labor rates shall include all direct and indirect costs such as transportation, contractor supervision, etc.

<i>Labor Rate - Regular time - 8:00 a.m. to 5:30 p.m., Monday - Friday</i>					
1.	Normal Locate Hourly Labor Rate	HR	\$		
2.	Call-out/Overtime Hourly Labor Rate (24-hour response)	HR	\$		
<b>TOTAL BASE HOURLY RAGE</b>					<b>\$</b>