



Baldwin County Board of Education

A Charter System of Georgia

110 N. ABC Street

Milledgeville, GA 31061

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www.baldwincountyschoolsga.org

REQUEST FOR QUALIFICATIONS (RFQ) / PROPOSALS

Architectural Services for 5-Year Facilities Plan and Capital Outlay Projects

- **RFQ No. BCSD-2027-0001**
- **BALDWIN COUNTY SCHOOL DISTRICT**
- 110 N. ABC Street, Milledgeville, Georgia 31061

The **BALDWIN COUNTY BOARD OF EDUCATION**, as "Owner" or the "District," is soliciting Statements of Qualifications from licensed and qualified architectural design firms interested in providing professional architectural services for the Baldwin County School District. This Request for Qualifications ("RFQ") seeks to select the most qualified provider to assist the District in developing a 5-Year Local Facilities Plan and executing associated facility design and construction projects. All proposers to this RFQ are subject to instructions and additional terms and conditions communicated in this document and are cautioned to review the entire RFQ and follow instructions carefully and completely.

Owner reserves the right to reject any or all proposals, to waive technicalities and informalities at the discretion of Owner, and to terminate this RFQ process at any point if deemed necessary.

IMPORTANT: *The issuance of this RFQ invokes a strict Restriction of Communication on potential proposers. Violation of this provision may result in proposal rejection (See Section 8).*

1. GENERAL PROJECT INFORMATION

Project Background

The Baldwin County School District is committed to providing a quality educational environment and well-maintained facilities for its students and staff. The District is preparing to revise its 5-year facilities plan in accordance with the Georgia Department of Education (GaDOE) requirements. This Request for Qualifications (RFQ) aims to engage a qualified architectural design firm with extensive experience in public school systems in Georgia to assist in this endeavor and manage subsequent capital project designs.

Project Description & Work Details

The selected Design Professional firm will be responsible for the following core scope of work:

1. Inspecting all school, athletic, support, and administrative facilities across the District.
2. Producing a comprehensive list of recommended renovations, modernizations, or replacements of structures throughout the District.
3. Conducting structured planning meetings with District leaders and stakeholders to determine project prioritization.
4. Producing and submitting a 5-Year Local Facilities Plan for facility renovation, modernization, and replacement that meets all requirements of the Georgia Department of Education Facilities Group and O.C.G.A. § 20-2-260.
5. Developing design plans and managing renovation, modernization, and replacement projects outside the purview of the Georgia DOE Capital Outlay program as well as state-funded capital outlay projects.

Design Professional Requirements

The Owner is seeking the services of a qualified design professional (the "Design Professional" or "DP") to provide all architectural design services, including programming, schematic design, design development, and construction documents. The DP will be expected to attend design review meetings throughout any design phases and provide guidance regarding permitting and state/local legal requirements.

In addition, the DP will draft and assist in the implementation of RFPs/bids for project construction, provide testing and on-site inspection, and perform construction contract administration services (including Owner-Design Professional-Contractor meetings).

- The offering firm shall be the primary contracting firm and held responsible for fulfilling all contractual obligations.
- The primary contracting firm shall perform a minimum of 50% of the architectural design services (exclusive of engineering and specialty consultants) in-house.
- Civil engineering, surveying, and subconsultants shall be coordinated by the DP and are subject to prior written approval by the Owner.
- General scope responsibilities include:
 - Preparing all bid documents, subject to Owner review, ensuring competitive responses within budget and adherence to District policies and State protocols.
 - Providing professional assistance during the construction solicitation process, including pre-bid meetings and submittal reviews with recommendations to the Board of Education.
 - Maintaining impartiality; any perceived conflict of interest requires recusal.
 - Coordinating with surveyors, engineers, and subconsultants.
 - Providing project cost estimates and cost verifications.
 - Assisting with obtaining necessary construction, environmental, and GaDOE permits.
 - Ensuring full compliance with federal, state (GaDOE), and local regulations.

- Performing regular on-site inspections during construction to verify adherence to design drawings and specifications.

2. SCHEDULE OF EVENTS

The following Schedule of Events represents the Owner's best estimate of the schedule. All times indicated are Eastern Standard Time (EST). The Owner reserves the right to adjust the schedule as necessary.

Event	Date	Time
District Issues RFQ	August 4, 2026	10:00 AM EST
Deadline for Submission of Written Questions	August 28, 2026	10:00 AM EST
Deadline for Submission of Statements of Qualifications	September 4, 2026	10:00 AM EST
Estimated Selection by Board of Education	September 8, 2026	6:30 PM EST

3. SELECTION PROCESS & EVALUATION CRITERIA

Submittals will be evaluated by a Selection Committee designated by the Owner. The Committee will review proposals using the criteria listed below. The Selection Committee and Board of Education reserve the right to interview any applicant. Final selection is subject to approval by the Baldwin County Board of Education.

Fee proposals will be evaluated separately and scored after all non-monetary factors are evaluated.

Evaluation Criteria Breakdown

- **50% Factor - Experience and Qualifications:**
 - Demonstrated ability and experience of the firm in creating effective architectural designs for Georgia K-12 public school systems comparable in complexity, size, and scope.

- Demonstrated knowledge of Georgia Department of Education (GaDOE) Capital Outlay guidelines and O.C.G.A. § 20-2-260 compliance.
- Qualifications, professional licensure, and credentials of lead architects and key team members.
- Corporate stability, history, litigation history over the past five (5) years, and financial resources.
- **20% Factor - Methodology and Project Approach:**
 - Reasonable outline for assured success in completing the 5-Year Facilities Plan and subsequent design projects within time and cost budgets.
 - Clear presentation of the proposed design plan, schedule control, quality assurance, and communication procedures.
- **10% Factor - Suitability:**
 - Firm's fit to public K-12 school district needs, current and projected workloads, capacity to prioritize Baldwin County School District projects, office proximity, non-discrimination policies, and record of addressing safety, environmental, and ADA accessibility standards.
- **10% Factor - Previous Performance:**
 - References from Georgia K-12 public school system clients for projects completed or underway within the last five (5) years.
 - Proven track record of managing design schedules, maintaining budgets, minimizing change orders, and delivering high-quality construction administration services.
- **10% Factor - Monetary Compensation Structure:**
 - Proposers must submit their fee structure/proposed compensation structure in a **SEPARATE SEALED ENVELOPE** marked "**FEE PROPOSAL**" inside the main submittal packet. Failure to include a separate fee proposal results in zero (0) points for this factor.

4. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

Interested firms shall submit **five (5) copies** of the complete Qualification Package to:

Baldwin County School District

Attn: Dr. [Rodney Tyson](#)

110 N. ABC Street

Milledgeville, GA 31061

- Oral, email, and facsimile responses are NOT acceptable.
- **Submission Deadline:** Proposals must be received on or before **10:00 AM EST on September 4, 2026.**
 - Late proposals will be returned unopened and will not be considered.

- **Package Labeling:** Submittals must be sealed and marked: **Architectural Services for 5-Year Facilities Plan & Capital Projects.**
- **Format Requirements:**
 - Minimum 11-point font.
 - Pages must be numbered.
 - **Page Limit:** Total page count must **NOT exceed 25 pages** (includes covers, blanks, exhibits, appendices).
 - Submittals exceeding 25 pages will be deemed non-responsive.
 - **External Links:** No links to external electronic documents are permitted.
 - **Fee Proposal:** Must be enclosed in a separate sealed envelope clearly marked "FEE PROPOSAL".

Required Submittal Structure (Deliverables A through E)

Deliverable A: Description and Resources of Firm

- **A1:** Basic company info: Official firm name, address, primary contact, year established, telephone, email, website, branch office details, and form of ownership.
- **A2:** Firm history, growth, personnel resources, disciplines, and office staffing.
- **A3:** Litigation history for the past five (5) years involving Owners or Contractors. (Pending or past litigation/claims with Baldwin County School District within 5 years disqualifies the proposer).
- **A4:** Professional licensing and accredited industry affiliations.
- **A5:** Statement explaining why the firm is best qualified for this project.
- **A6:** Insurance carrier details, coverage levels, and deductibles.
- **A7:** Annual revenue for each of the past five (5) years.
- **A8:** Financial/banking references; state any bankruptcies or liens in the past five (5) years.
- **A9:** Explanation of any instance where the firm was removed from a contract or failed to complete an assignment.
- **A10:** IRS Form W-9.
- **A11:** Georgia Professional Registration / Architectural Licenses.
- **A12:** Executed **Certification Form** (Exhibit A).
- **A13:** Executed **E-Verify Contractor Affidavit** (O.C.G.A. § 13-10-91) & **SAVE Affidavit** (Exhibit B).
- **A14:** Executed **Disclosure Statement & Non-Collusion Affidavit** (Exhibit C).

Deliverable B: Experience and Qualifications

- **B1:** Minimum five (5) years of experience as a primary design professional firm.
- **B2:** Minimum five (5) years of experience in K-12 public school facility design and GaDOE 5-Year Local Facilities Plan preparation.
- **B3:** Professional qualifications and licensure of principal architects and staff assigned to the District.
- **B4:** Up to ten (10) relevant project profiles (emphasizing GA K-12 school projects) completed within the last 5 years. Include project name, delivery method, cost, scope, owner/contractor contacts, schedule performance, and cost variance explanations.

Deliverable C: Statement of Suitability

- **C1:** Differentiating factors, fit for Baldwin County School District, current/projected workload capacity, and proximity of office.
- **C2:** Non-discrimination policies and record of compliance with environmental, ADA, and public safety regulations.
- **C3:** Experience designing accessible, safe, and sustainable K-12 educational environments.
- **C4:** Firm availability and estimated schedule to complete the 5-Year Facilities Plan.

Deliverable D: Qualifications & Experience of Proposed Project Team

- **D1:** Organizational chart for the proposed project team showing key roles.
- **D2:** Detailed resumes for key personnel including commitment percentage to BCSD.
- **D3:** Designated Primary Point of Contact / Project Executive.
- **D4:** Details on the three (3) most recent projects where the proposed team worked together.
- **D5:** Identification and qualifications of proposed subconsultants (subject to Owner approval).

Deliverable E: Design Plan & Approach

- **E1:** Statement of firm's management role, issue resolution process, and communication plan.
- **E2:** Work plan and timeline for performing district-wide facility inspections and delivering the GaDOE 5-Year Facilities Plan.
- **E3:** Construction administration plan and quality control procedures.
- **E4:** Approach to incorporating sustainable and energy-efficient design principles.

5. SUBMITTAL OF QUESTIONS

Questions regarding this RFQ must be submitted in writing via email by **August 28, 2026 at 10:00 AM EST** to:

- Dr. Rodney Tyson
- Email: rodney.tyson@baldwin.k12.ga.us

Written addenda containing compiled questions and answers will be issued to all participating firms.

6. SUBMITTAL CHECKLIST

Prior to sealing submittals, ensure the following are included:

- ☐ 5 Copies of Statement of Qualifications (Max 25 pages total).
- ☐ Separate Sealed Envelope marked "FEE PROPOSAL".
- ☐ Executed Exhibit A: Certification Form.

- ☐ Executed Exhibit B: E-Verify Affidavit (O.C.G.A. § 13-10-91) & SAVE Affidavit.
- ☐ Executed Exhibit C: Disclosure Statement & Affidavit of Non-Collusion.
- ☐ Review of Exhibit D: AIA B101-2017 District Addendum & Insurance Requirements.

7. ADDITIONAL TERMS AND CONDITIONS

Restriction of Communication (Cone of Silence)

From the publication date of this RFQ until the selection announcement, proposers shall not communicate regarding this solicitation with any member of the Board of Education, Selection Committee, or District staff, except via formal written questions. Violation may result in immediate proposal rejection.

Contract Formation

The selected firm will execute an **AIA Document B101–2017** (Standard Form of Agreement Between Owner and Architect) as modified by the **District Contract Addendum (Exhibit D)**. Proposed exceptions to the standard contract addendum may cause a proposal to be deemed non-responsive.

EXHIBIT A: CERTIFICATION FORM

Date: _____

To: Baldwin County Board of Education

Re: RFQ No. BCSD-2026-A01 - Architectural Services

I, _____ (Name), am the _____
(Title) of _____ (Firm Name). I hereby certify that I have
read, understand, and agree to all terms of this Request for Qualifications.

I further certify that:

1. The information provided in this proposal is full, complete, and truthful.
2. Neither the firm nor any principal has been convicted of a felony or crime of moral turpitude, nor have professional licenses been revoked or suspended within the past five (5) years.
3. The firm is not debarred, suspended, or under notice of default with any governmental agency.
4. The firm complies with all federal, state, and local laws, including the Georgia Security and Immigration Compliance Act.
5. If selected, the firm agrees to execute the AIA B101-2017 Agreement with District Addendum within ten (10) days of notice.

Proposer Name: _____

Authorized Signature: _____

Title / License No: _____

Sworn to and subscribed before me this _____ day of _____, 20____.

(Notary Public)

EXHIBIT B: E-VERIFY & SAVE AFFIDAVITS

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of Baldwin County School District has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify.

Federal Work Authorization User ID Number:

Date of Authorization:

Name of Contractor:

Name of Project: Architectural Services (RFQ No. BCSD-2026-A01)

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20__ in _____ (City), _____ (State).

Signature of Authorized Officer or Agent

Subscribed and Sworn before me this _____ day of _____, 20__.

_____ (Notary Public)

EXHIBIT C: DISCLOSURE STATEMENT & NON-COLLUSION AFFIDAVIT

Disclosure Statement

Proposers must disclose:

1. Any business transactions within the prior two (2) years between the firm and Baldwin County School District.
2. Any gifts or benefits provided to District officials within the past one (1) year.
3. Any actual or potential conflicts of interest.

Non-Collusion Certification

The undersigned certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

Firm Name: _____

Authorized Signature: _____

Date: _____

EXHIBIT D: DISTRICT ADDENDUM TO AIA DOCUMENT B101–2017 & INSURANCE REQUIREMENTS

(Summary of Contractual Modifications Incorporated into standard AIA B101-2017)

1. **Standard of Care (Section 2.2):** Architect shall perform services consistent with the highest professional skill and care ordinarily provided by architects practicing in Georgia on public K-12 school projects.
2. **In-House Performance (Section 2.1):** Primary architectural firm must perform a minimum of 50% of design services in-house. Subconsultants require prior written approval by District.
3. **Ownership of Documents (Section 7.1):** All drawings, specifications, and design documents prepared by Architect become the property of the Owner upon payment.
4. **Dispute Resolution (Section 8.2.4):** Litigation in the Superior Court of Baldwin County, Georgia shall be the exclusive venue.
5. **Indemnification (Section 12.1):** Architect shall indemnify and hold harmless the Owner against losses caused by negligence, recklessness, or intentional misconduct.
6. **Minimum Insurance Requirements (Exhibit 1 to Addendum):**
 - **Errors & Omissions Professional Liability:** \$2,000,000 per claim / \$2,000,000 aggregate (Max \$150,000 deductible).
 - **Commercial General Liability:** \$1,000,000 per occurrence / \$2,000,000 aggregate.
 - **Automobile Liability:** \$1,000,000 combined single limit.
 - **Commercial Umbrella Excess Liability:** \$2,000,000 per occurrence / \$2,000,000 aggregate.
 - **Worker's Compensation:** Statutory limits (\$500,000 Employer Liability).

