



**Baldwin County Schools  
110 North ABC Street  
Milledgeville, GA 31061**

# **Request For Proposals**

**Title:  
Design-Build Services for  
Oak Hill MS Baseball/Softball Complex  
Improvements**

**By  
*Baldwin County Schools***

**February 4, 2026**



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## DESIGN-BUILD RFP TIMELINE

### (Baldwin County Schools)

| <b><u>Date</u></b>          | <b><u>Action Item</u></b>                                 |
|-----------------------------|-----------------------------------------------------------|
| February 4, 2026            | Owner issues RFP                                          |
| February 18, 2026, 10:00 am | Mandatory Pre-bid Meeting and Site Visit                  |
| February 20, 2026           | Deadline for written questions/requests for clarification |
| March 6, 2026, 11:00 a.m.   | Deadline for submission of proposal                       |
| March 10, 2026              | Board approves firm selected                              |



## **Request For Proposals For Design-Build Services**

Notice is hereby given that Baldwin County Public Schools shall receive sealed proposals for design-build services until 11:00 a.m. EST on March 6, 2026, at the Baldwin County Board of Education Office located at 110 North ABC St, Milledgeville, GA 31061. Proposals will be in accordance with O.C.G.A. 36-91-21 and the Request for Proposals (RFP) guidelines. All written questions should be emailed to Dr. Rodney Tyson at [rodney.tyson@baldwin.k12.ga.us](mailto:rodney.tyson@baldwin.k12.ga.us).

The Request for Proposals is available at the Baldwin County Board of Education Office located at 110 North ABC St, Milledgeville, GA 31061, or may be viewed online on the Georgia Procurement Registry.

All submissions must include a proposal with the content and in the format described within the RFP.

The Board reserves the right to terminate this project prior to submissions being received, to reject any and all proposals, to waive informalities or irregularities in responses to this RFP, and to be the sole judge of the value and merit of the proposals offered.

A mandatory pre-proposal meeting will be held on February 18, 2026, at 10:00 am. Interested bidders will meet at the Baldwin County Board of Education Office. The Baldwin County Board of Education address is:

110 North ABC St.  
Milledgeville, GA 31061



## **I. SCOPE OF WORK**

The selected company will be required to perform basic architectural, engineering, and construction services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed, with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon the initial selection of a respondent based upon qualifications, with which negotiations shall proceed, a more detailed Scope of Work will be developed. Baldwin County Board of Education anticipates a contract that will include schematic design, production of contract design documents, and cost estimates for the project.

The construction work shall include, but not be limited to, the following:

- a) Construction of a new press box/restroom/concession building.
- b) Mitigation of stormwater erosion.
- c) New parking lot.
- d) New field fencing.
- e) Improved seating areas.



## II. PROPOSAL CONTENT & FORMAT

Baldwin County Schools (the Owner) requests proposals for design-build services from qualified firms for the completion of all projects listed. The Owner's objective in issuing this Request for Proposals is to provide a competitive means by which to select a single Qualified Provider to perform the design and construction for all projects listed. The Qualified Provider will act as architect, engineer, and contractor during the planning and construction of the project. Prime consideration will be given to a company with significant current experience in the development, design, and construction of similar projects. The contract shall follow O.C.G.A 36-91-21 and RFP guidelines. Qualified Providers must submit four (4) hard copies of their proposals and (1) electronic copy on a memory stick or via email at [rodney.tyson@baldwin.k12.ga.us](mailto:rodney.tyson@baldwin.k12.ga.us). The cost of preparing a response to this request, including site visits and design will not be reimbursed by the School Corporation. The Owner creates no obligation by issuing this Request for Proposals. Neither this request nor the response shall be construed as a legal offer.

Proposals must be submitted in the format outlined in this section. For each proposal, a checklist will be used in reviewing the proposal to determine if it is complete prior to actual evaluation. The Owner reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

### 1) Table of Contents

- A. Responses shall include a table of contents properly indicating the section and page numbers of the requested information.

### 2) Executive Summary

- A. Responses shall include a concise abstract stating the respondent's understanding of the project contained in no more than three pages.

### 3) Company Qualifications

#### A. Company Profile:

- 1) Provide general information on the responding firm to include: company name, address, telephone number, and contact person(s) for this project.

#### B. Project Team:

- 1) List the lead personnel employed by the Qualified Provider involved in this project. Include a resume for each person listing name, title, education, experience, work history, and responsibilities on this project. Identify specifically the type of work performed by each person and for how long.

- 2) *Legal Grievances:* The Qualified Provider shall describe in detail any litigation



related to any construction projects, past or present, with an owner in the state of Georgia.

**C. References:**

- 1) Past performance is a critical component in the selection process of this project. Therefore, each Qualified Provider must include a *summary* of **all** design-build contracts performed with K-12 school districts. In addition, each Qualified Provider must have completed a minimum of five (5) similar design-build contracts with public schools to be considered for this project. References will not be considered for projects performed by the Qualified Provider's employees while working with a different employer. Include the following detailed information on the (5) design-build contracts with K-12 school districts.

- a. School name, contact, telephone number
- b. Description of scope of work
- c. Start & completion date of the installation phase of the project

**D. Certifications:**

- 1) Include a copy of the certification(s) that proves the Qualified Provider holds a Georgia General Contractors License.
- 2) Include a copy of the certification(s) that proves the Qualified Provider employs a Registered Architect in the State of Georgia.
- 3) Include the names and PE numbers for all full-time employees who are professional engineers registered in the State of Georgia.
- 4) Contractor Affidavit under OCGA § 13-10-91(b)(l)
- 5) IRS Form W-9

**E. Insurance Certificate**

- 1) The Qualified Provider shall include a certificate of insurance in the Proposal indicating its insurance coverage, and the Qualified Provider shall maintain such insurance in full force and effect at all times until the Work has been completed, in the following minimum amounts:

| <u>COVERAGES</u>                                   | <u>LIMITS OF LIABILITY</u> |
|----------------------------------------------------|----------------------------|
| General Liability                                  | \$1,000,000                |
| General Aggregate                                  | \$2,000,000                |
| Product & Completed Operations Aggregate           | \$2,000,000                |
| Personal & Advertising Injury                      | \$1,000,000                |
| Each Occurrence                                    | \$1,000,000                |
| Workman's Compensation                             | \$1,000,000                |
| Umbrella Policy in addition to individual coverage | \$10,000,000               |

**4) Technical Approach**

Section 4 should contain the following information about the respondent's technical



approach to meeting the Owner's timelines and functionality objectives.

**A. Needs & Solutions:**

Include a “Needs & Solutions” section explaining facility needs and solutions the Qualified Provider recommends for all proposed improvements. The Qualified Provider needs to demonstrate a clear understanding of the existing conditions of the facilities.

- 1) Construction of a new press box/restroom/concession building.
- 2) Mitigation of storm water erosion.
- 3) New Parking Lot.
- 4) New Field Fencing.
- 5) Improved Seating Areas.

**B. Design Approach:**

Include a detailed explanation of how architectural/engineering services will be implemented. This explanation should include the people, specific architectural/engineering services, timeline, and any external forces that could affect this project.

**C. Project Management:**

Describe your firm’s approach to managing the proposed project from contract award through the guaranteed phase. Include a resume of the project manager who will be responsible for the project. Include in your proposal an implementation plan, including completion dates, describing how the Qualified Provider intends to execute the project based on an March 10, 2026 contract award.

**D. Contractor & Equipment Selection:**

Describe the process that the Provider will utilize in obtaining their contractor and equipment selections and what criteria will be used to make those selections.

**E. Owner Training:**

Explain the Qualified Provider’s plan for providing training and support services to the Owner. Describe the range of services being offered by your firm, such as maintenance, training, follow-ups, auditing, etc.

**F. Additional Information:**

Additional information about the Qualified Provider's technical approach to the project may be included in this section of the proposal.

**5) Financial Aspects**

Section 5 should contain the financial components of the proposed work as identified below.



- A. Describe in detail the process that the Provider intends to utilize to obtain the best prices for the Owner. Describe the process for reviewing the pricing of individual improvement items. Explain why this approach is better than the other available approaches.



### **III. EVALUATION CRITERIA**

The Owner will likely reject any proposal that does NOT meet the minimum criteria described in this RFP. For proposals meeting or exceeding the minimum criteria, the Owner will rate each proposal based on the weighted scoring criteria shown below. The Owner intends to award a contract to the Provider whose proposal is most advantageous to the Owner. The most advantageous proposal will be the proposal with the highest score.

#### **A. Ability to Successfully Implement Program (45 points)**

1. Reputation and experience of the Qualified Provider for implementing design-build contracts with scope of work similar to that being considered for this project.
2. Background and qualifications of the people responsible for implementing the design-build contract.
3. References of the company and people responsible for implementing the project

More points will be given to respondents demonstrating strong capabilities, experience, and reputation on design-build contracts with other K-12 schools with similar scopes of work.

#### **B. Design Approach (30 points)**

1. Depth, breadth, quality, creativity, and detail of the firms proposed architectural/engineering approach.
2. Understanding of the current facility needs within the district.

More points will be given to proposals that include a detailed and sound technical approach to meeting the School Corporation's objectives.

#### **C. Other Financial Consideration (25 points)**

1. Process to be utilized to bid and price the proposed work.
2. Design-build approach and the company's past performance related to design-build services in K-12 schools.