**Request for Proposals**



**General Architectural Services**

**RFP# 20/21-01**

**Baconton Community Charter School**

**260 East Walton Street**

**Baconton, GA 31716**

1. **General Information**

The Baconton Community Charter School (BCCS) Governing Board is seeking proposals from a qualified firm to provide architectural services related to but not limited to the planning, designing, bidding, and construction oversight of various classroom and other projects at the school. Proposals will be accepted at the school, located at 260 East Walton Street in Baconton, Georgia, until 2:00 PM EDT, Monday, April 12, 2021.

The school intends to retain an architectural firm with the qualifications and staff resources necessary to perform planning, designing, bidding, and construction oversight. The successful firm will provide services to BCCS as outlined in Section II, Scope of Work.

Proposals shall demonstrate substantial experience in the type of projects described herein. Questions about this RFP shall be directed in writing to the following by April 7, 2021:

Mr. Larry Burkett, Facilities Manager

(229)787-9999

lburkett@bccsblazers.org

1. **Scope of Work**

The architectural firm selected through this RFP process will enter into an agreement with BCCS to provide architectural services as described in the following paragraphs. Throughout the process, the architectural firm shall provide assistance and documentation as required for local and state approval plus funding agency approval if necessary.

1. Planning

The selected firm shall meet with representatives from the BCCS Administration and Governing Board to develop a mutual understanding of the facility needs. At a minimum, the facility needs include eight elementary classrooms, eight middle school classrooms, six high school classrooms, and a multipurpose building for indoor physical education, music, and arts classes. The architectural firm shall develop a comprehensive plan for these facilities for BCCS to use in preparing for construction either in one overall project or multiple grade level projects.

1. Designing

The selected firm shall prepare construction plans and specifications for the selected project(s) generated by the planning phase. The plans and specifications shall contain all elements required for local and state approval plus funding agency approval if necessary.

1. Bidding

The selected firm shall prepare bidding documents and assist BCCS in advertising the project(s) for bid. The bid documents shall include instructions to bidders, a standard construction agreement, and a bid form to be used in comparing bids. After bid opening, the architectural firm shall assist BCCS in evaluating the bids and making a recommendation for award.

1. Construction Oversight

The selected firm shall provide construction oversight to verify compliance with the approved plans and specifications. Construction oversight shall include answering requests for information from the construction contractor, review of pay requests, submittal review, periodic and final inspections, and ensuring as-built record drawings are provided to BCCS.

1. **General Requirements**
2. The Architectural firm, principals, project managers, and key personnel shall have relevant experience with similar work and shall be capable of performing the services required.
3. The Architectural firm and key personnel shall be licensed to practice in the State of Georgia as required.
4. All reports, concepts, plans, and specifications prepared for BCCS shall comply with applicable local, state, and federal codes and regulations.
5. **Submissions**

Proposals will be evaluated on the basis of all information provided. Each proposal should provide detailed responses to the following requirements:

1. Name, address, telephone number, and email address of firm
2. Names, credentials, and roles of the proposed project team
3. A description of the firm’s ability to provide the services as outlined in Section II, Scope of Work
4. A description of similar projects completed by the firm. Include the name and telephone number of an Owner’s reference contact for each listed project.
5. A description of how the project will be managed from start to completion
6. A summary of the firm’s experience in coordinating projects of this type with governmental agencies
7. A general timeline for completion from planning to occupancy
8. Fees or basis of fees for planning, design, bidding, and construction oversight. Describe services included as well as services excluded
9. **Selection Process**

The BCCS Governing Board will select an architectural firm using a quality based selection process. Factors in the selection include:

1. Responsiveness of the proposal to the RFP
2. Relevant project experience
3. Qualifications of the firm and principal staff
4. Readiness to perform the required services
5. Client references
6. Fee structure

In accordance with O.C.G.A § 20-2-2084(d)(2), preference shall be given to firms incorporated under Georgia law or qualified to do business within Georgia and having a regularly maintained and established place of business within Georgia.

BCCS reserves the right to reject any or all proposals and to request written clarification of proposals and supporting materials. BCCS reserves the right to accept the proposal most favorable to the project after all proposals have been evaluated. Interviews may be conducted with one or more firms that submitted proposals in order to clarify proposal elements if such information cannot be satisfactorily obtained by phone or via email.

RFP prepared by

John E. Hilliard, P.E.

Chairman, BCCS Governing Board