



**Treutlen County Schools  
4313 West Main Street  
Soperton, Georgia 30457**

**Request for Qualifications  
(RFQ)**

**For**

**Architectural Services**

**October 15, 2025**

**Due Date: November 3, 2025**

**Time Due: 10:00 a.m., EST**

**Treutlen County Schools**  
**RFQ for Architectural Services**

**ADVERTISEMENT FOR REQUEST FOR QUALIFICATIONS**

Treutlen County Schools (“TCS”) invites licensed architectural firms to submit qualifications to provide architectural services for future TCS construction projects. All communications with TCS related to this RFQ, including questions or requests for clarification, must be sent via email to Dr. Susan Stone, Superintendent of Treutlen County Schools at [ssone@treutlen.k12.ga.us](mailto:ssone@treutlen.k12.ga.us).

Qualifications must be submitted in PDF format via email to Dr. Susan Stone, Superintendent of Treutlen County Schools at [ssone@treutlen.k12.ga.us](mailto:ssone@treutlen.k12.ga.us). Qualification submissions are due no later than **10:00 a.m. EST on November 3, 2025**. Qualifications submitted after this date and time will not be accepted.

TCS may request additional information from any firm, in which case such firm shall promptly provide such requested information to TCS.

TCS shall not be bound by any terms and conditions included in any firm’s submission of qualifications, including but not limited to, limitations of the firm’s liability or any other third party's liability, limitation of warranties, or other documents which attempt to impose any conditions at variance with or in addition to the terms and conditions contained in this solicitation or any design services agreement between TCS and the architectural firm.

**1.0 Purpose**

TCS seeks to identify a pool of qualified architectural firms to present to the Treutlen County Board of Education (the “Board”) for approval. If approved by the Board, each firm comprising the pool will become eligible for consideration for future projects. The contract terms will be for an initial term of one year, and up to four (4) one year renewal terms thereafter exercisable at the sole option of TCS. The future project will include, without limitation, the athletic facility projects listed below. During the term of the awarded pool contract, qualified architectural firms in the approved pool must provide written quotes to TCS for each project on an as needed basis when requested by TCS, after which TCS and such firm will enter into a design services agreement. Site visits may be required for each project.

To be eligible for consideration, qualifications must be submitted in accordance with the instructions contained in this solicitation and within the time frame specified. It shall be the responsibility of the selected firm to meet all specifications and guidelines set forth herein. TCS, at its discretion, determines the criteria and process whereby qualifications are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by TCS.

**2.0 Scope of Work**

TCS currently anticipates several athletic facility projects, including stadium seating, concession facilities, press box, wrestling facility, and field house. TCS seeks qualifications for architectural

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services for these projects, as well as other future construction projects undertaken by TCS. A brief description of each of the currently anticipated projects is as follows:

- Stadium Seating: New stadium seating/bleachers, which must include ADA-compliance access, to accommodate spectators at the existing football field.
- Concession Facilities: Concession areas to serve athletic events efficiently, including restrooms as required by code.
- Press Box: Functional press box for media, coaches, and event operations, including accessibility compliance.
- Wrestling Facility: Dedicated indoor facility to support wrestling practices and competitions, with proper mat storage, seating, restrooms, and support spaces.
- Field House: Multi-purpose athletic building to support locker rooms, showers, weight training, storage, and office/meeting spaces for coaching staff.

The architect will be required to provide professional design services, prepare construction drawings and specifications, and provide construction administration services to provide TCS with a complete and properly functioning project. The specific scope of work for each project will be detailed in each design services agreement with TCS. The architectural services shall be performed in accordance with the standard of care set forth in the design services agreement. Each project must be suitable for the purposes for which it is intended, comply with all applicable codes and laws, and be completed on a timely basis within the approved design services budget.

### **3.0 Qualification Submission Requirements**

Each firm must provide the following information with its submission of qualifications

- **Firm Overview**: Company profile, history, and legal status. Include documentation on the viability of your firm such as the firm's years of successful operation, stability of management structure and ownership. Provide proof of your firm's registration and authorization to do business in Georgia. Provide a list and copy of your firm's current licenses.
- **Project Team**: Provide an organizational chart detailing key staff, roles, and qualifications with resumes if available.
- **Relevant Experience**: Provide examples of at least three projects completed in the past five years, preferably for Georgia public school districts. Provide a list of your current pending projects.
- **Approach & Timeline**: Proposed methodology for design, planning, and construction administration.
- **Fee Structure**: Clearly outline your design fee structure, including any hourly rates and reimbursable expenses.
- **Previous disputes**: Explain whether your firm is now involved, or has in the past ten (10) years been involved, in any litigation or arbitration proceedings with project owners. Please disclose if your firm has in the past ten (10) years been removed from a contract or failed to complete an awarded contract for a legal or other reason.

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- **Insurance:** State the coverage limits for your professional liability insurance.
- **References:** Provide at least three references from clients for whom you have provided design services, preferably Georgia school district clients. Provide dates of the contractual engagements with the referring clients.

**4.0 Selection Criteria**

TCS will evaluate each firm's qualifications based on the following criteria:

- Demonstrated experience in school facility design
- Qualifications and availability of key personnel
- Understanding of Treutlen County Schools' needs
- Creativity and functionality of proposed approaches
- Cost-effectiveness and clarity of fee structure
- Risk analysis based on (a) current and previous disputes with owners, and (b) available professional liability insurance coverage
- References and past performance

TCS may require architectural firms to participate in an oral interview to discuss their submittal and to answer questions posed by TCS representatives. A final selection may be based upon the evaluation of both the written and oral responses of each firm.

We appreciate your interest in supporting Treutlen County Schools and look forward to evaluating your qualifications.