



523 Vineville Street Fort Valley, GA 31030 478.825.5933  
[www.peachschools.org](http://www.peachschools.org)

## Request for Proposal

The Peach County Board of Education (“the Board”) is requesting proposals for the purpose of retaining a qualified architectural firm to provide architectural services, including design and contract administration, for the construction of a new High School in Peach County.

The Board will select the firm it determines, with its discretion, is the best qualified upon an evaluation of the proposals submitted. Factors for consideration by the Board include, but are not limited to the following:

- a) Responsiveness to the Request for Proposals;
- b) Professional qualifications of the Firm and the Project Team;
- c) Experience in providing design, contract administration on High School projects;
- d) References;
- e) Ability of firm to perform all contract requirements in an efficient and timely manner;  
and
- f) Willingness to involve the Board in the planning and design process.

Any firm submitting a proposal agrees and consents to the right of the Board to verify the accuracy and completeness of any information submitted; the right of the Board to contact references, current and former clients, or others having knowledge of the firm; and the right of the Board to reject any and all proposals and to select a firm based solely on its discretion.

Proposals are to be mailed or hand delivered to Peach County Schools, Attn: Dr. Daryl Fineran, Superintendent; 523 Vineville Street; Fort Valley, Georgia 31030. Proposals are due no later than 12:00 p.m. on Friday, May 1, 2015. Proposal packages will be evaluated by the Board. Any respondent with questions about the RFP should contact Dr. Fineran. Proposals shall be submitted to the Board in a sealed envelope or box clearly marked “Sealed Proposal-Architectural Services”. An original and three copies of the proposal must be received by 12:00 p.m. on the 1<sup>st</sup> day of May 2015.

All costs related to the preparation, submittal, or presentations of this proposal are the responsibility of the respondent and will not be assumed in full or part by the Peach County School System.

The school system is a public entity and any information submitted is subject to release as provided for by the governing authorities. The school system will take reasonable efforts to protect any information marked “confidential”. However, it is understood that the school system will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any submittal is subject to potential disclosures.

This solicitation does not commit the Peach County School System to award a contract, to pay any cost incurred in the preparation of this submittal, or to procure or contract for goods or services. It is the responsibility of each submitter to see that the school system receives all materials on or before the specified closing date and time. No submittals will be accepted thereafter. The school system assumes no responsibility for delivery of proposals that are mailed. The Board reserves the right to reject any or all submittals, to waive any informalities and technicalities, and to accept the submittal deemed to be in the best interest of the school system.

Each proposal must include the following information:

1. General Information

- a) The legal name of the firm; its address; date established; names of Principals; and the total number of personnel employed by the firm.
- b) Identify the technological resources possessed by the firm which could be utilized in connection with the project.
- c) Provide information concerning the firm's currently available errors and omissions insurance coverage including policy limits.
- d) Firm History including names of all officers/owners.
- e) Has your firm ever been involved in any claims over the last five (5) years? If so, please provide detailed explanation.

2. Relevant Experience

Provide information regarding your firm's overall experience in K-12 education facility design. Include detailed information on your five (5) most recent High School projects. Information should include:

- a. Name of project;
- b. Description of Project;
- c. Completion date;
- d. Square footage;
- e. Cost; and
- f. Owner Contact

3. Project Team

- a. Identify the specific personnel which you intend to assign to this project if selected. Please include a resume for each person on the project team highlighting related experience.
- b. Identify sub-consultants: structural, mechanical, and/or electrical services. Please provide a brief resume for each sub-consultant highlighting related experience.

4. References

Provide a list of references including client name, contact, address, and telephone number.

5. Unique Qualifications

Submit any additional information which the firm believes may assist the Board in evaluating the firm's professional qualifications, experience, and ability to perform the architectural services necessary for this project, including:

- a. Role or involvement with the Board should you be selected to do a project.
- b. Description of the services you would provide.
- c. Quality Control procedures.
- d. Why do you think you can provide the Board with better architectural services than any of the other firms who submit?

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