Dodge County Schools

Dr. Susan W. Long, Superintendent

720 College Street

Eastman, Georgia 31023

Telephone (478)374-3783

Attn: Potential Vendors

Re: Request for Proposal (RFP) for Architectural Services

From: RFP Selection Committee

Issue Date: 11/10/2021

All Inquiries for Roofing and HVAC need to be directed to the following individuals:

Mr. Brad Bowen

Director of Maintenance and Facilities

720 College St.

Eastman, Ga. 31023

bbowen@dodge.k12.ga.us

CC: Rick Rogers rrogers@dodge.k12.ga.us

Director of Technology

All inquiries for Kitchen Equipment need to be director to the following individuals:

School Nutrition Program Director

720 College St.

Eastman, Ga. 31023

CC: Rick Rogers rrogers@dodge.k12.ga.us

Director of Technology

Proposals MUST be received at the following:

Dodge County Board of Education

Attn: Rick Rogers

720 College St.

Eastman, Ga. 31023

The proposals must be received prior to 10:00 AM on 1/10/2022. The bid opening will be conducted on 1/10/2022 at 12:00 PM.

Dodge County Schools reserves the right to reject any or all proposals and to waive informalities or irregularities in any proposal.

1. Statement of Work,,,

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1.1 Purpose

Dodge County Schools is seeking qualified architectural firms interested in providing architectural and engineering services for the design and construction administration for future SPLOST and Capital Outlay Funded Projects.

2. General Information

2.1 Original RFP Document

Dodge County Schools shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

2.2 The Organization

Dodge County Schools is a rural school district located in Eastman, Ga. We have (8) locations. The locations are Dodge County High School, Dodge County Middle School, North Dodge Elementary School, South Dodge Elementary School, Dodge Achievement Center, Dodge PREK, Dodge Board of Education, and Dodge County Schools Transportation Department.

2.3 Scope of Services:

The Scope of Services consist of the following:

Name of the Facility	Building Number	Type of Modification
[103] Dodge County High School	5010	Replace HVAC-Zoned with duct work replacement
	5010	Replace Kitchen Equipment- Serving Lines
[0291] North Dodge Elementary School	2010	Replace Roof - Standing Seam Metal
	2020	Replace Roof - Standing Seam Metal
	2030	Replace Roof - Standing Seam Metal
	2040	Replace Roof - Standing Seam Metal
	2050	Replace Kitchen Equipment- Dishwasher
	2050	Replace Roof - Standing Seam Metal
	2060	Replace Roof - Standing Seam Metal
	2070	Replace Roof - Standing Seam Metal
[0191] South Dodge Elementary School	2010	Replace Roof - Standing Seam Metal
	2020	Replace Roof - Standing Seam Metal

	2030	Replace Roof - Standing Seam Metal
	2031	Replace Roof - Standing Seam Metal
	2040	Replace Roof - Standing Seam Metal
	2050	Replace Kitchen Equipment – Cooler/Freezer
	2050	Replace Kitchen Equipment – Dishwasher
	2050	Replace Roof - Standing Seam Metal
	2060	Replace Roof - Standing Seam Metal
	2061	Replace Roof - Standing Seam Metal
	2070	Replace Roof - Standing Seam Metal
[3050] Dodge County Middle School	5020	Replace Kitchen Equipment – Dishwasher
	5020	Replace Kitchen Equipment – Serving Lines

2.4 Schedule of Events

The following is a tentative schedule that will apply to this RFP, but may change in accordance with Dodge County Schools' needs or unforeseen circumstances. Changes will be communicated via email to all invited bidders.

Stages:	Dates:
RFP Release	11/10/2021
Mandatory Pre-Bid Meeting/ Site Visits	11/18/2021 at 9:00 AM Eastern Time
Technical Questions/Inquires due	12/8/2021 at 9:00 AM Eastern Time
Q&A Addenda Posted	12/15/2021
Proposal Due and Opened	1/10/2022 at 10:00 AM Eastern Time
Complete Initial Evaluation	1/14/2022
Presentation of Selected Vendors	1/24/2022 and 1/25/22
Final Award Notification	2/10/2022

The Mandatory Pre-Bid Meeting will start at the following address:

Board of Education
720 College St.
Eastman, Ga. 31023

A representative from your organization must be present during the Walk-Through of our Schools. An organization will be disqualified from the bidding process if a representative is not present.

Appendix B must be signed and turned in at the Pre-Bid Meeting.

3. Proposal Preparation Instructions

3.1 Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquires to Dodge County Schools as necessary to gain such understanding. Dodge County Schools reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, Dodge County Schools reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award, if the award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to Dodge County Schools.

3.2 Good Faith Statement

All information provided by Dodge County Schools in this RFP is offered in good faith. Individual items are subject to change at any time. Dodge County Schools makes no certification that any items are without error. Dodge County Schools is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

3.4 Vendor Inquires

Applicable terms and conditions herein shall govern communications and inquires, between Dodge County Schools and vendors as related to the RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

Attn: Rick Rogers

720 College St.

Eastman, Ga. 31023

Or by email: rrogers@dodge.k12.ga.us

3.5 Informal Communications

This shall include, but not be limited to request from/to vendors or vendors' representatives of any kind of capacity, to/from any Dodge County Schools employee or representative of any kind

or capacity with exception of the Procurement Staff for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the name above.

3.6 Formal Communication shall include, but not be limited to:

- Questions concerning this RFP must be submitted in writing and received prior to 12/8/21 at 9 AM (GA Time).

- Errors and omissions in this RFP and enhancements. Vendors shall recommend to Dodge County Schools any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to Dodge County Schools and enhancement, which might be in Dodge County Schools' best interest. These must be submitted in writing and received prior to 12/8/21 at 9 AM (GA Time).

- Verbal and/or written presentations and pre-award negotiations under this RFP.

- Addenda to this RFP.

3.7 Addenda

Dodge County Schools will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda. All questions, answers, and addenda will be posted by 12/15/21 at 10 am (GA Time).

Dodge County Schools will not respond to any questions or request for clarification that require addenda, if received by Dodge County Schools after 12/15/2021 at 10 AM (GA Time).

All addenda will be posted to our website only:

http://www.dodge.k12.ga.us/b_o_e___district_offices/about_us/request_for_bids__proposals__quotes

3.8 Proposal Preparation and Submission

In order to be considered for selection, vendors must a complete response to this RFP by **1/10/22 prior to 10 AM (GA Time)**. Proposals must be signed by an authorized representative of the proposal and be delivered sealed to:

Dodge County Board of Education
Attn: Rick Rogers

720 College St.
Eastman, Ga. 31023

RE: Proposal Architectural Services

On or prior to 1/10/22 at 10 AM (GA Time). Vendors are to submit One Original and (4) copies that must be individually bound. Please provide one electronic copy on a thumb drive. Dodge County Schools shall not accept proposals received by fax or e-mail.

3.9 Criteria for Selection

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify an architectural firm that has interest, capability, and financial strength to supply Dodge County Schools with architectural and engineering services identified in the Scope of Work. Selections will be based on the capability of the vendor to meet the following criteria.

Evaluation Criteria:

1. Staffing – Evaluation of the list of personnel specifically assigned to the proposed project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed project. Please provide who will be the sole responsible person for the performance of Architectural services for the duration of the Project. Please also provide each personnel's existing commitments as well as their role along with their percentage of time to be spent on this Project. (20 Points)

2. Experience/Performance – Review of past performance on projects of similar nature and complexity as the proposed project; evaluation of client references whether included in the proposal response or not; overall responsiveness to the Dodge County Schools' needs. (30 Points)

3. Approach – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy and responsiveness to the required information of the request for proposals. This should include a preliminary Project schedule by task and milestones that will be used to administer the Project. (30 Points)

4. Availability – Evaluation of the work load of the proposing firm and the staffing to be assigned to the proposed project; time schedule of the proposer in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to Dodge County Schools. (10 Points)

5. Financial Stability – Evaluation of the overall financial position of the firm as determined from financial information required by the Request for Proposal or from other independent sources. Provide a copy of the Firm's liability insurance certificate. (10 Points)

Architectural firms submitting shall have experience on facilities of equal size, equal cost, and equal complexity.

Provide the following Qualifications and Information within the Sections of the RFP above:

Firm and Consultants'/Engineers' Information

a. Firm name, address, and telephone number
b. Primary Contact person(s) and telephone number(s). This person will be the point of contact for the Team throughout the entire Project.
c. Total number of firm's full-time employees.
d. Year firm established.
e. Firm billing for the last 5 five fiscal years.
f. Provide a listing and description of all current litigation involving the Firm.
g. List of full service architectural projects completed in the last 5 years Include: size, cost, total fee, time to complete design services, scope of the design services, time to construct facility, description and cost of contractor change orders, awards received, and type of project.

   Provide a list of Projects of similar size, cost, and complexity with Owner Contact Name, contact information, location, project cost, etc.
h. Provide a minimum of three references from projects of a similar scope and type shall be submitted with each proposal by the prime firm and subcontractors. If the three chosen projects do not meet the criteria herein, provide additional references to satisfy the requirements. Particular emphasis should be placed on demonstrating previous experience in related projects. Describe the firm's, or team's, qualifications to complete the work. The planning and/or architectural expertise required to accomplish the complete scope-of-work must be represented either within the firm's in-house staff, or by a team of consulting firms.
i. Provide the office location where the Design will be performed.
j. Provide a description of the firm or team experience in developing specifications, and providing for the construction of similar projects. List examples of past projects.
k. Statement of firm's capability to absorb additional workload, availability of personnel, and commitment to provide services on a timely basis.
l. Provide a proposed Architect/Engineer Organizational Chart which identifies induvial names and areas of responsibilities.

Proposals should be organized as follows:

1. Title Page – Show the RFP subject, the name of the vendor, local address, telephone number, name of the contact person, and the date.
2. Table of Contents- Show a clear identification of material by section and page number.
3. Company Information

4. Required Attachments (Certificate of Liability Insurance)
5. Relevant Certifications and Licenses
6. Project Approach
7. Client References
8. Cost Proposals
9. Complete copy of RFP- Show a complete copy of the RFP in order of the requirements set forth in the above section of this RFP. Vendor Certification- Complete and signed Vendor Certification (Appendix A).

   All information requested in the above section of this RFP should be submitted. Any respondent to the RFP that fails to submit all information requested, may be required to promptly submit missing information which may result in a low evaluation of the proposal. Dodge County Schools may reject proposals which are substantially incomplete or lack key information.

   Proposal should be prepared simply, providing a clear concise description of capabilities that meet the criteria of this RFP. All pages of the response to this RFP are to be numbered. Vendors submitting a response to this RFP may be required to give an oral presentation of their response to Dodge County Schools. Dodge County Schools will schedule a time and date of these presentations. Oral presentations are an option of Dodge County Schools and may or may not be conducted.

4. Reserved Rights

Issuance of this RFP does not constitute a commitment on the part of Dodge County Schools to award a contract pursuant to this RFP. Dodge County Schools reserves the right to reject any and all proposals submitted in response to this RFP, in whole or in part, and to award a contract pursuant to this RFP or cancel this RFP if it is considered to be in the best interests of Dodge County Schools. Dodge County Schools further reserves the right to make changes to this RFP at any time by issuance of written addendum/addenda, amendments(s) or clarification(s).

5. Evaluations of Proposals and oral Presentations

A Selection Committee will review each response to this RFP and provide a rank list of all the Firms. The Selection Committee will convene and summarize their individual rankings for each Firm. This will establish a list of Firms found by the Selection Committee to have submitted proposals reasonably susceptible of being selected for award. The Selection Committee shall provide for these Firms to be invited to present their proposal to the Committee. After this, the Selection Committee will make a recommendation that the Dodge County Schools enter into a contract with the Firm whose proposal is determined to be the most advantageous for the Dodge County Schools, considering all the conditions set forth in the RFP. While price is obviously an important factor, it alone will not be the

deciding factor.

6. Questions

Any vendor that submits a proposal may be requested to provide additional information to Dodge County Schools. Such information is only for the purpose of clarification and in no way change the vendor's proposal as originally submitted. Dodge County Schools reserves the right to ask any or all vendors to clarify any portion of their proposals after submission.

7. Cost of Proposals and Confidentiality

Dodge County Schools is not responsible or liable for any of the costs incurred by any vendor in preparing and/or submitting a proposals pursuant to this RFP. All submittals upon receipt become property of Dodge County Schools. The details of the proposal documents will remain confidential until final award.

Appendix A Vendor Certification

This certification attests to the vendor's awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to RFP for Architectural Services issued by Dodge County Schools. The undersigned is a duly authorized officer, hereby certifies that:

_____

(Vendor Name)

Agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of ninety (90) calendar days as of 12/10/2021

The undersigned further certify that their firm (check one):

☐ IS

☐ IS NOT

Currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify Dodge County Schools of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name:

Signature:

Title:

Date:

Signature of Authorized Office:

Name:

Signature:

Notice of Intention

RFP Architectural Services

NOTICE OF INTENTION REQUEST FOR PROPOSAL

From:

	VENDOR'S NAME
	AUTHORIZED REPRESENTATIVE
	TELEPHONE NUMBER
	FAX NUMBER
	E-MAIL

Please state your intention with regard to the Request for Proposal RFP Security Camera System by selecting one the following:

☐ Intends to respond to Dodge County Schools Request for Proposal

☐ Does not intend to respond to Dodge County Schools Request for Proposal

To:

Dodge County School

Rick Rogers

Director of Technology

Eastman, Ga. 30123

Phone: 478-231-4939

Fax: 478-374-6697

Email: rrogers@dodge.k12.ga.us

Addendum

1. Dodge County Schools is changing the Presentations of Selected Vendors from 1/19/2022 and 1/20/2022 to 1/24/2022 and 1/25/2022.