



MACON-BIBB COUNTY, GEORGIA

Request for Qualifications (RFQ)

FOR

On-Call Pavement Markings Services

25-011-LH

91395

91396

MACON-BIBB COUNTY

ISSUE DATE: 9/10/2024

DUE DATE: Thursday, October 3, 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 of Small Business Affairs at (478) 300-2297 or cstephens@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Qualifications 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, October 3, 2024**, for **On-Call Pavement Marking Services** for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on **Thursday, October 3, 2024, at 2:00 P.M.** in the Macon-Bibb County Procurement Department Conference Room, located at 700 Poplar Street Suite 308, Macon Georgia 31201.

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 Qualifications may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. Pre-Bid

A pre-bid conference is scheduled for **2:00 p.m., Wednesday, September 18, 2024**, in the Procurement Conference Room, Suite 308, located at 700 Poplar Street, Macon, GA 31201. This pre-bid is not mandatory, although bidders are encouraged to attend. Bidders who do not attend the pre-bid meeting may still bid on the project. The deadline to submit questions is **Friday, September 20, 2024, by 3:00 p.m.** Questions to be submitted via email Lhardwick@maconbibb.us.

E. Bid Bond

Bids to be considered shall be accompanied by a bid bond, payable to the Owner, in amount not less than five percent (5%) of the total base bid. This bid security shall become payable to the Owner only if the bidder, to whom award is made, should fail to execute a contract with the Owner and furnish bond and insurance in accordance with terms of the contract within ten (10) days after notification of award.

F. 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

G. Submittals

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

“25-011-LH, On-Call Pavement Marking Services”

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 RFQ shall become the property of Macon-Bibb County.

H. 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

I. 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 for performing the services included herein.
- List of 5 projects over the past 2 years describing size of the contract and contact information of the client’s project manager.

J. 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 RFQ. 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 RFQ 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 RFQ 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 RFQ. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RFQ.

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

Seeking Qualified Contractor to provide Pavement Marking Services throughout Macon Bibb County.

III. SCOPE OF SERVICES

Contractors interested in providing On-Call Pavement Marking Services shall develop a written proposal to include, but not be limited to, the following requirements. Provide all materials, equipment, and labor necessary to perform Pavement Marking services as needed by Macon-Bibb County. The successful contractor shall be expected to perform services on the infrastructure described herein this scope of work.

1. In general, the work consists of the overspray of existing painted markings, the removal of thermoplastic pavement markings and the application of new thermoplastic markings. The unit pricing shall consist of furnishing all labor, materials, and equipment necessary to complete the identified work area for various roadways throughout Macon Bibb County.
2. All work will be in accordance with the current GDOT specification at the time of the issued Work Order, unless otherwise negotiated.
3. In all cases, the Macon Bibb Project Manager will describe the work, location and timing requirements involved. This will involve the Macon Bibb Project Manager providing a listing of the work to be completed through the issuance of a Work Order. This listing will include location information such as: addresses and/or site maps indicating the Pavement Marking locations.
- 4.. The Contractor shall make efforts to prevent traffic from damaging and tracking of new pavement markings.

Work Schedule

1. Work Orders: This contract is for acquiring services for on-call Pavement Marking Services. When this type of work is required to be performed within Macon Bibb's right-of-way and on public property, Macon Bibb will notify the Contractor to discuss the work that needs to be performed and receive a price for completing the work.
2. Acceptance: The effective date of the work to be performed will be agreed upon by the Macon Bibb Project Manager and the Contractor. Should the Contractor decline multiple work requests, the Contractor could be removed from the list of Qualified Contractors for Macon Bibb County.
3. Notice to Proceed: Initial Notice to Proceed (NTP) will be issued in writing by the Macon Bibb Project Manager. Both parties shall mutually agree on the number of consecutive calendar days allowed to complete the work requested prior to the Contractor's written acceptance of the Work Order. Should the work involve improvements that were not included in the bid, the Contractor shall submit a proposal for the

work, and the Macon Bibb Project Manager shall approve of the proposal prior to work being performed. The Contractor shall perform the work and request a Macon Bibb representative to inspect the work and certify that the work is completed.

4. Period of Performance: The Period of Performance under this Contract shall commence upon the effective date of initial NTP. All work to be performed under this Contract shall be completed no later than December 31, 2026, or as specified in the individual work order(s), whichever is sooner.

5. Invoices: Following completion of the work, the Contractor shall submit an invoice for the work completed. The costs shall reflect the prices received for the work order. No additional cost will be approved without prior authorization of the work. Macon Bibb will process the invoice for payment upon acceptance of the work performed.

IV. SUBMITTAL FORMAT AND REQUIREMENTS

Contractor Background

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

Experience

- Reference list
- List of projects with similar scope and size
- Provide years of experience relevant to RPQ scope

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

Contractor Background Maximum 50 points

Experience – Maximum 50 points

VI. AWARD BASIS

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