



Dr. Dan A. Sims, Superintendent

ACTION MEMORANDUM

To: Bibb County Board of Education, Dr. Dan A. Sims, Superintendent

From: Sam Kitchens, Assistant Superintendent of Operations
Elaine Wilson-Beverly, Executive Director of Procurement

Subject: RFP 25-023 Architectural Services for Northwoods Academy Gymnasium

Summary:

This memorandum requests approval for a firm to provide the architectural services for the construction of Northwoods Academy Gymnasium.

Background:

Elementary schools are required to provide daily physical education or structured activity time for all students' grade K-5. As Northwoods Academy does not have a physical gymnasium, activities during inclement weather are restricted. Capital Programs submits that constructing a gymnasium for these purposes is consistent with other elementary schools in the District.

RFP 25-023 was released on February 12, 2025. A mandatory pre-proposal meeting was held at 4580 Cavalier Drive, Macon, GA 31220, on February 26, 2025, at 9:00 AM. Five (5) architectural firms were present to receive all information pertaining to this Project, with all firms submitting proposals. The five (5) proposals were reviewed based on criteria set forth in the RFP. The results of the review are listed in Table 1 below.

Recommendation:

It is recommended that the Bibb County Board of Education authorizes the Superintendent to enter into contract with SP Design Group to provide architectural services for the construction of a Gymnasium at Northwoods Academy. The funds will be paid out of 2021 ESPLOST.

Superintendent's Comments and Approval:

Superintendent's Comments	Approved / Not Approved
Dr. Dan A. Sims	Approved

TABLE I:**25-023 Architectural Services - Northwoods Academy Gymnasium****Scoring Summary****Active Submissions**

	Total	Base Proposal Lump Sum Price	Offeror Company Overview	Related Experience	Exp. Personnel /Qual	Project Approach
Supplier	/ 100 pts	/ 20 pts	/ 15 pts	/ 20 pts	/ 20 pts	/ 25 pts
sp design group (L98)	83.67	12.33	13	18.67	17.67	22
Robertson Loia Roof, P.C. (V10)	81	14	12	17	17	21
PBK (J97)	77.67	16.67	12.33	16	14.33	18.33
Altman + Barrett Architects (K70)	75.33	17.33	10	15.67	14.33	18
Southern A&E, LLC (H16)	70.67	14.67	10.33	15.67	14	16