

**CONTINUING CONTRACT FOR
PROFESSIONAL SERVICES
BETWEEN THE
DEKALB COUNTY BOARD OF EDUCATION
AND**

**Design
Professional:** Raymond Engineering – Georgia, Inc.

**Design
Professional Address:** 1035 Green Street SE, Suite A
Conyers, GA 30012

Solicitation No.: RFQu No. 24-752-017

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CONTINUING CONTRACT FOR PROFESSIONAL SERVICES

This contract (the "Contract") is made and entered into by and between the DeKalb County Board of Education (the "Owner") and Raymond Engineering – Georgia, Inc., authorized to do business in the State of Georgia, whose business address is 1035 Green Street SE, Suite A, Conyers, GA 30012 (hereinafter referred to as the "DESIGN PROFESSIONAL"). This Contract shall be effective on the date executed by the last party to execute it.

WITNESSETH:

WHEREAS, it is in the best interests of OWNER to be able to obtain professional architectural and **engineering** services expeditiously when a need arises in connection with a study or a partial or entire DeKalb County School District construction project; and

WHEREAS, Board Policy DJE, Section III, makes provisions for contracts for professional services; and

WHEREAS, OWNER has selected DESIGN PROFESSIONAL in accordance with the provisions of Board Policy DJE, and DESIGN PROFESSIONAL will provide professional architectural engineering **services** as directed by OWNER for such projects and tasks as may be required on an as needed basis by OWNER.

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements stated herein, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Owner and the DESIGN PROFESSIONAL agree:

ARTICLE 1

DESIGN PROFESSIONAL'S RESPONSIBILITIES

1.1 From time to time upon request or direction of the OWNER as hereinafter provided, DESIGN PROFESSIONAL shall provide to OWNER professional architectural engineering services (hereinafter the "Services"). All Services to be provided by DESIGN PROFESSIONAL pursuant to this Contract shall be in conformance with the scope of services, which shall be described in a Work Authorization issued pursuant to the procedures described herein. The form of the Work Authorization is set forth in **Exhibit B** attached hereto and incorporated herein by reference. Any proposed deviation from the Services set forth in the Work Authorization must be brought to OWNER'S attention in writing by DESIGN PROFESSIONAL and all such deviations must be expressly approved by OWNER in writing in advance.

1.1.1 All Services must be authorized in writing by OWNER in the form of a Work Authorization, and DESIGN PROFESSIONAL shall not provide any Services to OWNER unless and to the extent they are required in a written Work Authorization. Any Services provided by DESIGN PROFESSIONAL without a written Work Authorization shall be at DESIGN PROFESSIONAL'S own risk and OWNER shall have no liability or responsibility for payment for such Services.

1.1.2 As OWNER identifies certain Services it wishes DESIGN PROFESSIONAL to provide pursuant to the terms of this Contract, OWNER shall request a proposal from DESIGN PROFESSIONAL for such Services, said proposal to be in compliance with the terms

of this Contract and in the form of **Exhibit G** attached hereto and incorporated herein by reference. If the parties reach an agreement with respect to such Services, including, but not limited to the scope of those Services and the compensation to be paid for such Services, then Owner shall prepare a Work Authorization which incorporates the terms of the understanding reached by the parties with respect to such Services, and if both parties are in agreement therewith, they shall jointly execute the Work Authorization. The OWNER's proposal documents for each Project shall be attached hereto as **Exhibit A** and incorporated herein by reference.

- 1.1.3 Upon execution of a Work Authorization as aforesaid, DESIGN PROFESSIONAL agrees to promptly provide the Services required thereby, in accordance with the terms of this Contract, the subject Work Authorization, the Schedule (as defined in Paragraph 3.1 hereof), and all applicable laws, ordinances, rules and regulations.
- 1.1.4 It is mutually understood and agreed that the nature, amount, and frequency of the Services shall be determined solely by OWNER and that OWNER does not represent or guarantee unto DESIGN PROFESSIONAL that any specific or minimum number of Services will be requested or required of DESIGN PROFESSIONAL pursuant to this Contract.
- 1.1.5 DESIGN PROFESSIONAL agrees that upon request of OWNER under this Contract Design Professional will provide bidding assistance and construction contract administration services as needed.
- 1.1.5 DESIGN PROFESSIONAL shall have no authority to act as the agent of OWNER under this Contract or to obligate OWNER in any manner or way. DESIGN PROFESSIONAL is an independent contractor, and neither it nor any of its agents, servants or employees will be an employee or agent of the Owner. Nothing contained in this Contract shall constitute or be deemed or construed to create a partnership or joint venture, or any agency relationship, between OWNER and DESIGN PROFESSIONAL.
- 1.1.6 All duly executed Work Authorizations shall be and are hereby incorporated into and made a part of this Contract by reference.
- 1.2 DESIGN PROFESSIONAL agrees to obtain and maintain throughout the period of this Contract all such licenses and permits as are required for DESIGN PROFESSIONAL to do business in the State of Georgia and in DeKalb County, including, but not limited to, all licenses and permits required by the respective state boards and other governmental agencies responsible for regulating and licensing the professional Services to be provided and performed by DESIGN PROFESSIONAL pursuant to this Contract.
- 1.3 DESIGN PROFESSIONAL agrees that, when the Services to be provided hereunder relate to a professional service which, under the laws of the State of Georgia, requires a license, certificate of authorization or other form of legal entitlement to practice such Services, it shall employ and/or retain only qualified personnel to provide such Services.
- 1.4 DESIGN PROFESSIONAL hereby designates Larry Preiss as its Principal in Charge (hereinafter referred to as the "Principal in Charge"), who has full authority to bind and obligate DESIGN PROFESSIONAL on all matters arising out of or relating to this Contract. For each Work Authorization, DESIGN PROFESSIONAL will designate in writing an individual to serve as DESIGN PROFESSIONAL'S representative (hereinafter referred to as the "Representative"), who may be the same as the Principal in Charge. The Representative is authorized and responsible to act on behalf of DESIGN PROFESSIONAL with respect to directing, coordinating and administering all aspects of the Services to be provided and performed under the Work Authorization. By execution of this Contract, DESIGN PROFESSIONAL acknowledges that the Principal in Charge and Representative(s)

have full authority to bind and obligate DESIGN PROFESSIONAL on all matters arising out of or relating to this Contract and the Work Authorization, respectively. DESIGN PROFESSIONAL agrees that the Principal in Charge and the Representatives shall devote whatever time is required to satisfactorily and diligently manage the Services to be provided and performed by DESIGN PROFESSIONAL under the Work Authorization. Further, DESIGN PROFESSIONAL agrees that the Principal in Charge and the Representatives shall not be removed by DESIGN PROFESSIONAL without OWNER'S prior approval, and if so removed must be immediately replaced with a person acceptable to OWNER, which approval and acceptance shall not be unreasonably withheld by OWNER.

- 1.5 The DESIGN PROFESSIONAL shall assign only qualified personnel to perform any service concerning the Project (as defined in Paragraph 3.1 hereof). The DESIGN PROFESSIONAL management, design, and construction administration staff assigned to the Project shall have experience in K-12 school design and construction. The Owner shall have the right, but not the obligation, to interview the management, design, and construction administration staff that will be assigned to the Project.
- 1.6 DESIGN PROFESSIONAL agrees that its senior staff, subconsultants and subcontractors who will perform any Services under this Contract are subject to OWNER'S reasonable approval. Attached hereto as **Exhibit C** is a listing of DESIGN PROFESSIONAL'S senior staff, subconsultants and subcontractors who have been assigned to provide the services required under this Contract. None of the senior staff, subconsultants and subcontractors identified in **Exhibit C** shall be removed from a Project by DESIGN PROFESSIONAL without OWNER'S prior approval (such approval not to be unreasonably withheld), and if so removed shall be immediately replaced with a person or firm reasonably acceptable to OWNER. DESIGN PROFESSIONAL further agrees, within fourteen (14) calendar days of receipt of a written request from OWNER, to promptly remove from a Project and replace the Representative, or any other personnel employed or retained by DESIGN PROFESSIONAL, or any subconsultants or subcontractors or any personnel of any such subconsultants or subcontractors engaged by DESIGN PROFESSIONAL to provide and perform any of the Services pursuant to the requirements of this Contract, whom OWNER shall request in writing to be removed, which request may be made by OWNER with or without cause. If DESIGN PROFESSIONAL is required to remove and replace a subconsultant or subcontractor without cause, an equitable adjustment shall be made to the compensation provided for in any Work Authorization to which such subcontractor or subconsultant may have been assigned.
- 1.7 DESIGN PROFESSIONAL represents to OWNER that it has expertise in the type of professional Services that will be required under this Contract. Drawings shall be prepared in electronic AutoCAD 2014 format and a project manual for each Project (the "Project Manual") shall be prepared as an electronic Word 2010 document. By execution of this Contract and each subsequent Work Authorization issued hereafter, if any, DESIGN PROFESSIONAL acknowledges it has received the most recent version of the DCSD 2020 VISION – Educational Specifications and Design Guidelines as of the date of this Contract or such subsequent Work Authorization and will follow, observe and design in accordance with the standards, requirements and conventions set forth therein. DESIGN PROFESSIONAL agrees that all Services to be provided by DESIGN PROFESSIONAL pursuant to this Contract shall be subject to OWNER'S reasonable review and approval and shall be in accordance with all applicable laws, statutes, ordinances, codes, rules, regulations (including utility regulations), local and state fire marshal requirements and the Georgia Department of Education requirements, Georgia Construction Code, as well as the requirements of any governmental agencies which regulate or have jurisdiction over the Project (as defined in Paragraph 3.1 hereof) or the Services to be provided and performed by DESIGN PROFESSIONAL hereunder. In the event of any conflicts in these requirements, DESIGN PROFESSIONAL shall promptly notify OWNER of such conflict in writing and utilize its best professional judgment to resolve the conflict. OWNER'S approval of any design documents in no way relieves DESIGN PROFESSIONAL of its obligation to deliver complete

and accurate documents necessary for successful completion of the subject Project pursuant to the Work Authorization.

- 1.8 DESIGN PROFESSIONAL agrees not to divulge, furnish or make available to any third person, firm or organization, without OWNER'S prior written consent, or unless incident to the proper performance of DESIGN PROFESSIONAL'S obligations hereunder, or in the course of judicial or legislative proceedings where such information has been properly subpoenaed, any non-public information concerning the Services to be rendered by DESIGN PROFESSIONAL hereunder, and DESIGN PROFESSIONAL shall require all of its employees, agents, sub-consultants and subcontractors to comply with the provisions of this paragraph. This paragraph shall survive the expiration or earlier termination of this Contract.
- 1.9 DESIGN PROFESSIONAL acknowledges that OWNER may contract with a construction manager or general contractor who, if retained, shall be responsible for any construction identified in the Work Authorization (hereinafter referred to as "CONSTRUCTION CONTRACTOR"). If a CONSTRUCTION CONTRACTOR is retained, DESIGN PROFESSIONAL agrees to cooperate with CONSTRUCTION CONTRACTOR with respect to CONSTRUCTION CONTRACTOR'S delivery of work and services to OWNER. Also, in such event, DESIGN PROFESSIONAL agrees to incorporate, whenever reasonably practicable and consistent with good design principles, and after OWNER'S written approval, all suggestions or recommendations timely made by CONSTRUCTION CONTRACTOR with respect to any design set forth in the Work Authorization.
- 1.10 DESIGN PROFESSIONAL agrees to comply with all of OWNER's rules and regulations with respect to safety and security at the OWNER's facilities, including OWNER's drug program, as said rules and regulations may be modified and amended by OWNER from time to time. DESIGN PROFESSIONAL further agrees to enforce compliance with such rules and regulations by all of DESIGN PROFESSIONAL's subconsultants and subcontractors.
- 1.11 OWNER may have one or more representatives visit the site of the Project (as defined in Paragraph 3.1 hereof) from time to time, or on a full-time basis, and DESIGN PROFESSIONAL shall not interfere with the functions of said representatives and will cooperate and work with said representatives. No action or failure to act by a representative of OWNER shall relieve DESIGN PROFESSIONAL from any of its duties or obligations hereunder.
- 1.12 DESIGN PROFESSIONAL shall be responsible for obtaining and reviewing all geological reports obtained by OWNER with respect to the Project (as defined in Paragraph 3.1 hereof). DESIGN PROFESSIONAL's design documents shall be consistent and coordinated with the information set forth in all such geological reports. In the event DESIGN PROFESSIONAL has any questions or concerns about the contents of any such reports, DESIGN PROFESSIONAL shall notify OWNER in writing within ten (10) days of DESIGN PROFESSIONAL's receipt of any such geological reports. DESIGN PROFESSIONAL and OWNER will work in good faith to mutually resolve any such questions or concerns.

ARTICLE 2

OWNER'S RESPONSIBILITIES

- 2.1 For each Work Authorization, OWNER shall designate in writing a project coordinator to act as OWNER'S representative with respect to the Services to be rendered under the Work Authorization (hereinafter referred to as the "Project Manager"). The Project Manager shall have authority to transmit instructions, receive information, interpret and define OWNER'S policies and decisions with respect to DESIGN PROFESSIONAL'S Services under the Work Authorization. However, except as may be otherwise expressly authorized in writing by the DeKalb County School District, neither the Project Manager nor any other party is authorized to issue any oral or written orders or instructions to DESIGN PROFESSIONAL that would

have the effect, or be interpreted to have the effect, of modifying or changing in any way whatever the: (1) Services to be provided and performed by DESIGN PROFESSIONAL as set forth in the Work Authorization; (2) the time in which DESIGN PROFESSIONAL is obligated to complete all such Services as set forth in the Work Authorization or in the Schedule (as defined in Paragraph 3.1 hereof) submitted and approved pursuant to this Contract; (3) the amount of compensation OWNER is obligated or committed to pay DESIGN PROFESSIONAL as set forth in the Work Authorization; or (4) the indemnification obligations of DESIGN PROFESSIONAL under the Contract or the Work Authorization. Any additional services (hereinafter the "Additional Services") must be approved in writing in the form of a written and executed amendment to this Contract or applicable Work Authorization prior to starting such Additional Services. OWNER will not be liable or responsible for the costs of Additional Services commenced without its express prior written approval.

- 2.2 Within a reasonable time after request from DESIGN PROFESSIONAL, OWNER shall provide, if available, all criteria and information requested by DESIGN PROFESSIONAL necessary for DESIGN PROFESSIONAL to comply with OWNER'S requirements for the Services specified in the Work Authorization, including design objectives and constraints, space, capacity and performance requirements, flexibility and expendability, and any budgetary limitations, which may affect the Services.
- 2.3 Within a reasonable time after request from DESIGN PROFESSIONAL, OWNER will make available to DESIGN PROFESSIONAL all reasonably available information in OWNER'S possession pertinent to the Services specified in the Work Authorization, including existing drawings, specifications, shop drawings, product literature, previous reports and any other data relative to design or construction set forth in the Work Authorization necessary for DESIGN PROFESSIONAL to comply with Owner's requirements for the Services specified in the Work Authorization.
- 2.4 OWNER shall arrange for access to and make all reasonable provisions for DESIGN PROFESSIONAL to enter the site set forth in the Work Authorization (if any) to perform the Services to be provided by DESIGN PROFESSIONAL under this Contract. DESIGN PROFESSIONAL acknowledges that such access may be provided during times that are not the normal business hours of DESIGN PROFESSIONAL.
- 2.5 OWNER shall provide written notice to DESIGN PROFESSIONAL of any deficiencies or defects discovered by OWNER with respect to the Services to be rendered by DESIGN PROFESSIONAL hereunder.
- 2.6 Wherever the terms of this Contract refer to some action, consent, or approval (excluding approvals of Additional Services or changes to this Contract) to be provided by OWNER or some notice, report or document is to be provided to OWNER, such reference to "OWNER" shall mean OWNER, OWNER'S staff, or OWNER'S designee, including Project Manager, unless otherwise stated.

ARTICLE 3

SCHEDULE

- 3.1 Within ten (10) days of receiving a written Work Authorization from OWNER to perform Services hereunder for a particular project ("Project"), DESIGN PROFESSIONAL agrees to submit to OWNER a computer-generated bar graph time schedule ("Schedule") for the performance of such Services to be provided with respect to the Project. Said Schedule shall be of a form and content satisfactory to OWNER. Services to be rendered by DESIGN PROFESSIONAL shall be commenced, performed and completed in accordance with the

Work Authorization and the Schedule. Time is of the essence with respect to the performance of this Contract, including any and all Projects assigned to DESIGN PROFESSIONAL.

- 3.2 Should DESIGN PROFESSIONAL be obstructed or delayed in the prosecution or completion of its Services as a result of unforeseeable causes beyond the control of DESIGN PROFESSIONAL, including but not restricted to acts of God or of public enemy, acts of government or negligent or intentionally wrongful conduct of OWNER, fires, floods, epidemics, quarantine regulations, strikes or lock-outs, and not due to DESIGN PROFESSIONAL's own fault or neglect, then DESIGN PROFESSIONAL shall notify OWNER in writing within three (3) business days (unless OWNER expressly agrees in writing to a longer period of time) after commencement of such delay, stating the cause or causes thereof and requesting a reasonable extension of time, or be deemed to have waived any right which DESIGN PROFESSIONAL may have had to request a time extension.
- 3.3 Unless otherwise expressly provided for in the Work Authorization, no interruption, interference, inefficiency, suspension or delay in the commencement or progress of DESIGN PROFESSIONAL'S Services from any cause whatsoever, including those for which OWNER may be responsible in whole or in part, shall relieve DESIGN PROFESSIONAL of its duty to perform or give rise to any right to damages or additional compensation from OWNER. DESIGN PROFESSIONAL expressly acknowledges and agrees that it shall receive no damages for delay. DESIGN PROFESSIONAL'S sole remedy, if any, against OWNER will be the right to seek an extension of time to its Schedule; provided, however, the granting of any such time extension shall not be a condition precedent to the aforementioned "No Damage For Delay" provision. This paragraph shall expressly apply to claims for early completion, as well as claims based on late completion. Provided, however, if through no fault and neglect of DESIGN PROFESSIONAL, the Services to be provided hereunder have been delayed for a total of six (6) months or more, DESIGN PROFESSIONAL'S compensation shall be equitably adjusted, with respect to those Services that have not yet been performed, to reflect the incremental increase in costs actually experienced by DESIGN PROFESSIONAL, if any, as a result of such delays.
- 3.4 Should DESIGN PROFESSIONAL fail to commence, provide, perform or complete any of the Services to be provided hereunder in a timely and diligent manner in compliance with this Contract, the Work Authorization and all applicable laws, then, in addition to any other rights or remedies available to OWNER hereunder, OWNER at its sole discretion and option may withhold any and all payments due and owing to DESIGN PROFESSIONAL until such time as DESIGN PROFESSIONAL resumes performance of its obligations hereunder in such a manner so as to establish to OWNER'S satisfaction that DESIGN PROFESSIONAL'S performance is or will shortly be back on schedule and in compliance with this Contract, the Work Authorization and all applicable laws.
- 3.5 Notwithstanding anything herein to the contrary, this Contract may be renewed annually by OWNER at its sole discretion. If OWNER elects not to renew this Contract, it shall send written notice thereof to DESIGN PROFESSIONAL at least ten (10) days prior to the annual anniversary date of this Contract. If OWNER fails to send said written nonrenewal notice as herein provided, OWNER shall be deemed to have elected to renew this Contract. In the event OWNER sends said written nonrenewal notice, OWNER may provide for either the termination or continued performance of any Services under any outstanding Work Authorizations. If OWNER directs DESIGN PROFESSIONAL to continue to perform any such Services, DESIGN PROFESSIONAL shall continue performance of such Services in accordance with OWNER'S directions, and this Contract and the applicable Work Authorization(s) shall continue as to such Services until completion.

ARTICLE 4

COMPENSATION

- 4.1 Compensation and the manner of payment of such compensation by OWNER for Services rendered hereunder by DESIGN PROFESSIONAL shall be as prescribed in each written Work Authorization. DESIGN PROFESSIONAL agrees to furnish to OWNER, within three (3) days after the end of each calendar month, or as specified in the Work Authorization, a comprehensive and itemized statement of charges for the Services performed and rendered by DESIGN PROFESSIONAL during that time period, and for any OWNER authorized Reimbursable Expenses (as hereinbelow defined), incurred and/or paid by DESIGN PROFESSIONAL during that time period. The monthly statement shall be in such form and supported by such documentation as may be required by OWNER. All such statements shall indicate the Contract Number, Work Authorization Number, Purchase Order Number and Project Site description (School or Facility Name).
- 4.2 The compensation (whether based upon lump sum, hourly, hourly with a cap or some other agreed-upon formula) contained in each separate Work Authorization shall be based on the hourly rates as set forth and identified in **Exhibit D**, which is attached hereto and incorporated herein by this reference (the "Rate Schedule"), for the time reasonably expended by DESIGN PROFESSIONAL'S personnel in performing the Services in accordance with the Schedule, the Contract, and the Work Authorization. The Rate Schedule shall be updated by mutual agreement on a yearly basis, in conjunction with the annual renewal of this Contract provided for in paragraph 3.5 above.
- 4.3 OWNER agrees to reimburse DESIGN PROFESSIONAL for all necessary and reasonable Reimbursable Expenses incurred or paid by DESIGN PROFESSIONAL in connection with DESIGN PROFESSIONAL'S performance of the Services, at its direct cost with no markup, to the extent such reimbursement is permitted in the Work Authorization. For the purposes hereof, the term "Reimbursable Expenses " shall be deemed to include the following unless otherwise agreed to by Owner or set forth in the Work Authorization:
- 4.3.1 All necessary fees paid by DESIGN PROFESSIONAL to governmental authorities having jurisdiction over any Project specified in a Work Authorization, for securing required approval or permitting of the Project or any part of it.
- 4.3.2 The actual, direct cost to DESIGN PROFESSIONAL without markup for necessary copying/reproduction of plans and other documents required in connection with any Project specified in the Work Authorization.
- DESIGN PROFESSIONAL shall obtain the prior written approval of OWNER before incurring any expenses other than the aforesaid Reimbursable Expenses , and absent such prior approval, no expenses incurred by DESIGN PROFESSIONAL will be deemed to be a Reimbursable Expense.
- 4.4 DESIGN PROFESSIONAL shall bear and pay all overhead and other expenses, except for the Reimbursable Expenses specified and defined above, incurred by DESIGN PROFESSIONAL in the performance of the Services.
- 4.5 Prior to authorizing DESIGN PROFESSIONAL to provide any Services or to incur any Reimbursable Expenses under a Work Authorization pursuant to this Contract, OWNER shall request that DESIGN PROFESSIONAL in writing advise OWNER of (i) the estimated time required of DESIGN PROFESSIONAL'S personnel and the estimated fees thereof for the proposed Services to be specified in the Work Authorization; and (ii) the estimated charge to OWNER for the Reimbursable Expenses applicable to the contemplated Services to be

performed by DESIGN PROFESSIONAL under the proposed Work Authorization. DESIGN PROFESSIONAL shall promptly supply such estimate to OWNER based on DESIGN PROFESSIONAL'S good faith analysis.

- 4.6 DESIGN PROFESSIONAL agrees that, with respect to any subconsultant or subcontractor to be utilized by DESIGN PROFESSIONAL under any particular Work Authorization, DESIGN PROFESSIONAL shall be limited to a maximum markup of ___% on the fees and expenses associated with such subconsultants and subcontractors.

ARTICLE 5

OWNERSHIP AND LICENSE OF DOCUMENTS AND INTELLECTUAL PROPERTY

- 5.1 The Preliminary Design and the Construction Documents shall become "Instruments of Service" and include all Drawings, Plans, Specifications, and other documents, including those in electronic form, prepared specifically for the subject Project by the DESIGN PROFESSIONAL and its consultants. The DESIGN PROFESSIONAL agrees to, and DESIGN PROFESSIONAL and its consultants shall be deemed to have prepared their respective Instruments of Service as architectural works and works made for hire as defined in 17 U.S.C. §§ 101, 102(a)(8) and 201(b), thereby transferring and vesting in the Owner, pursuant to 17 U.S.C. § 201(d), all common law, statutory, and other reserved rights, including copyrights in the Instruments of Service and in the buildings, improvements, and structures constituting the Project. The Instruments of Service shall include the Space Plan and Design Concept, if any.
- 5.2 DESIGN PROFESSIONAL hereby expressly grants, assigns, transfers, and otherwise quitclaims to the Owner, its successors, and assigns, pursuant to 17 U.S.C. § 201(d), all common law, statutory, and other reserved rights, including copyrights in both the Instruments of Service and in the buildings, improvements, and structures embodying the architectural and engineering works that constitute the Project, provided that the Owner shall comply with all obligations, including prompt payment of all sums, when due, under this Contract. The DESIGN PROFESSIONAL shall obtain similar grants, assignments, transfers, and quitclaims from its consultants consistent with this Contract. The DESIGN PROFESSIONAL warrants (and shall cause each of the DESIGN PROFESSIONAL consultants to warrant also) that this transfer of copyright and other rights is valid against the world.
- 5.3 The DESIGN PROFESSIONAL hereby grants, assigns, transfers, and otherwise quitclaims to the Owner, without reservation, all copyrights to all Project-related documents, models, computer drawings, and other electronic expressions, photographs, and other expression or Instruments of Service produced by the DESIGN PROFESSIONAL. However, the DESIGN PROFESSIONAL will retain all rights to any pre-existing intellectual property or standard construction details or conventions contained in the Instruments of Service.
- 5.4 All licenses granted herein or pursuant to this Contract are worldwide, perpetual and irrevocable and shall continue even in the event this Contract expires or is terminated for any reason. DESIGN PROFESSIONAL hereby consents to any use of any and all Project Documents by any replacement architects, contractors, engineers or other professionals retained by OWNER in the event of any such expiration or termination; provided, however, DESIGN PROFESSIONAL shall not be liable for any of the design work performed by such replacement architects, engineers or other professionals. This paragraph shall survive the expiration or termination of this Contract.
- 5.5 DESIGN PROFESSIONAL, upon reasonable request by OWNER, even if such request is made after termination or expiration of this Contract for any reason, shall take all steps

reasonably required by OWNER to memorialize, perfect, substantiate, record, or evidence all licenses, assignments, and rights OWNER has, is due, or may have under or pursuant to this Contract, and shall do so at no additional charge to OWNER. This paragraph shall survive the expiration or termination of this Contract.

- 5.6 The Owner hereby grants to the DESIGN PROFESSIONAL a nonexclusive license to reproduce such documents for purposes relating directly to the DESIGN PROFESSIONAL's performance of any Project, for the DESIGN PROFESSIONAL's archival records, and for the DESIGN PROFESSIONAL's reproduction of drawings and photographs for the DESIGN PROFESSIONAL's marketing materials provided that the content of those materials, as to each such Project, are approved by the Owner prior to publication. No other Project-related documents may be reproduced for any other purpose without the express written permission of the Owner or unless otherwise required by law. The publication of the DESIGN PROFESSIONAL materials shall not include the Owner's confidential or proprietary information.
- 5.7 DESIGN PROFESSIONAL shall, upon reasonable request by OWNER, even if such request is made after termination or expiration of this Contract for any reason, or upon completion of the Project should no such request be made by the OWNER, provide to OWNER (i) reproducible copies of all Project Documents, (ii) written copies of all licenses and assignments obtained by DESIGN PROFESSIONAL from DESIGN PROFESSIONAL's consultants pursuant to Paragraph 6.1, and (iii) a written license from DESIGN PROFESSIONAL to OWNER pursuant to Paragraph 6.2. Wherever practical, all such copies of the Project Documents shall be provided in both editable electronic form and in hard paper form. DESIGN PROFESSIONAL shall not be responsible for inadvertent errors caused by the electronic transmission of Project Documents, unless it knew or reasonably should have known of such errors and failed to promptly notify OWNER in writing. In the event of any discrepancies between any such electronic copies and hard paper copies issued by DESIGN PROFESSIONAL, the hard paper copy shall control. This paragraph shall survive the expiration or termination of this Contract.

ARTICLE 6

MAINTENANCE OF RECORDS

- 6.1 DESIGN PROFESSIONAL shall keep adequate records and supporting documentation which concern or reflect its Services hereunder. The records and documentation shall be retained by DESIGN PROFESSIONAL for a minimum of three (3) years from the date of termination of this Contract or the date the Services under each Work Authorization are completed, or such longer period of time as may be required by this Contract or applicable law, whichever is later. OWNER, or any duly authorized agents or representatives of OWNER, shall have the right to audit, inspect and copy all such records and documentation as often as they deem necessary during the period of this Contract and during the period noted above in which the records are to be retained; provided, however, such activity shall be conducted only during normal business hours. This paragraph shall survive the expiration or termination of this Contract.
- 6.2 The records specified above in paragraph 6.1 include accurate time records, which DESIGN PROFESSIONAL agrees to keep and maintain, from day to day, showing the time expended by each principal and employee of DESIGN PROFESSIONAL in performing the Services and therein specifying the work performed by each, with all such time records to be kept within one-half of an hour. At the request of OWNER, or as specified in the Work Authorization, DESIGN PROFESSIONAL shall furnish to OWNER any of the aforesaid time records, as well as invoices or proofs showing DESIGN PROFESSIONAL'S incurrence and/or payment of any Reimbursable Expenses.

ARTICLE 7

INDEMNITY

- 7.1 To the fullest extent permitted by law, the DESIGN PROFESSIONAL shall indemnify and hold harmless the OWNER from and against all liability, claims, damage, loss, liens, costs and expenses, including without limitation attorneys' fees and litigation expenses, to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the DESIGN PROFESSIONAL or other persons employed or utilized by the DESIGN PROFESSIONAL in the performance of the Contract. In the event the OWNER is alleged to be liable on account of alleged acts or omissions, or both, of the DESIGN PROFESSIONAL, the DESIGN PROFESSIONAL shall defend such allegations through counsel chosen by the OWNER, and the DESIGN PROFESSIONAL shall bear all costs, fees, and expenses of such defense, including but not limited to, all attorneys' fees and expenses, court costs, expert witness fees and expenses. The DESIGN PROFESSIONAL shall not be required to indemnify or hold harmless the OWNER against claims for damages, losses, or expenses, including attorneys' fees, to the extent caused by or resulting from the negligence of the OWNER.

ARTICLE 8

ERRORS AND OMISSIONS INSURANCE

- 8.1 The DESIGN PROFESSIONAL shall obtain and maintain, at its sole cost and expense, the following errors and omissions insurance at all times this Contract is in effect and for a period of three (3) years after Final Completion of each Project:
- 8.1.1 Within five (5) days after the execution of this Contract the DESIGN PROFESSIONAL shall file with the Owner the certificate from an insurance company authorized to do business in the State of Georgia showing issuance to DESIGN PROFESSIONAL of errors and omissions insurance (professional liability insurance) with minimum limits per claim of 20% of the stated cost limitation set forth in the Work Authorization but not less than the minimum limits of \$2,000,000 per claim coverage, \$2,000,000 aggregate. Such errors and omissions insurance shall have a deductible amount of no more than \$50,000 per claim unless a different deductible amount is (i) agreed upon in writing by the Owner and (ii), if necessary for the benefit of the Owner, approved by the Georgia Department of Education.
- 8.1.2 The insurance policy maintained in accordance with this Contract shall contain an endorsement providing thirty (30) days' notice to the Owner prior to any cancellation of said policy. Said policy shall be written by an insurer acceptable to the Owner and shall be in a form acceptable to the Owner.

ARTICLE 9

OTHER INSURANCE

- 9.1 The Architect shall also obtain and maintain, at its sole cost and expense, all insurance in accordance with the requirements of **Exhibit E** attached hereto and incorporated herein by reference.

ARTICLE 10

SERVICES BY DESIGN PROFESSIONAL'S OWN STAFF

- 10.1 The Services to be performed hereunder shall be performed by the staff, subconsultants and subcontractors identified in **Exhibit C** attached hereto and incorporated herein by reference, unless otherwise authorized in writing by OWNER. The employment of, contract with, or use of the services of any other person or firm by DESIGN PROFESSIONAL, as independent consultant or otherwise, shall be subject to the prior written approval of OWNER. No provision of this Contract shall, however, be construed as constituting an agreement between OWNER and any such other person or firm. Nor shall anything contained herein be deemed to give any such party or any third party any claim or right of action against OWNER.

ARTICLE 11

WAIVER OF CLAIMS

- 11.1 DESIGN PROFESSIONAL'S acceptance of final payment for Services provided under any Work Authorization shall constitute a full waiver of any and all claims by it against OWNER arising out of the Work Authorization or otherwise related to those Services, except those previously made in writing and identified by DESIGN PROFESSIONAL as unsettled at the time of the final payment. DESIGN PROFESSIONAL agrees to execute such lien waivers and other necessary documentation reasonably required by OWNER in order to waive such claims of record. Neither the acceptance of DESIGN PROFESSIONAL'S Services nor payment by OWNER shall be deemed to be a waiver of any of OWNER'S rights against DESIGN PROFESSIONAL.

ARTICLE 12

TERMINATION OR SUSPENSION

- 12.1 This Contract is a "continuing contract" for the services of DESIGN PROFESSIONAL. It is agreed that either party hereto shall at any and all times have the right and option to terminate this Contract by giving to the other party not less than sixty (60) days' prior written notice of such termination. Upon this Contract being so terminated by either party hereto, neither party hereto shall have any further rights or obligations under this Contract subsequent to the date of termination except for those provisions expressly stated to survive the expiration or termination of this Contract, and except that Owner may require that Services specified to be performed under a previously issued Work Authorization shall proceed to completion under the terms of this Contract.
- 12.2 DESIGN PROFESSIONAL shall be considered in material default of this Contract and such default will be considered cause for OWNER to terminate this Contract and any Work Authorizations in effect, in whole or in part, as further set forth herein, for any of the following reasons: (a) failure to begin work under the Contract within the times specified under the Work Authorization(s), or (b) failure to properly and timely perform the Services to be provided hereunder or as directed by OWNER, or (c) the bankruptcy or insolvency or a general assignment for the benefit of creditors by DESIGN PROFESSIONAL or by any of DESIGN PROFESSIONAL'S principals, partners, officers or directors, or (d) failure to obey laws, ordinances, regulations, OWNER's policies and procedures or other codes of conduct, or (e) DESIGN PROFESSIONAL otherwise materially breaches this Contract including the terms of any Work Authorization. OWNER may so terminate this Contract, in whole or in part, by giving DESIGN PROFESSIONAL five (5) business days' written notice.

- 12.3 If, after notice of termination of this Contract as provided for in Paragraph 12.2 above, it is determined for any reason that DESIGN PROFESSIONAL was not in default, or that its default was excusable, or that OWNER otherwise was not entitled to the remedy against DESIGN PROFESSIONAL provided for in Paragraph 12.2, and the parties mutually agree to such determination in writing, then the notice of termination given pursuant to Paragraph 12.2 shall be deemed to be the notice of termination provided for in Paragraph 12.4 below and DESIGN PROFESSIONAL'S remedies against OWNER shall be the same as and limited to those afforded DESIGN PROFESSIONAL under Paragraph 12.4 below.
- 12.4 Notwithstanding anything herein to the contrary (including the provisions of Paragraph 12.1 above), OWNER shall have the right to terminate this Contract and any Work Authorization(s) then in effect, in whole or in part, with or without cause upon five (5) business days' written notice to DESIGN PROFESSIONAL. In the event of such termination for convenience, DESIGN PROFESSIONAL'S recovery against OWNER shall be limited to that portion of DESIGN PROFESSIONAL'S compensation earned through the date of termination, for any Work Authorizations so cancelled, together with any retainage withheld and any costs reasonably incurred by DESIGN PROFESSIONAL that are directly attributable to the termination, but DESIGN PROFESSIONAL shall not be entitled to any other or further recovery against OWNER, including, but not limited to, anticipated fees or profit on Services not required to be performed.
- 12.5 Upon termination, DESIGN PROFESSIONAL shall deliver to OWNER, as set forth in Paragraph 5.1 herein, all papers, records, documents, Auto CADD files, drawings, calculations, models, and other materials in DESIGN PROFESSIONAL'S possession or control arising out of or relating to this Contract.
- 12.6 OWNER shall have the authority to suspend all or any portions of the Services to be provided by DESIGN PROFESSIONAL hereunder upon giving DESIGN PROFESSIONAL two (2) business days' prior written notice of such suspension. If all or any portion of the Services to be rendered hereunder are so suspended, DESIGN PROFESSIONAL'S sole and exclusive remedy shall be to seek an extension of time to its Schedule subject to the procedures set forth in Article 3 herein.

ARTICLE 13

PROHIBITION AGAINST CONTINGENT FEES

- 13.1 The DESIGN PROFESSIONAL by execution of this Contract warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Contract and that DESIGN PROFESSIONAL has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for it, any fees, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Contract.

ARTICLE 14

CONFLICT OF INTEREST

- 14.1 DESIGN PROFESSIONAL represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of Services required hereunder. DESIGN PROFESSIONAL further represents that no persons having any such interest shall be employed to perform those Services.

ARTICLE 15

APPLICABLE LAW

- 15.1 This Contract shall be governed and construed under the laws of the State of Georgia. Each and every provision required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein. DESIGN PROFESSIONAL irrevocably consents to the non-exclusive venue of the courts sitting in the county in which the Project is located regarding any matter arising out of or relating to this Contract.

ARTICLE 16

SUCCESSORS AND ASSIGNS

- 16.1 The Architect shall not assign its rights hereunder, excepting its right to payment, nor shall it delegate any of its duties hereunder without the written consent of the Owner. Subject to the provisions of the immediately preceding sentence, this Contract shall be binding upon each party and its respective successors, assigns and legal representatives.

ARTICLE 17

NO THIRD-PARTY BENEFICIARIES

- 17.1 Nothing contained herein shall create any relationship, contractual or otherwise, with, or any rights in favor of, any third party.

ARTICLE 18

COOPERATION WITH PROGRAM MANAGER AND CONSTRUCTION MANAGER

- 18.1 In the event the Owner gives the DESIGN PROFESSIONAL written notice that Owner will employ the services of a program manager or construction manager, then the terms of this Article 18 shall apply to the services provided by the DESIGN PROFESSIONAL.
- 18.2 In the event the Owner gives the DESIGN PROFESSIONAL written notice that Owner will employ the services of a construction manager, the term "contractor" as used in this Contract shall mean "construction manager" and the term "Construction Contract" as used in this Contract shall mean "Construction Management Contract".
- 18.3 The DESIGN PROFESSIONAL shall fully cooperate with the Owner's program manager ("Program Manager") and, if applicable, the construction manager ("Construction Manager"). Such cooperation shall include, without limitation, providing any requested information to the Program Manager and, if applicable, the Construction Manager, and advising, meeting with, consulting with, and coordinating with the Program Manager and, if applicable, the Construction Manager.
- 18.4 The DESIGN PROFESSIONAL acknowledges that it has received, reviewed, and studied the contract between the Owner and Program Manager. To the extent that the Program Manager is authorized by its contract with Owner to act as the agent of the Owner, DESIGN PROFESSIONAL agrees to comply with all directions and instructions given by the Program Manager. To the extent that the Program Manager is authorized and responsible for providing certain services delegated to the DESIGN PROFESSIONAL hereinabove, the DESIGN PROFESSIONAL's role with reference thereto shall be to advise, consult, and cooperate with the Program Manager in its provisions of such services.

- 18.5 The DESIGN PROFESSIONAL is not a third-party beneficiary of any agreement by and between Owner and the Program Manager or any Construction Manager. It is expressly acknowledged and agreed that DESIGN PROFESSIONAL's duties to Owner are independent of, and are not diminished by, any duties owed to Owner by the Program Manager or any Construction Manager.

ARTICLE 19

ASBESTOS STATEMENT

- 19.1 The DESIGN PROFESSIONAL shall sign and deliver to the Owner the Asbestos Exclusion Certification, attached hereto as **Exhibit F** and incorporated herein by reference, or in such other form as may be required by Owner or the Georgia Department of Education, at such time as the Owner may require.

ARTICLE 20

MANDATORY ADDENDUM TO THE OWNER/DESIGN PROFESSIONAL AGREEMENT

- 20.1 Pursuant to the requirements of the Georgia Department of Education, the "Mandatory Addendum to the Owner/Design Professional Agreement For Projects Funded in Whole or in Part with State Capital Outlay Funds" attached hereto as **Exhibit H** is hereby incorporated herein and made a part hereof to the extent that the DESIGN PROFESSIONAL'S Services are for the design and supervision of a state-funded capital outlay construction project.

ARTICLE 21

ENTIRE AGREEMENT

- 21.1 With the exception of any future Work Authorizations, which are incorporated herein by reference, this Contract constitutes the entire and exclusive agreement between the parties with reference to the Services and supersedes any and all prior communications, discussions, negotiations, understandings, or agreements between the parties, whether oral or written.

ARTICLE 22

MODIFICATION

- 22.1 No modification, amendment, or change to this Contract shall be valid or binding upon the parties unless in writing and executed by both OWNER and the DESIGN PROFESSIONAL.

ARTICLE 23

NOTICES AND ADDRESS OF RECORD

- 23.1 All notices required or permitted pursuant to this Contract to be given by DESIGN PROFESSIONAL to OWNER shall be in writing and shall be delivered by hand or by United States Postal Service, first class registered or certified mail, postage pre-paid, return receipt requested, or by overnight delivery by a nationally recognized carrier such as FedEx or UPS, addressed to the following OWNER'S address of record:

DeKalb County School District Facilities Services
Sam A. Moss Service Center
1780 Montreal Road
Tucker, Georgia 30084
Attention: Chief Operating Officer

- 23.2 All notices required or permitted pursuant to this Contract to be given by OWNER to DESIGN PROFESSIONAL shall be made in writing and shall be delivered by hand or by the United States Postal Service, first class registered or certified mail, postage pre-paid, return receipt requested, or by overnight delivery by a nationally recognized carrier such as FedEx or UPS, addressed to the following DESIGN PROFESSIONAL'S address of record:

**Raymond Engineering – Georgia, Inc.
1035 Green Street SE, Suite A
Conyers, GA 30012**

ATTENTION: Larry Preiss

- 23.3 Either party may change its address of record by written notice to the other party given in accordance with requirements of this Article.
- 23.4 All notices shall be deemed received, whether or not actually received: i) if by personal delivery, on the date of acceptance or refusal of such delivery, ii) if by registered or certified mail, three (3) business days after deposit with the United States Postal Service, and iii) if by overnight delivery, one (1) business day after deposit with the overnight delivery service.

ARTICLE 24

MISCELLANEOUS

- 24.1 Throughout the performance of its duties under this Contract, the DESIGN PROFESSIONAL shall comply with, and shall provide all services necessary for the Owner to comply with, all laws applicable to the design of the Project or the administration of the Construction Contract (as defined in Paragraph 18 hereof), including without limitation the rules, guidelines, and other requirements of the State of Georgia Environmental Protection Division, the State of Georgia Department of Education and the ordinances and codes of DeKalb County, Georgia and any applicable municipality.
- 24.2 Unless otherwise expressly provided to the contrary in this Contract, the term "day" shall mean calendar day. The term "business day" shall mean all days of the week excluding Saturdays and Sundays and all legal holidays observed by OWNER.
- 24.3 In addition to, and not in limitation of, the DESIGN PROFESSIONAL's other obligations under this Contract, the DESIGN PROFESSIONAL shall, without additional compensation, promptly assist the Owner in resolving any problems arising out of, resulting from or relating to the design of the Project or the materials or equipment specified by the DESIGN PROFESSIONAL or its consultant(s).
- 24.4 Any claim, dispute or other matter in question arising out of or related to this Contract shall be subject to mediation as a condition precedent to the institution of legal or equitable proceedings by either party. If such matter relates to or is the subject of a lien arising out of the DESIGN PROFESSIONAL's services, the DESIGN PROFESSIONAL may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation. The Owner and DESIGN PROFESSIONAL shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Request for mediation shall be filed in writing with the other party to this Contract and with the American Arbitration Association. The request may be made concurrently with the filing of a civil action but, in such event, mediation shall proceed in advance of legal or equitable proceedings, which may be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or a court

order. The parties shall share the responsibility for the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Subject to the express approval of the DeKalb County Board of Education, agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

- 24.5 GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT REQUIREMENTS. DESIGN PROFESSIONAL certifies its compliance with Illegal Immigration Reform and Enforcement Act of 2011 and specifically those provisions codified at O.C.G.A. § 13-10-90, *et seq.* DESIGN PROFESSIONAL warrants that it has registered with and uses the federal work authorization program commonly known as "E-Verify." DESIGN PROFESSIONAL further agrees that if it contracts for the physical performance of Services in satisfaction of this Contract, it will do so only with firms who present an affidavit as required by O.C.G.A. § 13-10-91. Design Professional warrants that it will include a similar provision in all contracts entered into with subcontractors for the physical performance of Services in satisfaction of this Contract. The DESIGN PROFESSIONAL shall sign and deliver to the Owner a Design Professional Affidavit, in the form attached hereto as **Exhibit I** and shall have any subcontractors sign and deliver to the DESIGN PROFESSIONAL a Subcontractor Affidavit in the form attached hereto as **Exhibit J**.
- 24.6 DESIGN PROFESSIONAL acknowledges that pursuant to state law, as well as OWNER's policies, any person listed on the Georgia Violent Sex Offender Registry maintained by the Georgia Bureau of Investigation is prohibited from being within 1,000 feet of the site of any Project. Grantee shall comply with all relevant laws, rules and regulations, including without limitation, the aforementioned state law, in the performance of any activities on the site.
- 24.6 No failure of OWNER to exercise any power given OWNER under this Contract, or to insist upon strict compliance by DESIGN PROFESSIONAL of DESIGN PROFESSIONAL's obligations hereunder, and no custom or practice of the parties at variance with the terms hereof will constitute a waiver of OWNER's right to demand strict compliance with the terms hereof.
- 24.7 OWNER shall be excused from the performance of any of its obligations under this Contract for the period of any delay resulting from any cause beyond its control, including, without limitation, labor disputes, governmental regulations or controls, fires or other casualties, natural disasters, acts of God, or any inability to obtain supplies or other difficulties beyond the reasonable control of OWNER.
- 24.8 If any clause or provision of this Contract is found by a court of competent jurisdiction to be illegal, invalid, or unenforceable, then such terms shall be stricken from the Contract and the unaffected terms and provisions shall remain in full force and effect.
- 24.9 Each covenant, agreement, obligation or other provision of this Contract on DESIGN PROFESSIONAL's part to be performed shall be deemed and construed as independent covenants of DESIGN PROFESSIONAL, not dependent on any other provisions of this Contract.
- 24.10 This Contract may be executed in multiple counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. For purposes of this Contract, any signature transmitted by facsimile or electronically via e-mail shall be considered to have the same legal and binding effect as any original signature.
- 24.11 Each individual executing this Contract on behalf of DESIGN PROFESSIONAL represents and warrants that he or she is duly authorized to execute this Contract on behalf of DESIGN PROFESSIONAL, and that DESIGN PROFESSIONAL has full right and authority to execute and deliver this Contract.


[SIGNATURES ON NEXT PAGE]

OWNER:

DEKALB COUNTY BOARD OF EDUCATION

By: 
[Signature]

Mr. Diijon DaCosta, Sr., Board Chairperson
[Printed Name, Title]

By: 
[Signature]

Dr. Devon Q. Horton, Superintendent
[Printed Name, Title]

1701 Mountain Industrial Blvd.

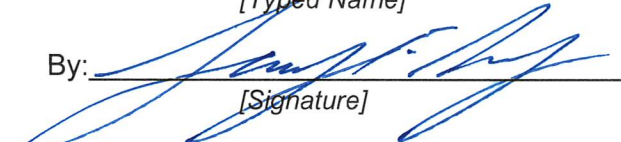
Stone Mountain, Georgia 30083
[Printed Address]

16-25-24
[Date of Execution]


Erick Hofstetter, Chief Operating Officer

DESIGN PROFESSIONAL:

~~LARRY PRESS~~ RAYMOND ENGINEERING
[Typed Name]

By: 
[Signature]

LARRY PRESS, DIR. OF PM
[Printed Name, Title]

1035 GREEN ST SUITE A

CONYERS GA 30012
[Printed Address]

5/23/24
[Date of Execution]

EXHIBIT "A"

LIST OF PROPOSAL DOCUMENTS FOR THE PROJECT

RFQu 24-752-017

RFQu 24-752-017 Attachment Package

RFQu 24-752-017 Appendices Package

Addendum No. 1 Dated January 8, 2024

Addendum No. 2 Dated January 12, 2024

Attachments:

A. Professional Architectural and Engineering Services

Revised Appendix B Design Review-Minimum Submittal Requirements (SCL<\$5M)
(11 pages)

B. Professional Architectural and Engineering Services

Revised Appendix C1 DCSD Elementary School Educational Specifications (9 pages)

C. Professional Architectural and Engineering Services

Revised Appendix C2 DCSD Middle School Educational Specifications (9 Pages)

D. Professional Architectural and Engineering Services

Revised Appendix C3 DCSD High School Educational Specifications (8 Pages)

E. Professional Architectural and Engineering Services

Revised Appendix D Design Guidelines (54 Pages)

F. Professional Architectural and Engineering Services Mandatory Pre-Proposal
Conference Meeting Minutes (4 Pages)

G. Professional Architectural and Engineering Services Mandatory Pre-Proposal
Conference Sign-In Sheet (5 Pages)

Addendum No. 3 Dated January 24, 2024

Attachments:

A. Professional Architectural and Engineering Services

RFC No. 1 (2 Pages)

EXHIBIT "B"

WORK AUTHORIZATION FORM

This Work Authorization, dated _____ 20_____, is hereby issued pursuant to that certain Continuing Contract for Professional Services ("Contract"), dated _____ 20_____, between The DeKalb County Board of Education ("Owner") and _____ ("Design Professional").

All terms used herein shall have the same meaning as defined in the Contract unless otherwise noted herein. In consideration of the mutual covenants and agreements set forth below, Owner and Design Professional agree as follows:

PROJECT NAME AND NUMBER

Owner is undergoing a project for the _____ ***[describe project]*** known as _____ ***[school or facility name/project name]*** and having project number _____ ***[project number, if applicable]*** (hereinafter, the "Project").

SCOPE OF SERVICES

Owner hereby authorizes Design Professional to provide the following Services for the Project:

SCHEDULE

The Services under this Work Authorization shall commence by _____ and shall be completed by_____. A detailed Services schedule is attached.

COMPENSATION

The compensation for the Services under this Work Authorization shall be as follows:

EXHIBIT "C"

STAFFING SCHEDULE

<u>Name</u>	<u>Function</u>
Larry Preiss	Program Manager
Christopher Moody	Project Manager
Nathan Pollard	Project Architect
Andrea Suros	Architectural Designer
Dylan Johnson	Building Envelope Designer
Matthew Brewer	Mechanical Engineer
Ashritha "Ash" Nookala	Sr. Mechanical/Plumbing Engineer
Floyd Keels	Sr. Electrical Engineer
Joseph "Joe" Powell	Electrical Designer
John "Joe" Smith	Structural Engineer
Clay Reichert	Civil Engineer
Randy Ramos	Construction Administrator

EXHIBIT "D"

RATE SCHEDULE

ATTACHMENT C: DESIGN PROFESSIONAL RATE SCHEDULE

Project Name: **Professional Architectural/Engineering Services**

RFQu No: 24-752-017

Project No: N/A

RFQu Date: **December 14, 2023**

Page 1 of 5

DeKalb County Board of Education
Sam A. Moss Service Center
1780 Montreal Road
Tucker, Georgia 30084

In compliance with DCSD's Request for Qualifications, the undersigned Architect,

Raymond Engineering- Georgia, Inc (Raymond)

[legal name of Architect]

1035 Green Street SE, Suite A

Conyers, GA 30012

[address of Architect]

770-483-9592

[telephone number of Architect]

mike.ramos@raymondllc.com

[email address of Architect]

having carefully examined the site of the Project and the Owner's Criteria, and having carefully examined the proposed Continuing Contract Form for Professional Services between the DeKalb County Board of Education and the Architect; (Appendix I and the Owner's standard forms and other documents included in the Request for Qualifications and any Addenda thereto for **DCSD Project Nos. N/A Architectural/Engineering Services** proposes and agrees, if this proposal is accepted, to enter into a contract with the Owner in the exact form provided in the Request for Qualifications and to perform the Design Services and Work in conformance with the Contract Documents, in the time stated therein, for the Contract Price set forth below, and submits the following proposed compensations and fees and other matters set forth below:

- a. Please provide the hourly rates as required in Section 4.2. of the Agreement (Appendix I) in the following manner are indicated below. (These hourly rates will be added to the contract as Exhibit D for this project):

Title/Position	Hourly Rate
Principal:	\$ <u>350</u> per hour
Director:	\$ _____ per hour
Sr. Project Architect/Project Manager:	\$ <u>225</u> per hour
Project Architect:	\$ <u>175</u> per hour
Project Manager:	\$ <u>165</u> per hour
Project Coordinator:	\$ <u>110</u> per hour
Interior Designer:	\$ <u>100</u> per hour
Project Captain:	\$ _____ per hour
Technical Staff:	\$ <u>100</u> per hour
Contract Administrator:	\$ _____ per hour
Clerical:	\$ <u>75</u> per hour

Project Name: Professional Architectural/Engineering Services

RFQu No: 24-752-017

Project No: N/A

RFQu Date: December 14, 2023

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Estimator:	\$ _____ per hour
Scheduler:	\$ _____ per hour
Designer:	\$ _____ per hour
CADD:	\$ <u>100</u> per hour
Civil Engineer	\$ <u>125</u> per hour
Junior Civil Engineer	\$ <u>125</u> per hour
Civil Draftsman	\$ _____ per hour
Structural Engineer	\$ _____ per hour
Junior Structural Engineer	\$ <u>125</u> per hour
Structural Draftsman	\$ _____ per hour
Mechanical Engineer	\$ <u>125</u> per hour
Junior Mechanical Engineer	\$ <u>125</u> per hour
Mechanical Draftsman	\$ _____ per hour
Electrical Engineer	\$ <u>125</u> per hour
Junior Electrical Engineer	\$ <u>125</u> per hour
Electrical Draftsman	\$ _____ per hour
Fire Protection Engineer	\$ _____ per hour
Junior Fire Protection Engineer	\$ _____ per hour
Fire Protection Draftsman	\$ _____ per hour
FF&E Coordinator	\$ _____ per hour
Others as appropriate	\$ _____ per hour

- b. Please provide a list of Design Professional's senior staff, subconsultants and subcontractors who will be assigned to provide the services required under this contract. This list will be included as Exhibit C in the contract.

<u>NAME</u>	<u>FUNCTION</u>
<u>Larry Preiss</u>	<u>Program Management</u>
<u>Christopher Moody</u>	<u>Project Management</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Civil: Clay Reichert
Structural: John "Joe" Smith
Mechanical: Matthew Brewer
Plumbing: Ashritha "Ash" Nookala
Electrical: Floyd Keels & Joseph "Joe" Powell
Kitchen Consultant: _____

- c. The undersigned Architect hereby acknowledges receipt of the following Addenda:
[insert the number and date of each Addendum; if none, insert "None"]
Addendum #1: 1/8/2024, Addendum #2: 1/12/2024, Addendum #3: 1/24/2024Ra
- d. The Architect understands that the Owner reserves the right to reject any or all Proposals, and to waive any technicalities or informalities.
- e. The Architect agrees that this Proposal may not be withdrawn for a period of one hundred and twenty (120) calendar days after the date and time fixed for receiving said Proposals.
- f. The undersigned Architect agrees that if it is notified in writing by mail, telegraph, facsimile or hand-delivery of the acceptance of this Proposal, via Notice of Award or otherwise, within ninety (90) calendar days after the date and time fixed for receiving said Proposals, the undersigned Architect will execute, within five (35 business days of the date of the notice, a contract for the Design Services and the Work in accordance with the Request for Qualifications in the exact form provided therein for the Contract Price as agreed upon by the Owner and Architect.
- g. The undersigned Architect agrees to commence the Design Services under the Owner's form of contract after its receipt of a written Work Authorization from the Owner.

By submission of the Proposal, Architect represents and warrants that:

- (1) Architect has read and understands the Proposal Documents and the Proposal is made in accordance therewith;
- (2) Architect has read and understands the bidding or proposal documents or contract documents for other portions of the Project, if any, being bid or offered concurrently or presently under construction, to the extent that such documentation relates to the Design Services or the Work for which the Proposal is submitted;
- (3) the Proposal is based upon furnishing all of the Design Services and the Work, and other things required by the Proposal Documents; and
- (4) all facts stated in the Proposal are true and correct.

Project Name: Professional Architectural/Engineering Services

RFQu No: 24-752-017

Project No: N/A

RFQu Date: December 14, 2023


Page 4 of 5

By submission of this Proposal, the Architect certifies that this Proposal has been derived independently, without consultation, communication or agreement as to any matter relating to this Proposal with any other Architect or with any competitor. The Architect hereby certifies that this Proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same Project and is in all respects fair and without collusion or fraud. The Architect agrees to abide by all conditions of the Request for Proposal.

Respectfully submitted,

Raymond Engineering- Georgia, Inc (Raymond)

[typed name of Architect]

By:  [seal]

[signature]



Michael Ramos, President

[typed name and title]

1035 Green Street SE, Suite A, Conyers, GA 30012

[address of Architect]

(770) 483-9592

[business telephone number]

January 22, 2024

[date of execution]

[If the Architect is a joint venture, utilize the following page of this proposal form for signatures.]

EXHIBIT "E"

OTHER INSURANCE

1.1 The DESIGN PROFESSIONAL shall maintain the following other insurance at all times this Contract is in effect and for a period of six (6) years after Final Completion of the Project. The DESIGN PROFESSIONAL shall secure the following insurance at his own expense and shall file Certificates of Insurance with the Owner within five (5) days after the execution of this Contract. Insurance will not be acceptable unless written by a Company licensed by the State Insurance Department to do business in Georgia at the time the policy is issued and the company must in addition be acceptable to the Owner.

1.1.1 Workmen's Compensation and Employer's Liability to statutory limits.

1.1.2 Comprehensive Commercial General Liability ("CGL") including Owner's & Contractor's Protective with the following limits;

- (a) General Aggregate: \$2,000,000, which shall apply on a per-project basis;
- (b) Products and Completed Operations Aggregate: \$1,000,000;
- (c) Personal & Advertising Injury: \$1,000,000;
- (d) Each Occurrence: \$1,000,000;
- (e) Fire Damage (Any one fire): \$50,000; and,
- (f) Medical Expense (Any one person): \$5,000.

1.1.3 Automobile Liability (owned, non-owned, hired) with combined single limit of \$2,000,000 annual aggregate, \$1,000,000 per occurrence.

1.1.4 Professional Liability (Errors and Omissions); as per Article 8 of the Contract.

1.1.5 Excess/Umbrella Liability Insurance with limits of at least \$5,000,000 per occurrence and in the aggregate which shall provide excess coverage above all insurance described in this Section 1.1.

1.1.6 The Owner and the DESIGN PROFESSIONAL waive all rights against (1) each other and any of their subcontractors, subconsultants, agents and employees, each of the other, and (2) the Contractor, the Contractor subcontractors, if any, and any of their subcontractors, sub-contractors, agents and employees, for damages caused by fire or other causes of loss to the extent fully covered by property insurance obtained pursuant to Paragraph 1.1.2(e) above or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance held by the DESIGN PROFESSIONAL as fiduciary.

1.2 The Owner and DeKalb County School District shall be included as additional insured on the coverages specified in subparagraphs 1.1.2, 1.1.3 and 1.1.5 and shall be indicated as such on certificates of insurance required herein.

1.2.1 With respect to CGL Insurance only, all CGL insurance policies shall contain additional insured endorsements forms CG 20 10 11 85, CG 20 10 10 01, CG 20 37 10 01, or their substantial equivalents, so that the policies provide additional insured coverage for (a) both ongoing and completed operations; and (b) liability "arising out of" DESIGN PROFESSIONAL's work.

1.2.2 Each certificate shall contain a provision that coverages afforded under the policies will not be canceled, changed or allowed to expire until thirty (30) days after the Owner has received written notice evidenced by return receipt of registered letter.

1.2.3 Each primary and excess/umbrella CGL and Automobile Liability insurance policy required to be maintained by the DESIGN PROFESSIONAL and any of its subcontractors or subconsultants shall be primary to and non-contributory with any insurance carried by the Owner and DeKalb County School District, such that no primary, excess or umbrella insurance carried by the Owner or DeKalb County School District shall be required to respond to any claim, suit or demand, if at all, until all applicable primary and excess/umbrella CGL and Automobile Liability insurance policies maintained by the DESIGN PROFESSIONAL and any of its subcontractors and subconsultants have been exhausted.

1.2.4 The primary, excess/umbrella CGL and Automobile Liability insurance policies maintained by the DESIGN PROFESSIONAL and any of its subcontractors or subconsultants shall not contain any insured vs. insured, cross-liability or cross-claim exclusion or endorsement barring coverage for any claims by the Owner or DeKalb County School District against the DESIGN PROFESSIONAL or any other insured under said policies.

1.3 In the event that the DESIGN PROFESSIONAL elects to retain subcontractors or subconsultants and the Owner approves said retention, the DESIGN PROFESSIONAL shall require all such subcontractors and subconsultants to comply with the insurance and notice requirements of this **Exhibit E**, including but not limited to (a) maintaining the types and amounts of insurance described in this **Exhibit E**; and (b) having the DeKalb County Board of Education and DeKalb County School District named as additional insureds on all such insurance pursuant to Paragraph 1.2 of this **Exhibit E**. The DESIGN PROFESSIONAL assumes all liability for its subcontractors' and subconsultants' failure to comply with insurance provisions of this **Exhibit E**.

EXHIBIT "F"

**ASBESTOS EXCLUSION CERTIFICATION FORM
(NEW CONSTRUCTION & ADDITIONS ONLY)**

In compliance with Asbestos Hazard Emergency Response Act (AHERA) Part 763 "Asbestos", Subpart E "Asbestos-Containing Materials in Schools", Section 763.99 "Exclusions" paragraph (a) (7), I _____, the Design Professional
(Design Professional)

of record for _____, _____
(Project Name) (Substantial Completion Date)

located in _____ DeKalb County School District, _____ (the "Project")
(School System Name) (State Project Number)

certify that ***[initial one of the following]:***

(i) to my actual knowledge, no Asbestos Containing Building Material (ACBM) was specified as a building material in any construction document for the Project. ***[initial if applicable]:*** _____

or

(ii) to the best of my knowledge, no ACBM was used as a building material on the Project. ***[initial if applicable]:*** _____

(Architectural or Engineering Firm)

(Signature of Architect or Engineer)

(Date)

(Georgia Architectural or Engineering License Number)

(Seal and Signature)

EXHIBIT "G"

DESIGN PROFESSIONAL PROPOSAL

**PROFESSIONAL ARCHITECTURAL
AND ENGINEERING SERVICES
RFQ24-752-017**

Dekalb County School District

Due Date: February 1, 2024
2:00pm EST



1035 GREEN STREET SE
SUITE A
CONYERS, GA 30012



4.1 LETTER OF INTRODUCTION

Dekalb County Board of Education
Operations Division
Sam A. Moss Service Center
<http://dekalbschoolsga.ionwave.net>

Reference: RFQ No. 24-752-017 | Professional Architectural and Engineering Services

Dear Selection Committee,

Raymond is pleased to submit our qualifications for A/E Services for Dekalb County School District (DCSD). Raymond has experience working with DCSD and has worked on hundreds of renovation, restoration, and repair projects and are excited to highlight our capabilities which include a full range of MEP disciplines, architecture, structural engineering, civil engineering, and additional building enclosure certifications that will prove critical for this contract.

Raymond has expanded over the past years into a full-service Architecture & Engineering firm. We offer our clients architecture, structural engineering, MEP, and interior design, in addition to our building envelope design and testing services. Our recent past has been benchmarked by architectural and engineering projects, just like yours, and we feel that we are a perfect fit for your contract. Raymond is intimately familiar with the potential challenges you may face and the strategies you will need to support the growing needs of your system. We've been there, having done this for 32 years for Gwinnett County Public Schools, which was the fastest growing K-12 system in the United States during the early 2000s. We will help you plan for longevity, construct for quality, and maintain for ROI.

Approximately 70% of our firm's revenue is derived from state, local and federal government entities. Customer service, coupled with proactive communication, has been our trademark and is the reason for our success in working with public entities who must deal with numerous issues that can impact operations. As a valued client, DCSD deserves someone who will take a team approach to design control, project management and field service to accomplish accurately documented investigations and promptly report findings; someone who will provide quality solutions on the basis of durability, reliability and maintainability. Our team does just that.

We thank you for this opportunity and will aim to be your trusted partner, supporting your technical and urgent needs in the highest professional manner always.

Sincerely,



Larry Preiss
Program Manager
Raymond Engineering - Georgia, Inc (Raymond)
mobile: (470) 829-1310 Fax: (770) 483-8082
email: larry.preiss@raymondllc.com



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4.3 COMPLIANCE INFORMATION

4.3.1 GEORGIA SECRETARY OF STATE CERTIFICATION

4.3.1.1 State the legal name of the entity submitting and if firm submitting is a corporation, joint venture, or partnership.

Raymond Engineering-Georgia, Inc. (Raymond) is a C-Corporation

4.3.1.2 Provide a copy of certification for proper incorporation or registration from Georgia Secretary of State.

Raymond's Georgia Secretary of State Annual Registration, *Uploaded to IONWAVE.*

STATE OF GEORGIA

Secretary of State

Corporations Division

313 West Tower

2 Martin Luther King, Jr. Dr.
Atlanta, Georgia 30334-1530

Annual Registration

Electronically Filed
Secretary of State
Filing Date: 02/23/2022 10:21:00

BUSINESS INFORMATION

BUSINESS NAME : RAYMOND ENGINEERING-GEORGIA, INC.
CONTROL NUMBER : 0548263
BUSINESS TYPE : Domestic Profit Corporation
ANNUAL REGISTRATION PERIOD : 2022

BUSINESS INFORMATION CURRENTLY ON FILE

PRINCIPAL OFFICE ADDRESS : 1224 Royal Drive, Suite 100, Conyers, GA, 30094, USA
REGISTERED AGENT NAME : Raymond Ramos
REGISTERED OFFICE ADDRESS : 1070 Crooked Rod, Greensboro, GA, 30642, USA
REGISTERED OFFICE COUNTY : Greene

OFFICER	TITLE	ADDRESS
Kim Johnson	CFO	3857 Willow Bend Drive, Stockbridge, GA, 30281, USA
Kim Johnson	Secretary	3857 Willow Bend Drive, Stockbridge, GA, 30281, USA
Raymond Ramos	CEO	1224 Royal Drive, Conyers, GA, 30094, USA

UPDATES TO ABOVE BUSINESS INFORMATION

PRINCIPAL OFFICE ADDRESS : 1035 Green Street, Suite A, Conyers, GA, 30012, USA
REGISTERED AGENT NAME : Raymond Ramos
REGISTERED OFFICE ADDRESS : 1070 Crooked Road, Greensboro, GA, 30642, USA
REGISTERED OFFICE COUNTY : Greene

OFFICER	TITLE	ADDRESS
Kim Johnson	CFO	3857 Willow Bend Drive, Stockbridge, GA, 30281, USA
Kim Johnson	Secretary	3857 Willow Bend Drive, Stockbridge, GA, 30281, USA
Raymond Ramos	CEO	1224 Royal Drive, Conyers, GA, 30094, USA

AUTHORIZER INFORMATION

AUTHORIZER SIGNATURE : Raymond Ramos
AUTHORIZER TITLE : Officer

4.3.2 FIRM MUST BE PROPERLY REGISTERED, LICENSED, AND CERTIFIED

4.3.2.1 Firms and sub consultants must be property licensed. Provide copy of current Georgia Professional Registration for Architect/Engineer.



PROFESSIONAL LICENSING

GEORGIA SECRETARY OF STATE BRAD RAFFENSPERGER

CORPORATIONS • ELECTIONS • LICENSING • CHARITIES

Licensee Details

Licensee Information

Name: Raymond Engineering-Georgia, Inc.	Owner:
Address: 1224 Royal Drive Suite 100 Conyers GA 30094	

Primary Source License Information

Lic #:	PEF001327	Profession: Engineers / Land Surveyors	Type: Engineer Firm
Secondary:	Method: Application	Status: Active	
Issued:	4/28/1992	Expires: 6/30/2024	Last Renewal Date: 5/24/2022

Associated Licenses

Relationship: Employment			
Licensee:	Ramos, Raymond	License Type:	Professional Engineer
License #:	PE017968	License Status:	Active
Established:	4/8/2005	Association Date:	
Type:	Prerequisite User	Expiry:	

Public Board Orders

Please see Documents section below for any Public Board Orders

Other Documents

No Other Documents

Data current as of: February 13, 2023 11:16:2

This website is to be used as a primary source verification for licenses issued by the Professional Licensing Boards. Paper verifications are available for a fee. Please contact the Professional Licensing Boards at 844-753-7825.

Close Window

4.3.2.2 If firm is a joint venture , provide copy of the joint venture agreement.
No joint venture will be used.

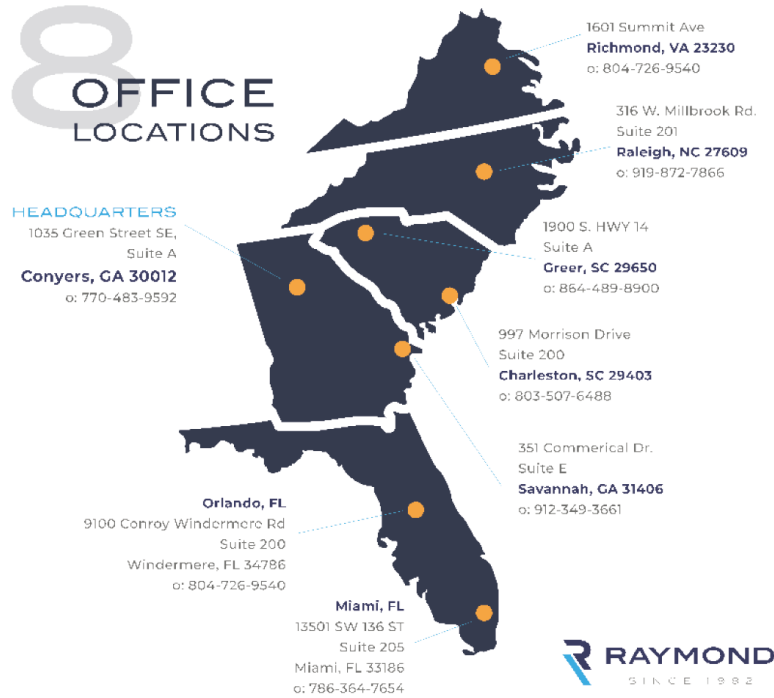
4.3.3. CONTINUOUS BUSINESS FOR A MINIMUM OF FIVE YEARS

4.3.3.1 State number of years in business

Raymond has been in business since January 22, 1992, for a total of 32 years.

4.3.3.2 State the location, address, and telephone number of Firm's offices.

Raymond has a total of 8 offices throughout the Southeastern Region.



4.3.3.3 Submit the names of owners, officers or principals in charge.

RAYMOND
OWNERS/OFFICERS



Ray Ramos
CHIEF EXECUTIVE
OFFICER



Brent Iverson
CHIEF OPERATIONS
OFFICER



Michael Ramos
PRESIDENT



Kim Johnson
CHIEF FINANCIAL
OFFICER / SECRETARY

4.3.4 CONFLICTS OF INTEREST

4.3.4.1 If any conflicts of interest issues are identified, provide a detailed plan of action on how any existing or potential conflicts of interest will be mitigated in the case your firm is recommended for this project.

Raymond does not have any current, existing or potential conflicts of interest for this project.

4.3.5 THE FIRM MUST DEMONSTRATE THEY HAVE THE NECESSARY FINANCIAL RESOURCES TO COMPLETE THE PROJECT AND SHOW THEIR HISTORY OF WORKING PROACTIVELY TO AVOID LITIGATION WITH OWNERS.

4.3.5.1 Financial Statement

Financial Statements consist of our most recent balance sheet and our Profit & Loss Statement, which has been uploaded to <https://dekalbschoolsga.ionwave.net> as requested.

These forms are confidential and shall not be distributed.

4.3.5.2 Insurance Capacity

Insurance Certificate has been uploaded to <https://dekalbschoolsga.ionwave.net> as requested. We have all insurance coverage's as specified in the A/E contract included with the RFQ.

4.3.5.3 Litigation

No litigation resulting from 32 years of work, across 944+ clients, and 4,000+ total projects. We believe that this is directly related to performing a thorough field investigation in preparing for design, preparing a complete and accurate design, having excellent communications with all parties during construction, and providing prompt responses to conditions that arise during construction

4.3.5.4 Insurance Claims

Raymond has a pristine record with no history of insurance claims, filed suits, or any facts, circumstances, incidents, situations, or accidents that could potentially lead to a claim. Our clean track record underscores our commitment to safety and professionalism.

5.0 INITIAL SCREENING CRITERIA

5.1.1 RELATED ARCHITECTURAL EXPERIENCE

5.1.1.1 List the projects which best illustrate the experience of the firm which utilized the current staff which is being assigned to this Project.

Raymond's past performance is overwhelmed by representation in the K-12 market. In fact, our very first project in 1992 was at Gwinnett County Public Schools – a client we maintain to this day. School system facility projects make up approximately 30% of our current workload, a percentage we see growing into 2024 as our newer territories continue to expand and win projects with K-12 clients. Raymond was literally founded on the service to K-12 school systems and we are proud to continue this representation even 32 years later. We have performed educational renovations, repair, and restoration projects to K-12 and current client such as Dekalb County School District, Savannah-Chatham County Public Schools and Rockdale County Schools and serve over 12 K-12 institutions.

PAST AND ACTIVE K-12 CLIENTS



On the following pages, we list key projects that highlight our experience with similar renovations and system replacements. We have summarized each project below to show you why each project is relevant to this contract by specifically calling out services requested by DCSD.

DCSD Design Requirements	Architecture Design	Structural Engineering	MEP	DCSD Project	Building Envelope	Project Management	Program Management	K-12 Facility	Construction Administration	Term Contract Task Order	Renovation/Repair
DCSD Group 3 Upgrades	•	•	•	•	•	•	•	•	•	•	•
DCSD Idlewood ES HVAC System Study	•	•	•	•		•	•	•			
Coastal MS Cafeteria and Restroom Renovations	•	•	•			•	•	•	•		•
Memorial MS Roof, HVAC & Renovations	•	•	•		•	•	•	•	•	•	•
Salem HS Roof, HVAC & Renovations	•	•	•		•	•	•	•	•	•	•
Lorraine ES Roof, HVAC & Renovations	•	•	•		•	•	•	•	•	•	•
Conyers Office Renovation	•	•	•		•	•	•		•		•
Chatham County Ross Soccer Complex	•	•	•			•	•		•		
Duke University Undergraduate Admissions Building Renovation	•	•	•		•	•	•		•		•
Girl Scouts STEM Building Renovation	•	•	•			•	•		•		•



A. Location: Decatur, GA
B. Firm's Responsibility: Prime AE
C. Owner/Client: Dekalb County School District
Phone: 678-676-1466
Address: 1780 Montreal Rd., Tucker, GA 30084

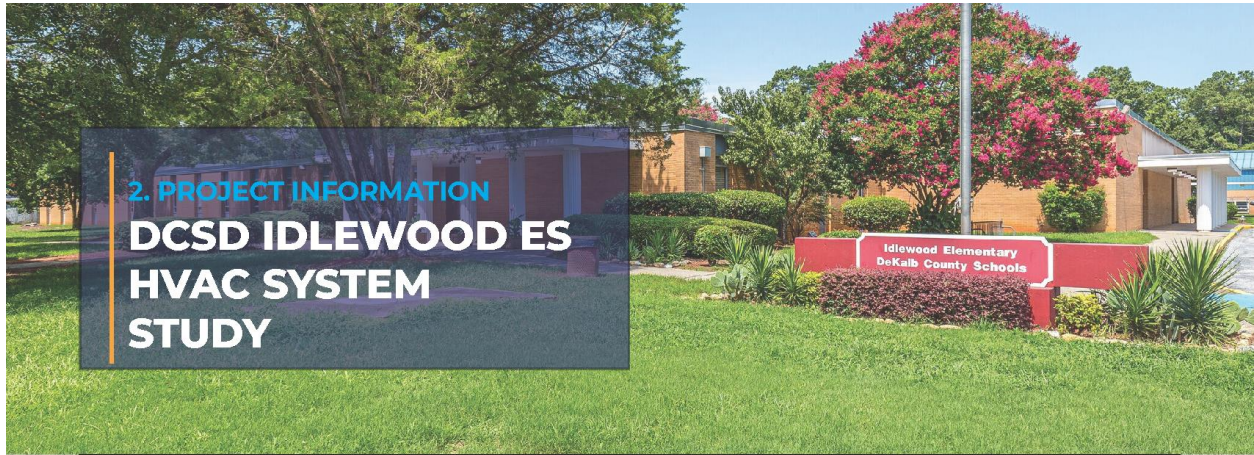
D. Contact Person: Donta' Collins, Regional PM
Email Address: Donta_collins@dekalbschools.ga.gov
E. Construction Complete: Est. 8/2025
F. Project Size: 275,329 SF
G. Construction Cost: \$47M (Entire Contract)

H. Work for Which Firm was Responsible

School Name	SF	Roof Replacement	Electrical Upgrades	HVAC Upgrades
Columbia ES	46,082	<p>This contract was for the roof replacement of 15 DCSD schools along with HVAC upgrade design and construction administration services. Raymond provided design documents for 80-mil single ply (to reduce material and labor costs), roofing system for all low slope roof areas. Mechanically fastened membrane was selected where possible to reduce installation times to meet the September 2023 completion date. Raymond designed using materials that can be procured within the necessary timeframe.</p> <p>The new roofing system design met ASCE 7-16 wind uplift requirements for the region and was third-party tested for compliance. It also secured the manufacturer's 30-year guarantee. The facility's insulation needs were based on assumed occupied interior spaces. Additionally, drainage facilities at the buildings conform to the 2018 International Plumbing Code and SMACNA 7th Edition.</p>	<p>The electrical scope of work primarily involved the disconnection and reconnection of HVAC equipment that is being replaced. Additionally, it included the provision of a location for the contractor's laydown yard to facilitate construction activities.</p> <p>This work was essential to ensure that the building remains occupied during construction, with a focus on phasing the work to minimize disruptions to occupants. The scope emphasized compliance with electrical drawings, which specify the disconnection and reconnection of electrical components associated with the replacement of HVAC equipment.</p>	<p>The HVAC system, which included a four-pipe heating and cooling system with insulated pipes for chilled and hot water distribution, Roof Top Units (RTU) for climate control, and split systems with indoor and outdoor units.</p> <p>The HVAC work executed can be summarized as follows: replacing existing HVAC equipment and controls with like-for-like equipment and a new Direct Digital Control system, demolition of old systems, providing energy recovery systems, installing new roof top units and outside air units, replacing classroom HVAC equipment, diffusers, filters, exhaust fans, and ductwork insulation, cleaning and testing HVAC systems, and addressing electrical connections. The work will be carried out while ensuring the building remains occupied, with a focus on phasing the construction to minimize disruptions to occupants.</p>
Druid Hills MS	98,217			
Chapel Hill MS	15,414			
Stephenson MS	115,616			

I. Project Status: Design Complete | **J. Staffing Information:**

Role	Name	On DCSD Team?
Mechanical Engineer	Charles "Chuck" Hanning	Yes
Mechanical Engineer	Ashritha "Ash" Nookala	Yes
Structural Engineer	John "Joe" Smith	Yes
Electrical Engineer	Floyd Keels	Yes
Senior Project Manager	Larry Preiss	Yes
Project Manager	Christopher Moody	Yes



2. PROJECT INFORMATION
DCSD IDLEWOOD ES
HVAC SYSTEM
STUDY

A. Location: Tucker, GA
B. Firm's Responsibility: Prime AE
C. Owner/Client: Dekalb County School District
Phone: 678-676-1466
Address: 1780 Montreal Rd., Tucker, GA 30084

D. Contact Person: Donta' Collins, Regional PM
Email Address: Donta_collins@dekalbschoolsga.org
E. Construction Complete: 1/2023
F. Project Size: 32,000 SF
G. Construction Cost: n/a - study

H. Work for Which Firm was Responsible

The building, originally designed in 1966, comprises a range of spaces, including classrooms, storage areas, a school library, a cafetorium, a kitchen, a multipurpose room, staff offices, and restrooms. Its exterior boasts cinder block walls accented by a brick façade, while the interior is predominantly constructed with cinder block walls, featuring 48-inch ceramic tile surfaces. Furthermore, the majority of the building's interiors are adorned with acoustical tile ceilings.

Raymond conducted a comprehensive review of the original MEP (Mechanical, Electrical, and Plumbing) design drawings, conducted inspections of existing equipment, analyzed the performance of current systems, and assessed the root causes of mold and mildew issues within the building. The purpose of this report is to present the findings and proposed changes for the building.

The presence of mold and mildew was attributed to excessive moisture infiltration from outside air, condensation on HVAC components, and infiltration. In response, our team recommended the replacement of the HVAC system with either a new 4-pipe hydronic system that could utilize some of the existing components, such as the chiller, pumps, and piping, or a water source heat pump system.

To address ventilation and building pressure concerns, Raymond suggested the implementation of multiple Dedicated Outside Air Systems (DOAS) to meet code requirements and maintain positive building pressure. These DOAS units would be controlled based on temperature, humidity, and pressure differential sensors, ensuring consistent positive building pressurization.

In addition to these improvements, our team proposed a new exhaust fan system for all restrooms that would transfer energy to the DOAS units, thus reducing energy costs. Furthermore, we recommended the installation of a new make-up air system for both grease and dishwasher exhaust hoods and the implementation of a new building automation system (BAS) to facilitate communication between mechanical equipment.

The publication of this report provided the client with a clear understanding of the steps required to address the mold and mildew issues within the school and simultaneously upgrade the HVAC system to meet current building codes.

I. Project Status: Survey Complete

J. Staffing Information:

Role	Name	On DCSD Team?
Project Manager	Christopher Moody	Yes
Mechanical Engineer	Charles "Chuck" Hanning	Yes



A. Location: Savannah, GA
B. Firm's Responsibility: Prime AE
C. Owner/Client: Savannah Chatham County Public School System (SCCPSS)
Phone: 912-395-2274
Address: 208 Bull St. Savannah, GA 31401

D. Contact Person: Duane Shore
Email Address: duane.shore@sccpss.com
E. Construction Complete: Est. 11/2023
F. Project Size: 7,985 SF
G. Construction Cost: \$860,000

H. Work for Which Firm was Responsible

Raymond was commissioned by the SCCPSS to oversee a comprehensive interior renovation project within their facility. Originally constructed as an elementary school, it had subsequently been converted into a middle school with limited updates made to the cafeteria and restroom areas. Our team proposed an interior redesign of the cafeteria and introduced modifications to four sets of grouped restrooms to align with ADA requirements and current building codes.

Our project commenced with a thorough assessment of the facility areas, followed by constructive discussions with the school board. Subsequently, our team embarked on the design development phase, fully addressing the specific concerns and requirements presented by SCCPSS for their restrooms and cafeteria.

For the restroom areas, our team implemented a comprehensive upgrade that included transitioning to energy-efficient LED lighting, enhancing finishes, updating plumbing fixtures, tile and wainscots, and incorporating HVAC accessories. Moreover, we increased the partition height to six feet to ensure privacy and compliance with ADA and FTE GADOE Guidelines.

In the cafeteria space, extensive improvements were made to the existing finishes. This involved the modification of life safety features, including the installation of proper strobe lights, building intercom systems, and security and intrusion devices. To enhance acoustic control within the area, our design incorporated acoustical panels that complemented the new finishes. These panels were also strategically placed in the backstage area, along with additional acoustic barriers. As part of our commitment to safety and hygiene, all existing drinking fountains were replaced with touchless bottle-filling systems, offering a hygienic and user-friendly drinking solution.

To facilitate project planning, we provided SCCPSS with a Statement of Probable Construction Cost, along with the associated renovation fee for all project phases. Additionally, we liaised with GADOE to ensure strict adherence to their guidelines, ensuring a successful and compliant outcome for the project.

I. Project Status: Design complete, Construction Complete, in Project Closeout

J. Staffing Information:

Role	Name	On DCSD Team?
Architect	Nathan Pollard	Yes
Mechanical Engineer	Matthew Brewer	Yes
Mechanical Engineer	Charles "Chuck" Hanning	Yes
Electrical Engineer	Floyd Keels	Yes



4. PROJECT INFORMATION
MEMORIAL MS
ROOF, HVAC &
RENOVATIONS

A. Location: Conyers, GA
B. Firm's Responsibility: Prime AE
C. Owner/Client: Rockdale County Public Schools
Phone: 770-860-4215
Address: 3205 Underwood Rd SE #2309
 Conyers, GA 30012

D. Contact Person: Bruce Stuart, Ex. Dir. of Facilities
Email Address: bstuart@rockdale.k12.ga.us
E. Construction Complete: Est. 1/2024
F. Project Size: 120,000 SF
G. Construction Cost: \$3.1M

H. Work for Which Firm was Responsible

Raymond was entrusted by the school system to undertake a critical mechanical and electrical equipment replacement project at a Middle School, prompted by the aging and deteriorating condition of the existing infrastructure.

The scope of our work encompassed a comprehensive HVAC overhaul, driven by the need to address the more than 30-year-old equipment. This involved the dismantling and replacement of all Water Source Heat Pumps (WSHPs), including the flexible lines connecting to the loop system, and the installation of new rooftop units. To enhance indoor air quality, needlepoint bipolar ionization units were integrated into all equipment responsible for delivering conditioned supply air to occupied areas. To facilitate this HVAC upgrade, corridor ceilings were removed and subsequently replaced with new grid and tiles, ensuring compliance with current building codes.

In conjunction with the WSHP and RTU replacement, our focus extended to the mechanical room equipment, which was upgraded, and the complete replacement of the Energy Management System (EMS) with a state-of-the-art ALC EMS system.

The renovation component of the project included transitioning from the existing 2x4 lighting to more energy-efficient 2x4 LED lighting in spaces beyond the corridors. Furthermore, dimmer switches were installed in classrooms and office areas, and ceiling grid and tiles were replaced to refresh the interiors.

The success of this project was contingent on maintaining a safe and operational environment for students and staff throughout construction. Our team diligently ensured seamless communication and closely monitored the construction process to guarantee that interior spaces were appropriately upgraded while adhering to the regulations set forth by Rockdale County Schools.

I. Project Status: Construction Substantially Complete | **J. Staffing Information:**

Role	Name	On DCSD Team?
Mechanical Engineer	Ashritha "Ash" Nookala	Yes
Electrical Engineer	Floyd Keels	Yes
Sr. Mechanical Engineer	Charles "Chuck" Hanning	Yes
Staff Engineer	Matthew Brewer	Yes
Staff Engineer	John "Joe" Smith	Yes
Senior Project Manager	Larry Preiss	Yes



A. Location: Conyers, GA
B. Firm's Responsibility: Prime AE
C. Owner/Client: Rockdale County Public Schools
Phone: 770-860-4215
Address: 3205 Underwood Rd SE #2309
 Conyers, GA 30012

D. Contact Person: Bruce Stuart, Ex. Dir. of Facilities
Email Address: bstuart@rockdale.k12.ga.us
E. Construction Complete: 2/2023
F. Project Size: 170,000 SF
G. Construction Cost: \$7.7M

H. Work for Which Firm was Responsible

The project encompassed a comprehensive upgrade of the original building and theater addition, involving the replacement of HVAC equipment such as Heat Pump Units (HPU's), Water Source Heat Pumps (WSHP's), Rooftop Units (RTU's), and the associated mechanical room equipment. Our team executed a range of tasks within this scope, including the removal and replacement of equipment, the establishment of new ductwork connections, installation of curb adapters, electrical work, fire/alarm system modifications, the integration of needlepoint bipolar ionization on 24-volt power at all units (including additional units in the post-2006 additions and the field house), proper disposal of existing equipment, and a complete overhaul of the energy management system.

Additionally, the project entailed the demolition and replacement of corridor ceilings in areas where work was conducted above the ceiling. To enhance energy efficiency, existing ceiling light fixtures were upgraded to more eco-friendly LED fixtures. As part of the Request for Proposal (RFP) process, prospective firms were required to outline a plan for executing the work during the active school year. This plan detailed the strategy for replacing HPU's and WSHP's during night shifts to ensure the new equipment was operational for the following school day. Rockdale County Public Schools (RCPS) also considered opportunities for RTU replacement during breaks in the school calendar, provided the construction manager could demonstrate the prompt operation of the replaced equipment upon the resumption of school activities.

Furthermore, the project encompassed tasks such as ceiling replacement, lighting upgrades to LED fixtures, and the replacement of select floor finishes, all contributing to the overall enhancement of the school facility.

I. Project Status: Construction Complete

J. Staffing Information:

Role	Name	On DCSD Team?
Mechanical Engineer	Ashritha "Ash" Nookala	Yes
Electrical Engineer	Floyd Keels	Yes
Sr. Mechanical Engineer	Charles "Chuck" Hanning	Yes
Staff Engineer	Matthew Brewer	Yes
Construction Administration	Randy Ramos	Yes
Building Envelope Consultant	Dylan Johnson	Yes



6. PROJECT INFORMATION

**LORRAINE ES
ROOF, HVAC &
RENOVATIONS**

A. Location: Stockbridge, GA
B. Firm's Responsibility: Prime AE
C. Owner/Client: Rockdale County Public Schools
Phone: 770-387-4215
Address: 3205 Underwood Rd SE #2309
 Conyers, GA 30012

D. Contact Person: Bruce Stuart, Ex. Dir. of Facilities
Email Address: bstuart@rockdale.k12.ga.us
E. Construction Complete: 2/2023
F. Project Size: 82,880 SF
G. Construction Cost: \$2.6M

H. Work for Which Firm was Responsible

Raymond was engaged to provide comprehensive design services for the roof and HVAC replacement project at Lorraine Elementary School, with the additional responsibility of managing construction administration and bidding support during the construction phase.

For the roof replacement, Raymond's scope encompassed the complete re-roofing design and construction administration. The existing roofing comprised a combination of built-up roofing and modified bitumen roofing. The school featured three distinct roof areas, totaling approximately 83,000 square feet of low-slope roofing. Our team meticulously developed a roof plan, conducted selective roof openings to validate the construction methods of the existing roof system and substrate, and visually inspected existing conditions. In addition, moisture scans and infrared thermographic/electrical capacitance scans were performed to assess the presence of wet insulation.

The existing HVAC system primarily consisted of a distributed water source heat pump setup with 60 Trane water source heat pumps for individual zone control. Two rooftop units were dedicated to climate control in the cafeteria. Raymond's approach involved replacing the Trane heat pump system with high-efficiency EXHV units and introducing a backup cooling tower pump in a parallel configuration, complemented by isolation valves and flow sensors. All flex lines were replaced, and a 10-ton split system in the office area was upgraded to an equivalent Roof Top Unit. The project extended to adding additional plates for heat exchanges, replacing two boiler pumps, exhaust fans, and controls.

This endeavor also entailed an upgrade of the building's lighting with new LED fixtures, the replacement of acoustical ceilings as specified in the contract documents, and an enhancement of the fire alarm system to further modernize the school's infrastructure.

I. Project Status: Construction Complete | **J. Staffing Information:**

Role	Name	On DCSD Team?
Project Management	Larry Preiss	Yes
Structural	Joe Smith	Yes
Senior Review	Ray Ramos	No
Mechanical	Charles "Chuck" Hanning	Yes
Electrical	John "Joe" Smith	Yes
Building Envelope Consultant	Dylan Johnson	Yes



A. Location: Conyers, GA
B. Firm's Responsibility: Prime AE
C. Owner/Client: ViaNova
Phone: 412-512-3270
Address: 817 Broad St Ste 200, Chattanooga, TN 37402

D. Contact Person: Neil Kapadia
Email Address: neil.kapadia@vianovadevelopment.com
E. Construction Complete: 3/2022
F. Project Size: 10,000 SF
G. Construction Cost: \$1.3M

H. Work for Which Firm was Responsible

The primary objective was for Raymond to perform a comprehensive re-design of the existing 10,000 SF of Suites A, B, and C at the 1035 Green Street location, while also providing building infrastructure upgrades that would benefit the entirety of the structure. Raymond performed all Architecture, Interior Design, Structural Engineering, Mechanical, Electrical, Plumbing, and Roof Design services in-house, leading to a final stamped permitting set that was approved by the City of Conyers. All RFIs, Submittals, and Construction Administration was also performed by Raymond personnel.

The initial existing conditions site work yielded numerous challenges from a design and renovation perspective. First and foremost, the building was experiencing significant water intrusion – this led to a complete redesign of the existing single ply system (which had already been recovered once) with a PVC system that would replace the existing roof for the entirety of the building. During the roof replacement, significant removal of abandoned penetrations and roof-top mechanical units was conducted, along with full replacement of the metal coping, and higher than anticipated replacement of the underlying sheet metal.

Second, combining Suites A, B, and C required significant engineering work by our Structural and MEP engineers. Our Structural Engineering team was able to determine that the existing joist system could be optimally retrofitted to allow for heating/cooling RTUs and still allow for the demolition of existing suite walls, leading to an open office concept. Our MEP team designed a heating/cooling system that optimized for an open office concept, minimized overall construction costs, and enabled an ideal structural support system that leveraged the locations of existing structural columns.

Our Architects and Interior Designers focused on an open office layout that capitalized on the history of the building. The 1035 Green Street location is well known in the local community as being a previous event space (Suite B) and a high-end restaurant (Suite A). Our design team focused on preserving key features of the previous restaurant space, including the bar, curtain wall, and outside seating area, which now allows for business-oriented and attractive event space – a highly sought commodity in the local area. Further, prior private dining spaces were converted into high-end client-facing and executive conference rooms. The design team was also able to develop specialized, custom lighting that makes for highly distinct and attractive client-facing and employee work space.

I. Project Status: Construction Complete

J. Staffing Information:

Role	Name	On DCSD Team?
Mechanical Engineer	Ashritha Nookala	Yes
Mechanical Engineer	Charles "Chuck" Hanning	Yes
Electrical Engineer	Floyd Keels	Yes
Architect	Thomas "Andy" Bozeman	No
Interior Designer	Joanna Mojica	No



8. PROJECT INFORMATION
CHATHAM COUNTY
ROSS SOCCER
COMPLEX

- A. Location:** Savannah, GA
- B. Firm's Responsibility:** Prime AE
- C. Owner/Client:** CHA
Phone: (843) 705-8020
Address: 200 East Saint Julian St., Suite 500, Savannah, GA
- D. Contact Person:** Patrick Graham
Email Address: pgraham@chacompanies.com
- E. Construction Complete:** 2024 (est)
- F. Project Size:** 3,200 SF
- G. Construction Cost:** \$963,310

H. Work for Which Firm was Responsible

Raymond provided the structural engineering design and architectural design services for this concession building at the Ross Soccer Complex in Savannah, Georgia. Adjacent to the new artificial turf field, this conditioned facility houses restrooms, concessions, and a referee locker room to serve all the 16+ soccer fields. This 2,200 SF building also has an outdoor covered area at for the concessions area to give players and purchasers a place to stand out of the elements.

Raymond's services included full design delivery, construction administration, submittal reviews, and punch list services. This split-faced CMU masonry structure was topped with a standing seamed roof for low maintenance and longevity of finishes. Keeping this low maintenance theme in the interior of the building, our team specified epoxy floors, sealed concrete walls, and other durable finishes.

Benefits to the Client

The entire Ross Soccer Complex sits in a flood plain, so the decision was made to raise the building on fill to set it above the flood elevation which not only protects the building from future water intrusion, but also allows for great views of the ongoing games.

I. Project Status: Design Complete

J. Staffing Information:

Role	Name	On DCSD Team?
Senior Architect	Nathan Pollard	Yes
Structural Engineer	John "Joe" Smith	Yes
Project Manager	Renee Dipzinski	No
Project Coordinator	Andrea Iverson	No
Technical Design Writer/Drafter	Cassidy Selzer	No
Architect	Thomas "Andy Bozeman"	No



9. PROJECT INFORMATION
DUKE UNIVERSITY
ADMISSIONS
BUILDING
RENOVATION

A. Location: Durham, NC

B. Firm's Responsibility: Prime AE

C. Owner/Client: Duke University

Phone: 919-660-5165

Address: 114 S. Buchanan Blvd., Durham, NC

D. Contact Person: Bobbi Weinberg

Email Address: bobbi.weinberg@duke.edu

E. Construction Complete: n/a

F. Project Size: 8,800 SF

G. Construction Cost: \$5.5M

H. Work for Which Firm was Responsible

Duke University's Undergraduate Admissions Building is a historic three-story facility that functions as the University's hub for student admissions activities and prospective student campus tours. To start, Duke was interested in having a building envelope investigation and renovation performed. However, after further analysis of the building's interior spaces, it was decided that the scope of work be expanded to a full interior and exterior renovation of the building.

Raymond was retained by Duke University to provide an initial assessment of the building with interior programming schemes which then resulted in architectural, building envelope, structural engineering, interior design, mechanical, electrical and plumbing (MEP) services, and project management for the full interior and exterior renovation of the building.

Phase 1b of the project included the Architectural, Building Envelope, Interior Design, MEP, and Structural Engineering services for the building. Our team began the pre-planning field verification with client interviews, site assessments and a laser scan to ascertain all existing conditions within the building. Raymond also performed a study to include life safety, plumbing fixture accessibility and security concerns.

After initial consultations and assessments were performed, our team prepared preliminary space planning documents (to include each floor) which were submitted to the client for approval and revision. Once revisions were implemented, our team proceeded with the Schematic Design which included drawings and representative specifications.

Phase 2 of the project consisted of creating a design that reworked attic space to provide an additional mechanical room and office spaces, updated the bathrooms, reprogrammed to accommodate office spaces, and a new conference room, added re-working of the basement and new louvers at the existing crawl space window openings to accommodate final MEP updates, replaced the heating ventilation and A/C systems, updated the electrical distribution and lighting systems, and updated domestic water and non-potable drainage systems.

Our team provided construction documents as well as assistance with bidding. The design was completed through Revit.

Project Challenges

Renovating a 1930's structure that was originally designed to be the residence of Duke's president into a modern office building with modern amenities has required significant design coordination between architectural and MEP disciplines. The new program of the building required additional office spaces; this, along with the necessary increase of mechanical spaces, required the design team to efficiently layout existing spaces but also create new usable spaces in attic locations.

Structural modifications completed over the years compromised the plumbing system which led to leaks that deteriorated the structure. Our structural engineers prepared drawings to correct these problems.

Benefits to Client

Raymond provided our deliverables in Revit (BIM) which allow us to coordinate with our MEP engineers based on existing conditions and scanned data. We are also using the BIM model during construction to coordinate with the mechanical and plumbing sub-contractors. Our structural engineers were able to modify the structural framing of the building to create open offices and office service spaces allowing our architects to improve the program of the building. The interior design team worked with Duke to select finish materials that complimented the buildings historic charm and tradition of the university.

Architectural renovations focused on opening up the spaces to natural light and mechanical upgrades included improved airflow throughout the building which will allow for improved wellness to the occupants of the building. The building received ADA upgrades to allow access in all the public and private areas of the building. Our team incorporated touchless water faucets in the breakrooms and bathrooms along with automatic paper towel dispensers and hand sanitizer stations in all bathrooms.



I. Project Status: Design Complete

J. Staffing Information:

Role	Name	On DCSD Team?
Project Manager	Renee Dipzinski	No
Interior Designer	Jana Willers	No
Structural Engineer	David Willers	No
Building Envelope Consultant	Jason Mobraten	No
Sr. Structural Engineer	Joe Smith	Yes



10. PROJECT INFORMATION
GIRL SCOUTS
STEM BUILDING
RENOVATIONS

A. Location: Savannah, GA
B. Firm's Responsibility: Prime AE
C. Owner/Client: Girl Scouts of Historic Georgia
Phone: 912-236-1271
Address: 535 E Liberty, Savannah, GA 31401

D. Contact Person: Sue Else
Email Address: selse@gshg.org
E. Construction Complete:
F. Project Size: 7,500 SF
G. Construction Cost: \$388K

H. Work for Which Firm was Responsible

The Girls Scouts of Historic Georgia were faced with the challenge of establishing a multifunctional facility that would serve as an office space, retail area, and a dedicated STEM (Science, Technology, Engineering, and Mathematics) location for visiting troops. In response to their needs, Raymond was commissioned to provide comprehensive interior retrofit design services within the confines of an existing building, encompassing a diverse range of functionalities, including office spaces, STEM areas, receiving areas, and retail spaces. Our services spanned the spectrum, from structural design and full architectural design to interior aesthetics and the intricate details of mechanical, electrical, and plumbing systems.

To commence this transformative project, we initiated a meticulous field investigation, thoroughly assessing the project area. This encompassed precise measurements of the existing structure and detailed documentation of any potential obstructions posed by existing utility elements. The findings of our investigation indicated that a significant portion of the building's interior required extensive renovation and refurbishment.

Upon a thorough evaluation of the existing utilities, our team reached the decision that the mechanical system, though in good condition, could be reused to create a more cost-effective solution for the renovation. This strategy aimed to optimize the use of available resources while ensuring a sustainable and efficient environment.

Throughout the design process, we made strategic decisions to retain and accentuate certain display items, transforming them into focal points within the building. This approach added depth and character to the space, highlighting its vibrant and engaging atmosphere. Additionally, we preserved the side entry, which was adapted to serve as a vestibule for what was primarily intended as an employee entrance, ensuring functional efficiency while maintaining historical design elements.

The benefits to our valued client were significant and far-reaching. Despite the challenges of a tight design and construction schedule, Raymond was able to achieve an on-time and on-budget delivery for the owner, exceeding their expectations. The resulting space is not merely functional but possesses a unique character and charm that resonates with the Girl Scout occupants and visitors alike. By thoughtfully reusing the display shelving, our team provided an exceptional merchandising display that serves as a central focal point, enhancing the visual appeal of the facility. This space has been thoughtfully crafted to cater to the specific needs of the Girl Scouts of Historic Georgia, ensuring their comfort, functionality, and inspiration in their day-to-day activities.

I. Project Status: Construction Complete

J. Staffing Information:

Role	Name	On DCSD Team?
Architect	Nathan Pollard	Yes

5.1.2 PROPOSED PROJECT STAFF & THEIR FUNCTIONS

5.1.2.1 Organization Chart



KEY PERSONNEL

- | | |
|--|--|
| PROJECT ARCHITECT
Nathan Pollard, AIA, NCARB | ELECTRICAL DESIGNER
Joseph "Joe" Powell, EIT |
| ARCHITECTURAL DESIGNER
Andrea Suros | STRUCTURAL ENGINEER
John "Joe" Smith, PE |
| BUILDING ENVELOPE DESIGNER
Dylan Johnson, RRC, RRO | CIVIL ENGINEER
Clay Reichert, PE |
| MECHANICAL ENGINEER
Matthew Brewer, PE, CEM | CONSTRUCTION ADMINISTRATOR
Randy Ramos, RRO |
| MECHANICAL/PLUMBING ENGINEER
Ashritha "Ash" Nookala, PE, LEED AP | |
| ELECTRICAL ENGINEER
Floyd Keels, PE, RCDD | |

(*) resume available upon request

Raymond is pleased to present a team that leverages direct DCSD program and project management experience, specifically through our proposed Program Manager, Larry Preiss, PMP and our proposed Project Manager, Christopher Moody. This leadership team has recent experience managing our roofing and building envelope projects currently going into construction with DCSD and know how to work with your personnel and processes.

5.1.2.2 Name the actual staff to be assigned to this Project, describe their ability and experience, and indicate the function of each within their organization and their proposed role on this Project.

ASSIGNED STAFF	FUNCTION	PROJECT ROLE	YEARS EXP	ABILITY
Larry Preiss, PMP	Director of Project Management	Program Manager	27	<ul style="list-style-type: none"> Project management professional K-12 experience in design and construction PMP # 1910779
Christopher Moody	Project Manager	Project Manager	7	<ul style="list-style-type: none"> Manages all phases of projects from development, closeout, and on-site construction management Project schedule coordination Assign targets for accomplishments and ensure targets are met on a daily basis Maintains constant and clear communication

ASSIGNED STAFF	FUNCTION	PROJECT ROLE	YEARS EXP	ABILITY
Nathan Pollard, AIA, NCARB	Sr. Architect	Project Architect	26	<ul style="list-style-type: none"> Hands-on experience with K-12 facilities throughout Georgia Knowledge in integrating multiple disciplines for a multitude of different types of projects. Architect License GA # RA012433
Andrea Suros	Architectural Designer	Architectural Designer	4	<ul style="list-style-type: none"> Will assist in schematic design, design development, construction documents, and construction administration phases Prepare drawings and responses to project markups
Dylan Johnson, RRC, RRO	Building Envelope Designer	Building Envelope Designer	5	<ul style="list-style-type: none"> Registered Roof Consultant Registered Roof Observer FAA Certified Drone Pilot Level II Thermographer
Matthew Brewer, PE, CEM	Mechanical Engineer	Mechanical Engineer	7	<ul style="list-style-type: none"> Proficient in sketch and draw up designs using input from engineers and architects on the team Calculate factors like tolerance, dimensions, and thermal and structural analysis Certified Energy Manager (CEM): #28491
Ashritha "Ash" Nookala, PE, LEED AP	Sr. Mechanical/ Plumbing Engineer	Sr. Mechanical/ Plumbing Engineer	17	<ul style="list-style-type: none"> LEED Reviewer, LEED Manager, Energy Modeler Implements and monitors all mechanical related operations at the site as per approved drawings and methods and safety rules. Engineer License GA # 039662
Floyd Keels, PE, RCDD	Sr. Electrical Engineer	Sr. Electrical Engineer	23	<ul style="list-style-type: none"> Delivers high quality detailed engineering design for electrical building services and power distribution systems, including calculations, analysis, schematics, drawings, diagrams, models, specifications and other documents required Fire Protection experienced Security System Design Experience Registered Communications Distribution Designer (RCDD) Engineer License GA # 035071
Joseph "Joe" Powell, EIT	Electrical Designer	Electrical Designer	12	<ul style="list-style-type: none"> Create designs and technical drawings Develops accurate and precise product designs complying with recognized drafting standards, company practices, policies and procedures. Coordinate multi-discipline groups. EIT License #026394
John "Joe" Smith, PE	Sr. Structural Engineer	Structural Engineer	38	<ul style="list-style-type: none"> Professional structural engineer Experience in K-12 structural designs Experience with structural analysis, concrete foundations, support structures, seismic design, roofs, walls, cost analysis Engineer License GA # 027606
Clay Reichert, PE	Head of Civil Engineering Sr. Civil Engineer	Civil Engineer	30	<ul style="list-style-type: none"> Ensures compliance with safety codes and regulations, prioritizing student and staff well-being Proficient in optimizing site layouts to accommodate student flow, outdoor spaces, and parking Engineer License GA# 22586

ASSIGNED STAFF	FUNCTION	PROJECT ROLE	YEARS EXP	ABILITY
Randy Ramos, RRO	QAO/QC	Construction Administrator	20	<ul style="list-style-type: none"> Prepares construction contract documents, review project budgets, and meets with the general contractor and clients to assist in the construction process. Registered Roof Observer # 0747

5.1.2.3 Give brief resumes of key persons to be assigned to the Project.

Below and on the following pages, we have included brief resumes of our qualified, dedicated personnel.



Larry Preiss
Program Manager

Larry Preiss has over 30 years of project management experience, construction management, and product/information management. His areas of expertise include: project charter development, risk assessment, project schedule coordination, stakeholder communication and project closure. He has developed training courses to integrate project management practices with Lean methodologies. Mr. Preiss is proficient with specification and submittal review, pay application processing and project tracking.

PROFILE	E. PROFESSIONAL EXPERIENCE
<ul style="list-style-type: none"> c. Years with Firm 8 d. Total Years Experience 30 f. Education BS Industrial Engineering MBA Computer Information Systems g. Registrations PMI (PMP): GA APICS: Supply Chain Planning Professional 	<p>DeKalb County Schools, 15 Schools Roof Replacement, DeKalb County, GA Size: 1,894,880 sf, Contract: \$3,155,182, Type: Building Envelope</p> <p>Rockdale County Schools, Lorraine ES Roof, HVAC and Renovations Conyers, GA Size: 82,880 sf, Contract: \$158,246, Type: MEP & Building Envelope, Interiors</p> <p>Bartow County Schools, Building Envelope Assessments, Bartow County, GA Size: 2,700,000 sf, Contract: \$19,950 Type: Building Envelope</p> <p>Fulton County Schools, Crabapple MS Building Envelope Observations/Testing, Roswell, GA Size: 189,200 sf, Contract: \$320,030, Type: Building Envelope</p>

MAIN POINT OF CONTACT

Larry Preiss, PMP
DIRECTOR OF PROJECT MANAGEMENT

- ☎ (770) 483-9592 Ext. 207
- 📞 (770) 364-2115
- ✉ larry.preiss@raymondllc.com
- 🌐 <https://raymond.global/>
- 📍 Corporate Office
1035 Green Street SE, Suite A
Conyers, Georgia 30012

CHRISTOPHER MOODY

Project Manager



Christopher is a seasoned project manager with over 7 years of experience, known for overseeing projects from inception to completion, including on-site construction management. His expertise extends to his contributions at the Dekalb County School District (DCSD), where he played a key role in the 15 School Roof Replacement projects and actively participated in the recently conducted Idlewood ES HVAC Study. His project portfolio spans diverse disciplines such as fire protection, dike containment, paving and concrete repairs, and pipe integrity repairs with a focus on corrosion mitigation. Additionally, Christopher is currently working towards earning his Project Management Professional (PMP) certification, underlining his commitment to ongoing professional development and his ability to excel in a wide range of project environments.

PROFILE

- **c. Years with Firm**
1
- **d. Total Years Experience**
7
- **f. Education**
BS | Applied Physics
BS | Civil Engineering
- **g. Registrations**
N/A

E. PROFESSIONAL EXPERIENCE

- [Dekalb County Schools, 15 Schools Roof Replacement, Dekalb County, GA](#) | Size: 1,894,880 sf, Contract: \$3,155,182, Type: Building Envelope
- [Dekalb County Idlewood ES HVAC System Study](#), Stone Mountain, GA | Size: 32,000 sf, Contract: \$9,725, Type: Survey
- [Cobb County Schools, McEachern HS Roof Replacement](#), Powder Springs, GA, Size: 141,560 sf, Contract: \$42,102 Type: Building Envelope
- [University of West Georgia, Sanford Hall Waterproofing](#), Carrollton, GA, Size: 1,165 sf, Contract: \$42,090 Type: Building Envelope

ANDREA SUROS

Architectural Designer



Andrea is an accomplished architectural designer with over four years of experience, prominently recognized for her work in educational facilities. Her expertise extends across various sectors, including educational, federal, and local facilities. Proficient in architectural design, construction administration, and comprehensive facility assessments, Andrea's contributions in educational architecture have had a significant impact on creating inspiring and functional learning environments. Her dedication to enhancing educational spaces, combined with her meticulous approach allows her to consistently deliver innovative and high-standard solutions that contribute to the betterment of communities and organizations.

PROFILE

- **c. Years with Firm**
1
- **d. Total Years Experience**
4
- **f. Education**
BA | Architecture minor in Construction Management
- **g. Registrations**
AIA #40799685

E. PROFESSIONAL EXPERIENCE

- [Gwinnett County Schools, Norton ES, Partee ES & South Gwinnett HS Roof Replacement](#), Snellville, GA | Size: 157,824 sf, Contract: \$206,303, Type: Building Envelope
- [City of Roswell, City Hall Air Handlers & Chillers Design](#), Roswell, GA Size: 60,25,50, 20 ton unites, 2-160 ton chillers, Contract: \$112,610 Type: MEP
- [Housing Authority of Savannah, New Window and Security Screens and Doors](#), Savannah, GA | Size: 920 windows + doors, Contract: \$78,000 Type: MEP
- [Replacement of Mechanical Systems for Building 3761-3766](#), JBLM, Washington, Size:129,024, Contract: \$469,690 Type: MEP



DYLAN JOHNSON, RRC, RRO

Building Envelope Designer

Dylan specializes in Building Envelope design with a focus on K-12 facilities. His responsibilities encompass the evaluation of roofs and building envelopes, roof replacement design, and ensuring the highest quality standards. Beyond being a registered Quality Assurance Observer, He possesses multiple drafting certificates, reflecting his proficiency in technical aspects of his field. Dylan's experience in overseeing a wide range of multi-disciplinary projects has equipped him with the ability to seamlessly integrate various engineering disciplines and coordinate diverse construction trades.

PROFILE

- **c. Years with Firm**
5
- **d. Total Years Experience**
5
- **f. Education**
AS | Machine Tool
Technology
- **g. Registrations**
RRC #0935
RRO: #2184
Drone: #4165301
Level II Thermographer

E. PROFESSIONAL EXPERIENCE

- [Rockdale County High School Roof Replacement Design, CA, QAO](#), Conyers, GA | Size: 180,000sf Value: \$164,092 Type: Building Envelope
- [Dekalb County Schools, Group 3 Upgrades](#), Decatur, GA | Size: 275,329 sf | Contract: \$2,859,795 (full contract) Type: Building Envelope & MEP
- [Rockdale County Schools, Lorraine ES Roof, HVAC and Renovations](#) Conyers, GA | Size: 82,880 sf, Contract: \$158,246, Type: MEP & Building Envelope, Interiors
- [Rockdale County High School Roof, HVAC and Renovations](#), Conyers, GA | Size: 180,000sf Contract: \$164,092 Type: Building Envelope



MATTHEW BREWER, PE, CEM

Mechanical Engineer

Matthew is an experienced mechanical designer that brings knowledge of a multitude of markets including education, commercial, federal and municipal. His experience includes HVAC, refrigeration, communication, building management systems, load calculations, and surveying.

PROFILE

- **c. Years with Firm**
2
- **d. Total Years Experience**
7
- **f. Education**
BS | Mechanical
- **g. Registrations**
PE: GA #051079

E. PROFESSIONAL EXPERIENCE

- [Rockdale County Schools, Salem High School Roof, HVAC & Renovations](#), Conyers, GA | Size: 170,000 sf Contract: \$426,208 Type: MEP & Building Envelope
- [Rockdale County Schools, Memorial Middle School Roof, HVAC & Renovations](#), Conyers, GA | Size: 75,500 sf, Contract: \$165,686 Type: MEP & Building Envelope
- [Personnel Processing Center Renovation B4011](#), Houston, TX | Size: 141,560 sf Value: \$70,791 Contract: \$741,708 Type: A/E, MEP
- [Robins AFB B43 Educational Facility Renovation](#), Warner Robins, GA | Size: 11,278 sf Contract: \$282,048 Type: MEP & Structural Engineering
- [Repair Plumbing Infrastructure for B1350 AMEDD Tech Training](#), San Antonio, TX | Size: 218,485 sf Contract \$373,171 Type: MEP



ASHRITHA NOOKALA, PE, LEED AP

Mechanical/Plumbing Engineer

Ash has over 17 years of Mechanical Engineering experience in designing HVAC systems for science and technology laboratories including BSL2 ,3 and 4 high containment laboratories, mission critical, K-12, healthcare, commercial, hospitality, and residential projects.

PROFILE

- **c. Years with Firm**
3
- **d. Total Years Experience**
17
- **f. Education**
MS | Mechanical Engineer
BS | Mechanical Engineer
- **g. Registrations**
GA #039662

E. PROFESSIONAL EXPERIENCE

[DeKalb County Schools, 15 Schools Roof Replacement](#), DeKalb County, GA | Size: 1,894,880 sf, Contract: \$3,155,182, Type: Building Envelope

[Rockdale County Schools, Salem High School Roof, HVAC & Renovations](#), Conyers, GA | Size: 170,000 sf Contract: \$426,208 Type: MEP & Building Envelope

[Rockdale County Schools, Memorial Middle School Roof, HVAC & Renovations](#), Conyers, GA | Size: 75,500 sf, Contract: \$165,686 Type: MEP & Building Envelope

[Rockdale County Schools, Lorraine ES Roof, HVAC and Renovations](#) Conyers, GA | Size: 82,880 sf, Contract: \$158,246, Type: MEP & Building Envelope, Interiors



FLOYD KEELS, PE, RCDD

Senior Electrical Engineer

Floyd's experience includes design of power distribution, lighting, low voltage systems, fire protection, communications networking, and security for educational, industrial, healthcare, retail, restaurants, banks and government facilities. He is a registered professional engineer in 23 states and is a licensed unrestricted electrical contractor in the state of Georgia.

PROFILE

- **c. Years with Firm**
4
- **d. Total Years Experience**
22
- **f. Education**
BS | Electrical Engineering
BS | Mathematics
- **g. Registrations**
GA# 035071,
RCDD # 258862

E. PROFESSIONAL EXPERIENCE

[Rockdale County Schools, Salem High School Roof, HVAC and Renovations](#), Conyers, GA | Size: 170,000 sf Contract: \$426,208 Type: MEP & Building Envelope

[Rockdale County Schools, Memorial Middle School Roof, HVAC and Renovations](#), Conyers, GA | Size: 75,500 sf, Contract: \$165,686 Type: MEP & Building Envelope

[SCCPSS, Coastal MS Cafeteria and Restroom Renovations](#), Savannah, GA | Size: 7,985 sf, Contract: \$89,750 Type: Architecture

[DeKalb County Schools, 15 Schools Roof Replacement](#), DeKalb County, GA | Size: 1,894,880 sf, Contract: \$3,155,182, Type: Building Envelope



JOSEPH POWELL, EIT
Electrical Designer

Joseph has designed lighting, power (primarily <600V with some medium voltage), telecommunications, fire alarm, and security systems for over 350 projects. These projects required coordination with owners, other disciplines, utility companies, contractors, and vendors as well as knowledge of applicable local, state, and national building codes. His projects have ranged from minor renovations to new construction of facilities of 1,000,000+sqft in various states and municipalities throughout the country. Joseph has managed several projects with a combined total in excess of \$40M.

PROFILE

- **c. Years with Firm**
2
- **d. Total Years Experience**
12
- **f. Education**
MS | Electrical Engineering
BS | Electrical Engineering
- **g. Registrations**
EIT # 026394

E. PROFESSIONAL EXPERIENCE

- [Personnel Processing Center Renovation B4011](#), Houston, TX | Size: 141,560 sf Value: \$70,791 Contract: \$741,708 Type: A/E , MEP
- [Robins AFB B43 Educational Facility Renovation](#), Warner Robins, GA | Size: 11,278 sf Contract: \$282,048 Type: MEP & Structural Engineering
- [Repair Plumbing Infrastructure for B1350 AMEDD Tech Training](#), San Antonio, TX | Size: 218,485 sf Contract \$373,171 Type: MEP
- [Fort Belvoir Generator Plant & VAV Controller Replacement Bldg. 2462](#), Fort Belvoir, VA | Size: n/a Contract: \$380,958 Type: MEP & Structural Engineering



JOHN "JOE" SMITH, PE
Senior Structural Engineer

Joe will be responsible for primary oversight of the structural design development. Joe has over 36 years of Structural Engineering experience in the design of numerous commercial, educational, governmental, and industrial projects of all sizes and complexities. He has worked in the capacity of lead structural engineer and project manager during the transformation of the projects from inception to construction.

PROFILE

- **c. Years with Firm**
3
- **d. Total Years Experience**
37
- **f. Education**
BS | Civil Engineering
- **g. Registrations**
PE: AL #16253, GA #27606,
LA #42256, MS #29297, TN
#11986

E. PROFESSIONAL EXPERIENCE

- [Rockdale County Schools, Salem High School Roof, HVAC and Renovations](#), Conyers, GA | Size: 170,000 sf, Contract: \$426,208 Type: MEP & Building Envelope
- [Rockdale County Schools, Memorial Middle School Roof, HVAC and Renovations](#), Conyers, GA | Size: 75,500 sf, Contract: \$165,686 Type: MEP & Building Envelope
- [Personnel Processing Center Renovation B4011](#), Houston, TX | Size: 141,560 sf Value: \$70,791 Contract: \$741,708 Type: A/E , MEP
- [Robins AFB B43 Educational Facility Renovation](#), Warner Robins, GA | Size: 11,278 sf Contract: \$282,048 Type: MEP & Structural Engineering





CLAY REICHERT, PE

Civil Engineer

A forward-thinking and results-driven development consultant and civil engineering manager with a demonstrated track record of achievement in development consulting, engineering management, master planning, quality assurance, value engineering, training/mentoring staff, project management and business development. Adept at managing challenging projects and time sensitive schedules. Leverages strong communication skills to deliver presentations and collaborate with cross-functional internal/external teams. Proven aptitude for delivering attractive and effective solutions for complex projects.

PROFILE

- **c. Years with Firm**
1
- **d. Total Years Experience**
30
- **f. Education**
MS | Civil Engineering
BS | Civil Engineering
- **g. Registrations**
PE: GA #22586

E. PROFESSIONAL EXPERIENCE

- **Parking Lot and Bus Lane Improvements, North Springs Charter High School**, Roswell, GA | Size: 1,200 lf, Cost: \$1.2M, Type: Civil/Site Civil
- **Soccer Field Refurbishment, Elkins Pointe Middle School**, Roswell, GA | Cost: \$300K, Type: Civil/Site Civil
- **New Baseball Complex, Loganville HS**, Loganville, GA | Cost: \$2.4M, Type: Civil/Site Civil
- **N. Gwinnett MS Classroom Addition**, Sugar Hill, GA | Size: 50,000 sf, Cost: \$10M, Type: Civil/Site Civil

RANDY RAMOS, RRO

Construction Administrator

Randy has over 20 years of experience in quality assurance observation and construction administration services. This includes evaluating and quality assurance roles. He has worked with a wide variety of clients including state, local, K-12, and commercial clients.



PROFILE

- **c. Years with Firm**
20
- **d. Total Years Experience**
20
- **f. Education**
Methodist College
- **g. Registrations**
RRO #0747

E. PROFESSIONAL EXPERIENCE

- **Rockdale County Schools, Salem High School Roof, HVAC and Renovations**, Conyers, GA | Size: 170,000 sf, Contract: \$426,208 Type: MEP & Building Envelope (*reference project #4*)
- **Rockdale County Schools, Memorial Middle School Roof, HVAC and Renovations**, Conyers, GA | Size: 75,500 sf, Contract: \$165,686 Type: MEP & Building Envelope
- **Rockdale County Schools, Lorraine ES Roof, HVAC and Renovations**, Conyers, GA | Size: 82,880 sf, Contract: \$158,246, Type: MEP & Building Envelope, Interiors
- **Rockdale County High School Roof, HVAC and Renovations**, Conyers, GA | Size: 180,000sf Contract: \$164,092 Type: Building Envelope

5.1.3 WORKLOAD

5.1.3.1 Firms and their sub-consultant(s) shall provide a list of outstanding projects, client names, status of completion, anticipated completion date, and dollars committed on open project workload.

Below, is a list of outstanding architecture/engineering projects in our Conyers office.

PROJECT	CLIENT NAME	STATUS OF COMPLETION	ANTICIPATED COMPLETION DATE	\$ COMMITTED	CONTRACT TOTAL
1352.008 VA Correct Physical Security Deficiencies	Dept. Of Veterans Affairs	CA Phase Start	8/1/2024	\$964,685.40	\$1,062,505.90
1380.002.005 BEP - QA Lab Expansion	Raymond-Pond Solutions	100% Design	2/22/2024	\$188,764.08	\$276,143.22
1418.012 679-18-104 Improve Site Conditions	Raymond-Pond SDVOSB JV	Const. Substantial Comp.	9/30/2024	\$244,876.63	\$265,596.99
1418.013 679-19-103 Correct Critical Infrastructure	Raymond-Pond SDVOSB JV	Const. Substantial Comp.	11/01/2024	\$57,684.20	\$109,781.60
1418.040 614-23-102 AE Clean Repair and Protect Bldg	Raymond-Pond SDVOSB JV	Client Meeting/ Visit	09/27/2024	\$347,470.48	\$170,307.71
1418.041 614-18-102 VA Renovate Building 1 Ground Floor	Raymond-Pond SDVOSB JV	100% Design	1/31/2025	\$182,882.47	\$295,467.5
1418.045 614-23-105 AE Renovate Bldg 1A Medical Center	Raymond-Pond SDVOSB JV	15% Design	3/29/2026	\$7,908.75	\$476,707.99
1444.030 JBSA - FY22 DDP Update	Raymond Pond 8a II JV, LLC	Project Closeout	2/16/2024	\$92,068.49	\$122,757.99
1444.031 Vicksburg Renovation	Raymond Pond 8a II JV, LLC	100% Design	5/31/2024	\$83,045.10	\$97,726.42
1444.032 JBSA B5570 Repair & Renovation of Fire Suppression	Raymond Pond 8a II JV, LLC	100% Design	2/9/2024	\$79,640	\$99,515.17
1444.033 JBSA MWD Area Development Plan and Kennel	Raymond Pond 8a II JV, LLC	Project Closeout	2/2/2024	\$67,140.39	\$107,382.59
1444.035 JBSA Renovation of County Liaison Office	Raymond Pond 8a II JV, LLC	35% Design	7/20/2024	\$67,412	\$255,088
1497.003 NAVFAC - USSS Protective Support Vehicle Facility	Raymond Pond Full Service Solution	Charrette	9/4/2024	\$109,207	\$1,325,389
1497.025 JBML - Repair Moses Lake Auxiliary Field	Raymond Pond Full Service Solution	Project Closeout	12/27/2024	\$1,825	\$610,715.00
1497.028 Consolidated Fitness Center Study	Raymond Pond Full Service Solution	Project Closeout	12/27/2024	\$1,700	\$24,210.64
1497.042 NAVFAC - Flood Protection Gate 0	Raymond Pond Full Service Solution	100% Design	8/1/2024	\$27,660	\$55,920
1497.047 Goodfellow AFB Facility Space Planning	Raymond Pond Full Service Solution	Cust Author Draft Submittal	6/7/2024	\$72,229	\$142,785
1497.052 KARB PCR Pass Road Gate 7 C2R	Raymond Pond Full Service Solution	50% Submittal	6/6/2024	\$30,526	\$134,674.59
1534.002 RAFB Bldg 640 Survey/ Design Sprinkler System	Raymond Pond Full Service Solution	Client Meeting/ Visit	6/21/2024	\$111,155.69	\$285,708
1534.004 RAFB Bldg 150 CA Services	Raymond Pond Full Service Solution	Const. Substantial Comp.	6/23/2024	\$34,087.91	\$2,120

PROJECT	CLIENT NAME	STATUS OF COMPLETION	ANTICIPATED COMPLETION DATE	\$ COMMITTED	CONTRACT TOTAL
1534.007 MacDill AFB Airport Maintenance Addition	Raymond Pond Enterprise Solution	Project Closeout	2/23/2024	\$160,886	\$212,991.00
1534.008 RAFB B142 Busduct Replacement	Raymond Pond Enterprise Solution	100% Design	6/21/2024	\$30,403	\$251,816
1534.009 RAFB UHHZ2000052 Renovate Bldg 8 Demo	Raymond Pond Enterprise Solution	100% Design	2/8/2024	\$180,432	\$289,883

5.1.4 EQUITABLE DISTRIBUTION

Below, we have provided a chart that shows all DCSD projects and contract amount.

Project	Contract Amount
1305.00115 School Roof Replacement Design, CA	\$2,859,765
1305.002 DCSD Idlewood ES HVAC Study	\$9,725
Total	\$2,869,490

5.1.5 DESIGN FEE

5.1.5.1 Attachment C & 5.1.5.2 Break Down

This form has been uploaded to the portal.

5.1.5.3 Acknowledge receipt of addendums, if any.

Raymond acknowledges the following addendums:

Addendum #1 dated [January 8, 2024](#), Addendum #2 dated [January 12, 2024](#), Addendum #3 dated [January 22, 2024](#).

5.1.6 REFERENCES

5.1.6.1 The firm shall submit a minimum of three (3) written recommendations from previous owners and discuss their strategy to provide a positive working relationship with DCSD.

REFERENCE	SCHOOL DISTRICT	ADDRESS	PHONE	EMAIL
John A. Gramigna, RA Facilities & Operations	Gwinnett County School District	53 Gwinnett Drive, Building "C" Lawrenceville, Georgia 30046	404.295.4672	John.Gramigna@gcpsk12.org
Annette Wynn SPLOST Director - East	Cobb County School District	514 Glover Street Marietta, GA 30060	770.426.3300	Annette.Wynn@cobbk12.org
Eugene Burnett, Jr. Design Manager	Fulton County Schools	6201 Powers Ferry RD. Atlanta, GA 30339	404.765.7153	BurnettG@fultonschools.org
Karen B. Harris Regional Project Manager	DeKalb County Schools	1780 Montreal Rd. Tucker, GA 30084	404.849.0983	karen_b_harris@dekalbschoolsga.org
Bruce Stuart Executive Director of Facilities & Transportation	Rockdale County Public Schools	960 Pine Street Conyers, GA 30012	770.387.4215	BStuart@rockdale.k12.ga.us
Andrew Hammer Deputy Director, Recreation & Maintenance	Rockdale County BOC	P.O. Box Conyers, GA 30012	678.387.7081	andrew.hammer@rockdalecountyga.gov



January 08, 2020

Raymond Engineering-Georgia, Inc.
1224 Royal Drive
Conyers, GA 30094

Attn: Anjelica Bernier
Marketing Coordinator

Re: Letter of Recommendation

To whom it may concern:

**GWINNETT COUNTY
BOARD OF EDUCATION**

Dr. Mary Kay Murphy
2019 Chairman
District III

Louise Radloff
2019 Vice Chairman
District V

Carole C. Boyce
District I

Steven B. Knudsen
District II

Everton Blair, Jr.
District IV

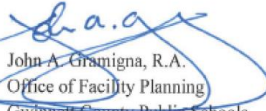
J. Alvin Wilbanks
CEO/Superintendent

**THE MISSION OF
GWINNETT COUNTY
PUBLIC SCHOOLS**
*is to pursue excellence
in academic knowledge,
skills, and behavior
for each student,
resulting in measured
improvement against
local, national, and
world-class standards.*

This letter is to extend my highest recommendation for Raymond Engineering. I have personally worked with Raymond Engineering on numerous roofing projects for Gwinnett County Public Schools and found their service to be excellent. Whether evaluating existing roof conditions, preparing construction documents for new roofing projects or providing construction review, we rely on Raymond Engineering's expertise.

It is a pleasure to recommend Raymond Engineering to work on your projects. If you require any additional information, please feel free to call.

Sincerely,


John A. Gramigna, R.A.
Office of Facility Planning
Gwinnett County Public Schools

437 Old Peachtree Road, NW
Suwanee, GA 30024-2978
678-301-6000
www.gwinnett.k12.ga.us

It is the policy of Gwinnett County Public Schools not to discriminate on the basis of race, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity, or service.



514 Glover Street
Marietta, GA 30060
Telephone: (770) 426-3300
www.cobbk12.org

September 30, 2020

To whom it may concern:

Raymond has successfully supported the Cobb County School District (CCSD) in completing numerous roofing projects over the years. Because of the history between our organizations, we are pleased to recommend Raymond to work with you on your projects.

Our latest two projects are Dowell and Labelle Elementary Schools. The projects included the removal of an existing built-up gravel roof system and a modified bitumen roof system, both with rigid insulation over metal deck, respectively. Both roofs were replaced with a torch down modified bitumen system. Raymond performed full design and procurement document development and contract administration services for both Schools.

Roofing work over summer breaks present a challenge during typical school schedules, however, this summer presented additional challenges with material deliveries and workforce reductions due to Covid-19, and an increased number of approved rain days. Raymond's staff worked closely with CCSD and the contractor to address the issues as they impacted the project. Their design documents, meeting minutes, field reports, and their ability to nurture relationships were of high quality.

We also find Raymond's staff to be knowledgeable, easy to communicate with, and always accessible.

Because of the reasons stated above, we look forward to working with Raymond on future projects.

Annette Wynn

Annette Wynn
SPLOST Director
Cobb County School District



BOARD OF EDUCATION
Linda P. Bryant, *President*
Linda McCain, *Vice President*
Julia C. Bernath • Gail Dean • Kimberly Dove
Katie Reeves • Katha Stuart
Cindy Loe, Ph.D., *Interim Superintendent*

January 8, 2020

Re. Letter of Recommendation for Raymond Engineering

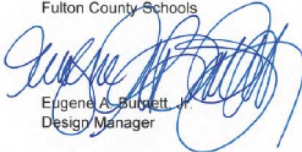
This letter is provided for the purpose of recommending Raymond Engineering. I have worked with them as one of our prequalified Roofing and Building Envelope Consultants for the past seven plus years. They have successfully provided professional consulting services and completed various sized projects. They have provided Roof Reports and Construction Inspections on various Elementary Schools, Middle Schools and High Schools. We have also used their expertise where we have had building envelope issues on existing facilities and construction inspection services.

This firm based on their performance on our projects has proven to be a trusted partner on all types of roofing and building envelope projects. They have also provided these services on time and for competitive fees. They always provide their services within our budgets and their expertise helps us maintain our budget on projects.

Their firm's approach allows them to be an active partner to the school system in developing projects to a successful completion. I prefer to work with firms that make my job easier and Raymond Engineering is one of those firms. They are very thorough in their project preparation and analysis. They are very responsive to project issues and often they proactively resolve issues. Fulton County Schools implements summer renovation projects which puts great demands on all who participate in the process. Raymond Engineering has proven to be professional and reliable. The lines of communication we have with Raymond Engineering are always open and productive. They have been more than diligent in helping us maintain our project scopes, schedules and budgets. We currently are using the services of this firm and plan on continuing this professional relationship.

We look forward to soliciting their services in the future.

Sincerely

Fulton County Schools

Eugene A. Buttrick, Jr.
Design Manager



PLANNING AND INSPECTIONS DEPARTMENT
MARVIN FLANIGAN, DIRECTOR
770-483-4411
Fax: 770-929-4292

City Of Conyers Occupational License

901 OKelly Street
Conyers, GA 30012

BL-00007298

RAYMOND ENGINEERING-GEORGIA, INC

1035 GREEN STREET / SUITE A, B, C

770-483-9592

ENGINEERING SERVICES

Mailing Address:

RAYMOND RAMOS
1035 GREEN STREET
SUITE A, B, C
CONYERS, GA 30012

License Number



Non-Transferable

Registration issued Monday, November 27, 2023

License Holder: **RAYMOND RAMOS**

THIS LICENSE EXPIRES: 12-31-2024

THIS LICENSE MUST BE DISPLAYED IN A CONSPICUOUS PLACE

901 OKelly Street ~ Conyers, GA 30012
www.conyersga.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/4/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Tabb Insurance Agency Inc. 2435 Wall Street, Suite 102 Conyers GA 30013		CONTACT NAME: Crystal Pulliam PHONE (A/C, No, Ext): 770-483-1800 FAX (A/C, No): 770-785-4185 E-MAIL ADDRESS: crystalpulliam@tabbinsurance.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Ohio Security Insurance Company	NAIC # 24082
		INSURER B: The Ohio Casualty Insurance Company	24074
		INSURER C: Hanover Insurance Company	22292
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 866121296 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			BKS58905837	5/1/2023	5/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PO/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BAS58938353	5/1/2023	5/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			USO58905837	5/1/2023	5/1/2024	EACH OCCURRENCE \$ 8,000,000 AGGREGATE \$ 8,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	XWS58905837	5/1/2023	5/1/2024	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional & Pollution Liab			LHA H315507	7/15/2023	7/15/2024	PER CLAIM/AGGREGATE \$ 3,000,000
A	Aviation Liability			BKS58905837	5/1/2023	5/1/2024	AGGREGATE/DED \$25,000 \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Blanket Additional Insured regarding General Liability (Primary & Non-Contributory) with Waiver of Subrogation regarding General Liability per form CG 88 10 04 13 COMMERCIAL GENERAL LIABILITY EXTENSION

Blanket Additional Insured regarding General Liability including Completed Operations per form CG 86 11 10/16 ADDITIONAL INSURED - AUTOMATIC STATUS WHEN REQUIRED IN CONSTRUCTION AGREEMENT WITH YOU - CONTRACTORS - COMPLETED OPERATIONS

General Liability Per Project Aggregate per form CG 88 70 12 08 CONSTRUCTION PROJECT(S) - GENERAL AGGREGATE LIMIT (PER PROJECT)

See Attached...

CERTIFICATE HOLDER	CANCELLATION
Insured Copy	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Crystal Pulliam</i>

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ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

AGENCY CUSTOMER ID: RAYMENG-01

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY The Tabb Insurance Agency Inc.		NAMED INSURED Raymond Engineering-Georgia Inc. 1035 Green Street Suite A Conyers GA 30012	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Blanket Additional Insured regarding Automobile Liability on a Primary & Non-Contributory basis with Waiver of Subrogation per form AC 85 01 06 18 BUSINESS AUTO COVERAGE ENHANCEMENT ENDORSEMENT.

Blanket Waiver of Subrogation regarding Workers Compensation per form WC 00 03 13 WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

Blanket Waiver of Subrogation regarding Umbrella per form CU 64 95 12 07 WAIVER OF SUBROGATION OF RECOVERY AGAINST OTHERS

ATTACHMENT A: ARCHITECT/ENGINEER CHECKLIST AND CERTIFICATION

The undersigned, hereby acknowledges having received **Request for Qualifications (RFQu) No. 24-752-023** for Project No. **N/A**; **Professional A/E Services** containing a full set of documents:

Owner's Project Specific Information

- Appendix B: Design Review-Minimum Submittal Requirements (10 pages)
- Appendix C1: Elementary School Educational Specifications (45 pages)
- Appendix C2: Middle School Educational Specifications (82 pages)
- Appendix C3: High School Educational Specifications (122 pages)
- Appendix D: DCSD 2020 Vision – Educational Specifications and Design Guidelines (85 pages)
- Appendix I: Continuing Contract for Professional Services (37 pages)

IMPORTANT NOTICE: The omission of any of the required items listed below shall cause the bid submission to be declared non-responsive and to be rejected.

Owner's Standard Forms:		Include with Proposal	Check Box to Confirm Inclusion
Attachment A	Architect/Engineer Checklist and Certification (2 pages)	YES	<input checked="" type="checkbox"/>
Attachment B1	Corporate Certificate (1 page)	B1 or B2 or B3 as applicable	<input checked="" type="checkbox"/>
Attachment B2	Partnership Certificate (1 page)		<input checked="" type="checkbox"/>
Attachment B3	Entity Certificate (1 page)		<input checked="" type="checkbox"/>
Attachment C	Design Professional Rate Schedule (5 pages)	YES	<input checked="" type="checkbox"/>
Attachment D	Offeror's and Individuals' Affidavit of Noncollusion (2 pages)	YES	<input checked="" type="checkbox"/>
Attachment E	Conflict of Interest Disclosure Affidavit (2 pages)	YES	<input checked="" type="checkbox"/>
Attachment F	Consent to Release Information (1 page)	YES	<input checked="" type="checkbox"/>
Attachment G	Immigration and Security Certification (2 pages)	YES	<input checked="" type="checkbox"/>
Attachment H	No Submittal Response Form (1 page)	N/A	
Other Requirements:		Include with Proposal	Check Box
Copy of Business License and Certificates		YES	<input checked="" type="checkbox"/>
Certificate of Insurance		YES	<input checked="" type="checkbox"/>
Electronic Version of bid documents		YES	<input checked="" type="checkbox"/>

Indicate **Addenda(s) Nos. 1 & 2 & 3** received (**none unless indicated here**). The Architect/Engineer is responsible for reading and understanding all sections of this RFQu, and affirms that the Architect/Engineer shall be bound by all of the terms and conditions contained in this RFQu.

DeKalb County School District
Professional Architectural/Engineering Services
December 14, 2023

RFQu No. 24-752-017
Project No. N/A
Page 2 of 2

Further, the undersigned, being duly sworn, states on oath that no disclosures of ownership have been withheld from the Board, that the information provided herein is current, and Architect/Engineer and its officers and employees have not entered into any agreement with any other Architect/Engineer or prospective Architect/Engineer or with any other person, firm or corporation relating to any prices or other terms named in this RFQu or any other RFQu, nor has it entered into any agreement or arrangement under which a person, firm or corporation is to refrain from responding to this RFQu.

Name of Architect/Engineer: Raymond Engineering- Georgia, Inc (Raymond)

Signature:  Printed Name: Michael Ramos

Title: President Date: 1/22/2024

Sworn to and subscribed before me this 22 day of January, 2024.

Notary Public:  My commission expires: 1/18/2027

(SEAL)

Jaylen Pope
NOTARY PUBLIC
Barrow County, GEORGIA
My Commission Expires 01/18/2027

THE DEKALB COUNTY SCHOOL DISTRICT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE INFORMALITIES.

ATTACHMENT B1: CORPORATE CERTIFICATE

STATE OF Georgia
COUNTY OF Barrow

I, Kimberly "Kim" Johnson, certify that I am the Secretary of the corporation named as offeror in the foregoing proposal; that Michael Ramos who signed said proposal on behalf of the offeror was then President of said corporation; that said proposal was duly signed for and in behalf of said corporation by authority of its Board of Directors, and is within the scope of its corporate powers; and that said corporation is organized under the laws of the State of Georgia.

Kim Johnson
[signature]

Kimberly "Kim" Johnson
[typed name]

Subscribed and sworn to
before me this 22 day of
January, 2024.



Jaylen Pope
Notary Public


Jaylen Pope
NOTARY PUBLIC
Barrow County, GEORGIA
My Commission Expires 01/18/2027

My Commission Expires:
1/18/2027

ATTACHMENT B2: PARTNERSHIP CERTIFICATE

STATE OF Georgia
COUNTY OF Barrow

On this 22 day of January, 2024, personally appeared Michael Ramos
_____, who executed the above proposal, and being first duly sworn,
deposes and says that he or she is a general partner in the firm of Raymond Engineering- Georgia, Inc (Raymond)
and that said firm consists of himself or herself and Raymond Ramos and that
he or she executed the foregoing proposal on behalf of said firm for the uses and purposes stated therein,
and that no one except the above named members of the firm have any financial interest whatsoever in said
proposed contract.



[Affiant's Signature]



Partner

Partner

Partner

Partner

Subscribed and sworn to
before me this 22 day of
January, 2024.

(seal)


Notary Public



Jaylen Pope
NOTARY PUBLIC
Barrow County, GEORGIA
My Commission Expires 01/18/2027

NOTE: If only one partner signs, a Power of Attorney executed by all other partners authorizing him or her to act in the name of the partnership must be attached; otherwise, all partners must sign.

ATTACHMENT B3: ENTITY CERTIFICATE

STATE OF Georgia

COUNTY OF Barrow 24

I, Kimberly "Kim" Johnson, certify that I am the Secretary of the entity named as offeror in the foregoing proposal; that Michael Ramos who signed said proposal in behalf of the offeror was then President of said entity; that said proposal was duly signed for and on behalf of said entity by due authority, and is within the scope of its legal powers; and that said entity is a Corporation organized under the laws of the State of Georgia.

Kim Johnson
[signature]

Kimberly Johnson
[typed name]

Subscribed and sworn to before me this 22 day of January, 2024.



Jaylen Pope
Notary Public

Jaylen Pope
NOTARY PUBLIC
Barrow County, GEORGIA
My Commission Expires 01/18/2027

My Commission Expires:
1/18/2027

ATTACHMENT C: DESIGN PROFESSIONAL RATE SCHEDULE

Project Name: Professional Architectural/Engineering Services

RFQu No: 24-752-017

Project No: N/A

RFQu Date: December 14, 2023

Page 1 of 5

DeKalb County Board of Education
Sam A. Moss Service Center
1780 Montreal Road
Tucker, Georgia 30084

In compliance with DCSD's Request for Qualifications, the undersigned Architect,

Raymond Engineering- Georgia, Inc (Raymond)

[legal name of Architect]

1035 Green Street SE, Suite A

Conyers, GA 30012

[address of Architect]

770-483-9592

[telephone number of Architect]

mike.ramos@raymondllc.com

[email address of Architect]

having carefully examined the site of the Project and the Owner's Criteria, and having carefully examined the proposed Continuing Contract Form for Professional Services between the DeKalb County Board of Education and the Architect; (Appendix I and the Owner's standard forms and other documents included in the Request for Qualifications and any Addenda thereto for **DCSD Project Nos. N/A Architectural/Engineering Services** proposes and agrees, if this proposal is accepted, to enter into a contract with the Owner in the exact form provided in the Request for Qualifications and to perform the Design Services and Work in conformance with the Contract Documents, in the time stated therein, for the Contract Price set forth below, and submits the following proposed compensations and fees and other matters set forth below:

- a. Please provide the hourly rates as required in Section 4.2. of the Agreement (Appendix I) in the following manner are indicated below. (These hourly rates will be added to the contract as Exhibit D for this project):

Title/Position	Hourly Rate
Principal:	\$ <u>350</u> per hour
Director:	\$ _____ per hour
Sr. Project Architect/Project Manager:	\$ <u>225</u> per hour
Project Architect:	\$ <u>175</u> per hour
Project Manager:	\$ <u>165</u> per hour
Project Coordinator:	\$ <u>110</u> per hour
Interior Designer:	\$ <u>100</u> per hour
Project Captain:	\$ _____ per hour
Technical Staff:	\$ <u>100</u> per hour
Contract Administrator:	\$ _____ per hour
Clerical:	\$ <u>75</u> per hour

Project Name: Professional Architectural/Engineering Services

RFQu No: 24-752-017

Project No: N/A

RFQu Date: December 14, 2023

Page 2 of 5

Estimator:	\$ _____ per hour
Scheduler:	\$ _____ per hour
Designer:	\$ _____ per hour
CADD:	\$ <u>100</u> per hour
Civil Engineer	\$ <u>125</u> per hour
Junior Civil Engineer	\$ <u>125</u> per hour
Civil Draftsman	\$ _____ per hour
Structural Engineer	\$ _____ per hour
Junior Structural Engineer	\$ <u>125</u> per hour
Structural Draftsman	\$ _____ per hour
Mechanical Engineer	\$ <u>125</u> per hour
Junior Mechanical Engineer	\$ <u>125</u> per hour
Mechanical Draftsman	\$ _____ per hour
Electrical Engineer	\$ <u>125</u> per hour
Junior Electrical Engineer	\$ <u>125</u> per hour
Electrical Draftsman	\$ _____ per hour
Fire Protection Engineer	\$ _____ per hour
Junior Fire Protection Engineer	\$ _____ per hour
Fire Protection Draftsman	\$ _____ per hour
FF&E Coordinator	\$ _____ per hour
Others as appropriate	\$ _____ per hour

- b. Please provide a list of Design Professional's senior staff, subconsultants and subcontractors who will be assigned to provide the services required under this contract. This list will be included as Exhibit C in the contract.

<u>NAME</u>	<u>FUNCTION</u>
<u>Larry Preiss</u>	<u>Program Management</u>
<u>Christopher Moody</u>	<u>Project Management</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Civil: Clay Reichert
Structural: John "Joe" Smith
Mechanical: Matthew Brewer
Plumbing: Ashritha "Ash" Nookala
Electrical: Floyd Keels & Joseph "Joe" Powell
Kitchen Consultant: _____

- c. The undersigned Architect hereby acknowledges receipt of the following Addenda:
[insert the number and date of each Addendum; if none, insert "None"]
Addendum #1: 1/8/2024, Addendum #2: 1/12/2024, Addendum #3: 1/24/2024Ra
- d. The Architect understands that the Owner reserves the right to reject any or all Proposals, and to waive any technicalities or informalities.
- e. The Architect agrees that this Proposal may not be withdrawn for a period of one hundred and twenty (120) calendar days after the date and time fixed for receiving said Proposals.
- f. The undersigned Architect agrees that if it is notified in writing by mail, telegraph, facsimile or hand-delivery of the acceptance of this Proposal, via Notice of Award or otherwise, within ninety (90) calendar days after the date and time fixed for receiving said Proposals, the undersigned Architect will execute, within five (35 business days of the date of the notice, a contract for the Design Services and the Work in accordance with the Request for Qualifications in the exact form provided therein for the Contract Price as agreed upon by the Owner and Architect.
- g. The undersigned Architect agrees to commence the Design Services under the Owner's form of contract after its receipt of a written Work Authorization from the Owner.

By submission of the Proposal, Architect represents and warrants that:

- (1) Architect has read and understands the Proposal Documents and the Proposal is made in accordance therewith;
- (2) Architect has read and understands the bidding or proposal documents or contract documents for other portions of the Project, if any, being bid or offered concurrently or presently under construction, to the extent that such documentation relates to the Design Services or the Work for which the Proposal is submitted;
- (3) the Proposal is based upon furnishing all of the Design Services and the Work, and other things required by the Proposal Documents; and
- (4) all facts stated in the Proposal are true and correct.

Project Name: Professional Architectural/Engineering Services

RFQu No: 24-752-017

Project No: N/A

RFQu Date: December 14, 2023


Page 4 of 5

By submission of this Proposal, the Architect certifies that this Proposal has been derived independently, without consultation, communication or agreement as to any matter relating to this Proposal with any other Architect or with any competitor. The Architect hereby certifies that this Proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same Project and is in all respects fair and without collusion or fraud. The Architect agrees to abide by all conditions of the Request for Proposal.

Respectfully submitted,

Raymond Engineering- Georgia, Inc (Raymond)

[typed name of Architect]

By:  [seal]

[signature]



Michael Ramos, President

[typed name and title]

1035 Green Street SE, Suite A, Conyers, GA 30012

[address of Architect]

(770) 483-9592

[business telephone number]

January 22, 2024

[date of execution]

[If the Architect is a joint venture, utilize the following page of this proposal form for signatures.]

ATTACHMENT D: OFFEROR'S and INDIVIDUALS' AFFIDAVIT OF NONCOLLUSION

(This affidavit to be executed in accordance with O.C.G.A. § 36-91-21(e))

STATE OF Georgia

COUNTY OF Barrow

COMES NOW, Raymond Engineering- Georgia, Inc (Raymond) ("Offeror"),
[Name of Offeror]

appearing by and through Michael Ramos, its President
[insert name of individual with authority to bind Offeror] *[title]*

(averring both individually and in his or her representative capacity on behalf of Offeror) (the "Individual and Representative Affiant"), and

[in these blanks insert the names of all those required to give the oath under O.C.G.A. § 36-91-21(e)]

(collectively, the "Individual Affiants"), and each of the Individual And Representative Affiant and the Individual Affiants, after first being duly sworn, deposes and says that:

1. He, she or it, as applicable, has not directly or indirectly violated subsection (d) of the Official Code of Georgia Annotated Section 36-91-21, which subsection provides as follows:

(d) Whenever a public works construction contract for any governmental entity subject to the requirements of this chapter is to be let out by competitive sealed bid or proposal, no person, by himself or herself or otherwise, shall prevent or attempt to prevent competition in such bidding or proposals by any means whatever. No person who desires to procure such work for himself or herself or for another shall prevent or endeavor to prevent anyone from making a bid or proposal therefor by any means whatever, nor shall such person so desiring the work cause or induce another to withdraw a bid or proposal for the work.

2. If the Offeror is a partnership, then the Individual and Representative Affiant, together with the Individual Affiants, constitute all of the partners and any officer, agent or other person who may have represented or acted for them in bidding or proposing for or procuring the contract for the DeKalb County Board of Education Professional Architectural/Engineering Services (the "Project").

3. If the Offeror is a corporation or other entity, then the Individual And Representative Affiant,

together with the Individual Affiants, constitute all officers, agents, or other persons who may have acted for or represented the corporation or other entity in bidding for or procuring the contract for the Project.

Further, the Individual And Representative Affiant and the Individual Affiants sayeth not.

This 22 day of January, 2024


Raymond Engineering- Georgia, Inc (Raymond)

[insert name of Offeror]

and

Michael Ramos

[insert name of Individual And Representative Affiant]

By: , both individually and on behalf of Offeror as its


[signature]

President

[insert title]

Individual Affiants' signatures and names:

x 
Name:


x 
Name:

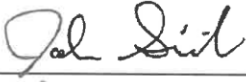
x Nathan J Pollock
Name:

x Joseph A. Keebler
Name:

x 
Name:

x 
Name:


x 
Name:

x 
Name:

x 
Name:

x 
Name:

x Randall Rauer
Name:

x 
Name:

x 
Name:

x 
Name:

Sworn to and subscribed before me this 22 day of January, 2024.

Notary Public:  My commission expires: 1/18/2027

(SEAL)

Jaylen Pope
NOTARY PUBLIC
Barrow County, GEORGIA
My Commission Expires 01/18/2027

ATTACHMENT E: CONFLICT OF INTEREST DISCLOSURE AFFIDAVIT

I HEREBY CERTIFY, UNDER OATH, that

1. I (*Printed Name*), Michael Ramos am the (*Title*)
President and I am the duly authorized
representative of the firm of (*Firm Name*) Raymond Engineering- Georgia, Inc (Raymond)
(the "Firm") for purposes of this
Affidavit, whose address is (*Firm Address*) 1035 Green Street SE, Suite A
Conyers, GA 30012, and I possess the legal authority to make this Affidavit on
behalf of myself and the Firm, as follows:

2. The following employee(s), officer(s) or agent(s) of the Firm (collectively, "Firm Representative") is/are related, by blood or marriage, to an employee, agent or Board Member of the DeKalb County Board of Education (collectively, "Owner Representative"), as indicated below:

<u>Firm Representative</u>	<u>Owner Representative</u>	<u>Relation</u>
<u>NONE</u>	<u>NONE</u>	<u>NONE</u>
<u>NONE</u>	<u>NONE</u>	<u>NONE</u>
<u>NONE</u>	<u>NONE</u>	<u>NONE</u>
<u>NONE</u>	<u>NONE</u>	<u>NONE</u>
<u>NONE</u>	<u>NONE</u>	<u>NONE</u>

3. Except as listed below under "EXCEPTIONS", neither the Firm nor any Firm Representative have any conflicts of interest, whether real or potential, due to kinship, ownership, other clients, other contracts, interests, or otherwise concerning the DeKalb County Board of Education, the Project, or any Owner Representative:

EXCEPTIONS (*fully disclose and completely explain*)

[Continued on Next Page]

4. This disclosure is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid, proposal or qualification statement for the same contract or project and is in all respects without collusion or fraud.

Wherefore, the foregoing disclosure is fully complete and true, and may be relied upon by the DeKalb County Board of Education:

Signature:  _____

Printed Name: Michael Ramos

Firm Name: Raymond Engineering- Georgia, Inc (Raymond)

Date: January 22, 2024

Sworn to and described before me this 22 day of January

Personally known: Michael Ramos

OR Produced Identification: _____

Type of Identification: _____

Notary Public – State of Georgia

My Commission Expires 1/18/2027

Affix Notary Seal Here:

Jaylen Pope
NOTARY PUBLIC
Barrow County, GEORGIA
My Commission Expires 01/18/2027

ATTACHMENT F: CONSENT TO RELEASE INFORMATION

The undersigned, having submitted a competitive sealed Proposal to the DeKalb County Board of Education in respect of a local government entity public works construction project (or being a partner in a joint venture that has submitted such proposal), hereby authorizes any person or entity having in its possession, custody or control any information regarding the undersigned to fully disclose and make available such information to the DeKalb County Board of Education, its agents, attorneys and other representatives.

This 22 day of January, 2024.

Raymond Engineering- Georgia, Inc (Raymond)

[Printed name of person or entity consenting to release of information]

By: 

Printed name: Michael Ramos

Printed Title: President

ATTACHMENT G: IMMIGRATION AND SECURITY CERTIFICATION

If you are providing service, performing work, or delivering goods to the DeKalb County Board of Education/DeKalb County School District including, but not limited to schools, warehouses and central offices, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized, and submitted with your bid/proposal. Failure to provide this document with your bid/proposal will result in the disqualification of the bid/proposal.

- 1) Offeror/Bidder shall at all times comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A. § 13-10-90 et. seq.
- 2) In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. § 13-10-90 et. seq. (collectively the "Act"), the Offeror **MUST INITIAL** the statement applicable to Offeror below:

(a) MR **(Initial here)**: Offeror declares under penalties of perjury that, Offeror has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program under the federal work authorization user identification number issued on the date of authorization below; will continue to use the authorization program throughout the contract period; Offeror further warrants and agrees Offeror shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq. **[Offerors who initial (a) must attach and return a signed, notarized Contractor Affidavit and Agreement with the Contract if awarded];**

or

(b) _____ **(Initial here)**: Offeror/Bidder warrants that he/she does not employ any other persons, and he/she does not intend to hire any employees or to perform the Contract. **[Offerors/Bidders who initial (b) must attach and return a signed, notarized Affidavit of Exception with the Contract if awarded];**

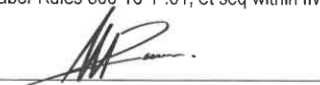
or

(c) _____ **(Initial here)** Offeror/Bidder is an individual who is licensed pursuant to Title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for services to be rendered by such individual and thus does not have to provide an affidavit.

- 3) MR **(Initial here)** Offeror/Bidder will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides Offeror/Bidder with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.
- 4) MR **(Initial here)** Offeror/Bidder agrees that, if Offeror/Bidder employs or contracts with any sub-contractor in connection with the covered contract under the Act and DOL Rules 300-10-1-.01,

et seq that Offeror/Bidder will secure from each sub-contractor at the time of the contract the sub-contractor's name and address, the employee-number applicable to the sub-contractor, the date the authorization to use the federal work authorization program was granted to sub-contractor; the subcontractor's attestation of the subcontractor's compliance with the Act and Georgia Department of Labor Rule 300-10-1-.01, et seq.; and the subcontractor's agreement not to contract with sub-subcontractors unless the sub-subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.

- 5) MR **(Initial here)** Offeror/Bidder agrees to provide the DeKalb County School District with all affidavits of compliance as required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rules 300-10-1-.01, et seq within five (5) business days of receipt.

 _____ Signature	<u>January 22, 2024</u> _____ Date
<u>71554</u> _____ EEV/Basic Pilot Program User Identification Number	<u>12/2007</u> _____ Date of Authorization

Firm Name: Raymond Engineering- Georgia, Inc (Raymond)
Street/Mailing Address: 1035 Green Street SE, Suite A, Conyers, GA 30012
City, State, Zip Code: Conyers, Georgia 30012
Telephone Number: 770-483-9592
Email Address: mike.amos@raymondllc.com

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
22 DAY OF January, 2024



Notary Public

My Commission Expires: 1/18/2027

Jaylen Pope
NOTARY PUBLIC
Barrow County, GEORGIA
My Commission Expires 01/18/2027

EXHIBIT “H”

**MANDATORY ADDENDUM TO THE
OWNER/DESIGN PROFESSIONAL AGREEMENT
(DESIGN AND SUPERVISION OF A STATE-FUNDED CAPITAL OUTLAY CONSTRUCTION
PROJECT ONLY)**

The Owner may use any form of agreement mutually agreed upon by the Owner and Architect to contract for the Architect’s Services for any project funded in whole or in part with State Capital Outlay Funds provided by the Georgia Department of Education (“GaDOE”); provided, however, that this Mandatory Addendum must and shall be incorporated into the Owner and Architect’s selected form of agreement on any such State Capital Outlay Funded project. In the event of a conflict or inconsistency between the terms and conditions of the selected form of agreement and this Mandatory Addendum, the terms and conditions of this Mandatory Addendum shall prevail and govern over conflicting or inconsistent terms and conditions of the selected form of agreement. This Mandatory Addendum shall not be modified without prior written consent of the GaDOE. THE GaDOE SHALL NOT RELEASE ANY STATE CAPITAL OUTLAY FUNDS FOR AN APPROVED CAPITAL OUTLAY PROJECT IF THIS MANDATORY ADDENDUM IS NOT MADE A PART OF THE OWNER/ARCHITECT CONTRACT.

1. For purposes of this Mandatory Addendum, notwithstanding terminology used in the Owner/Architect Contract, the following terms are defined to mean:
 - a. “Architect” shall be the architect, engineer, or architect/engineer, whether individually or as a firm or other legal entity, engaged to perform the Architect’s Services.
 - b. “Architect’s Services” shall be the scope of the Architect’s services for the Project set forth in the Contract, including the services and requirements set forth in this Mandatory Addendum.
 - c. “Owner” shall be the Local Board of Education that is engaging the Architect to perform the Architect’s Services for the Project.
 - d. “Contract” shall be the form of agreement between the Owner and the Architect, to which this Mandatory Addendum is attached and is a part, and shall set forth the Architect’s Services for the Project.
 - e. “Project” shall be the Project for which the Architect’s Services are engaged and performed pursuant to the Contract.
 - f. “Program” shall be the Owner’s policies, purposes, concepts, goals and objectives, and design, construction, scheduling, budgetary or operational needs, restrictions, or requirements for the Project.
 - g. “Stated Cost Limitation” shall be the maximum amount that the Owner is authorized to spend to construct the Project as determined and established by the Owner.
 - h. “Record Plans and Specifications” shall be the as-built plans and specifications including, but not limited to, actual location of utility lines, and any approved change orders.

2. The Architect agrees not to assign or transfer any interest or rights in the Contract to any person or entity without the advanced written consent of the Owner. The Architect agrees to utilize the design and management team represented to the Owner and agrees that no substitutions, additions, or deletions to this team shall occur without the advanced written

consent of the Owner. The Owner agrees to provide a response to the Architect within 14 days of any such request by the Architect.

3. Prior to beginning the "Preliminary Plans and Specifications," the Architect shall first consult in detail with the Owner to determine and understand the Owner's Program. Within 10 days of such consultation, the Architect shall prepare and submit to the Owner a written report detailing and confirming the Architect's understanding of the Owner's Program. The Architect's report must include, but is not limited to, the identification of any design, construction, scheduling, budgetary, operational, or other issues, problems or impediments foreseen by the Architect concerning the Project, the Program, or both. The Architect's report should include proposed solutions or recommendations, for the Owner's consideration, to resolve, eliminate, minimize or mitigate any such issues, problems or impediments. The Architect's report shall also include any applicable educational specifications and GaDOE requirements.
4. The Architect shall obtain written authorization from the Owner before proceeding with each next stage of Architect's Services, including the "Preliminary Plans and Specifications," the "Check Set Plans and Specifications," and the "Final Plans and Specifications," as defined in "Guidelines for Submission of Documents for Review of Planning, Bidding, and Construction of Educational Facilities" (as may be amended from time to time, always using the most recently published edition).
5. The Architect agrees to comply with all applicable federal, state and local laws, codes and ordinances in the design of the Project. The Architect also agrees to comply with all applicable GaDOE rules and guidelines and to make required submittals in a timely manner to GaDOE's Facility Services Unit. The Architect shall respond to GaDOE's Facility Services Unit review report comments in a timely fashion so as to ensure that the review process may proceed orderly, efficiently and does not impede the Project or the Program.
6. The Architect assumes full responsibility to the Owner for the acts and omissions of the Architect and the Architect's consultants, subconsultants and employees in connection with the Contract, the Project and the Program.
7. The Architect agrees to design the Project within the Owner's budgetary limits and consistent with the Owner's Program for the construction of the Project which shall be referred to as the **Stated Cost Limitation**, as follows:

The **Stated Cost Limitation** for the Project shall be \$_____, which is composed of:

State Capital Outlay Funds in the amount of \$_____, and

Required Local Funds in the amount of \$_____, and

Additional Required Local Funds in the amount of \$_____.

8. The Architect shall provide reasonably reliable cost estimates to the Owner at the following design stages: (1) Preliminary Plans and Specifications stage, (2) 65% completion stage, and (3) Check Set Plans and Specifications stage (95% completion).

9. In the event the Architect's final project cost estimate (at Check Set Plans and Specifications stage) exceeds the **Stated Cost Limitation** for the Project, the Owner may require the Architect, at no additional cost to the Owner, to consult with the Owner and to revise the design so as to enable the Owner to obtain a final cost for the Project at or below the **Stated Cost Limitation**. The Architect acknowledges and agrees that the **Stated Cost Limitation** shall not be exceeded except as provided herein; provided, however, the Architect further acknowledges and agrees that budgetary limitations are never a justification for breach, disregard or circumvention of sound principles of architectural and engineering design. Therefore, the Architect shall take no calculated risks in the design of the Project. The Architect agrees that, in the event that the Architect determines that the Project cannot be designed so as to be fully and finally constructed within the **Stated Cost Limitation** and in keeping with sound principles of design, the Architect will give written notice of such determination immediately, and in no event more than seven (7) days after the Architect makes such a determination, to the Owner and to the GaDOE Facilities Services Unit.
10. The **Stated Cost Limitation** may be amended by written mutual agreement signed by the Owner and the Architect at any time after the Contract between the Architect and Owner is executed. Prior to such amendment, the Architect shall provide the Owner with reliable and verifiable evidence through either internal-Architect estimates, third party estimates, materials supplier quotes, or other industry best management practices standards to establish that an increase in the **Stated Cost Limitation** is warranted and justifiable. The Owner reserves the right to request additional supporting documentation substantiating the need to increase the **Stated Cost Limitation**. The Owner reserves and has the right, in its sole discretion, to refuse to increase the **Stated Cost Limitation**.
11. All plans, specifications, design calculations, designs, drawings, or other documents or data produced pursuant to the Contract by the Architect, or the Architect's consultants, subconsultants, or employees shall be the sole property of the Owner regardless of the stage in which the development of the design has progressed, and shall be delivered to the Owner upon request. The Owner shall retain all ownership rights with regard to such plans, specifications, design calculations, designs, drawings, or other documents or data produced pursuant to the Contract.
12. The Architect shall provide and maintain Professional Liability Insurance at all times this Contract is in effect and for a period of six (6) years after execution by the Architect of the "Certificate of Final Completion" indicating final completion of the Project, with a minimum level of coverage as described herein below. Said coverage shall be written by an insurer licensed to do business in the State of Georgia and acceptable to the Owner.

Before the Owner executes the Contract, the Architect shall provide the Owner and the GaDOE Facility Services Unit with a valid Certificate of Insurance showing that the Architect is then insured with Professional Liability (Errors and Omissions) Insurance with limits not less than the following:

- i. With minimum limits per claim of 20% of the stated cost limitation set forth in the Work Authorization but not less than the minimum limits of \$2,000,000 per claim coverage, \$2,000,000 aggregate.
- ii. Workmen's Compensation and Employer's Liability to statutory limits.

- iii. Comprehensive Commercial General Liability (“CGL”) including Owner’s & Contractor’s Protective with the following limits;
 - (a) General Aggregate: \$2,000,000, which shall apply on a per-project basis;
 - (d) Products and Completed Operations Aggregate: \$1,000,000;
 - (e) Personal & Advertising Injury: \$1,000,000;
 - (g) Each Occurrence: \$1,000,000;
 - (h) Fire Damage (Any one fire): \$50,000; and,
 - (i) Medical Expense (Any one person): \$5,000.
- iv. Automobile Liability (owned, non-owned, hired) with combined single limit of \$2,000,000 annual aggregate, \$1,000,000 per occurrence.

For such period of time that Professional Liability insurance is required for the Project, as set forth above, the Architect shall provide the Owner with an updated or renewed Certificate of Insurance at least annually, or more frequently if requested by the Owner, showing the required coverage and limits of coverage remain in place.

- 13. The Architect shall carefully inspect the work of the Contractor within 24 hours of the Owner’s request, and shall also, **at a minimum, inspect work at the Project site** _____, and in any event, no less frequent than once per month. At least once per month, the inspection shall be performed by an architect or engineer licensed in the State of Georgia. The purpose of such inspections, among other things, shall be to determine the quality and quantity of the work in comparison with the requirements of the contract documents for the Project. In performing such inspections, the Architect shall advise the Owner of: deficient or defective work; real or potential delays in the schedule or the work of the Project; and, requests for payment by the Contractor which could constitute overpayment for work not yet performed or completed. Within three (3) days of each site visit, the Architect shall submit a written report of such site visit which, in addition to the information required by the preceding sentence, shall include and convey any relevant information, comments or recommendations to the Owner.
- 14. The Architect shall provide Owner a set of “Record Plans and Specifications” within thirty (30) days after execution by the Architect of the “Certificate of Substantial Completion.” Such “Record Plans and Specifications” shall include any authorized change orders, actual locations of all utility lines, and any other appropriate information. The drawings shall be presented in a Computer Aided Drafting (CAD) format or other format of the Owner’s choice, and the specifications shall be presented in a word processing format of the Owner’s choice.
- 15. The Contract executed between the Owner and the Architect, to which this Mandatory Addendum is a part, shall include a provision for the termination of the Architect’s Services (or be deemed to include this Paragraph 15) giving the Owner the rights of (1) termination of the Architect’s Services with cause and (2) termination of the Architect’s Services without cause. In the event of termination, the Owner shall pay the Architect for the reasonable value of the Architect’s Services performed by the Architect prior to the termination. Payment for the Architect’s Services rendered prior to termination shall be based on statements properly submitted by the Architect to the Owner and supported by time sheets, invoices and such other supporting documentation that the Owner may

reasonably require; provided, however, that in no event shall the total payment to the Architect exceed an amount equal to the percentage of completion of the Architect's Services for the Project at the time of termination.

16. The Architect shall be responsible for the timely submittal and completion of all forms required by GaDOE and shall respond to GaDOE comments on submittals within twenty-one (21) days of receipt of GaDOE comments. Such forms may be obtained from the Facilities Services Unit, Georgia Department of Education, 1670 Twin Towers East, 205 Jesse Hill Jr. Drive, SE, Atlanta, Georgia 30334. At the close of the Project, the Architect shall submit an "**Architectural Certification**" form, as provided by the GaDOE, to the Owner. Unless the Architect's services are terminated by the Owner before final completion of the Project, the completion and submittal of this form is required prior to the Owner's release of the final payment to the Architect.
17. All architectural plans and specifications shall bear the signature and seal of the Architect, which shall be licensed to practice in the State of Georgia. Civil, survey, structural, electrical, and mechanical plans and specifications shall bear the signature and seal of the respective engineer, who shall be licensed to practice in the State of Georgia.
18. A fully executed copy of the Contract between the Owner and the Architect, including a completed copy of this Mandatory Addendum, must be filed with the GaDOE Facilities Services Unit.

OWNER:

DEKALB COUNTY BOARD OF EDUCATION

By: 
[Signature]

Mr. Dijon DaCosta, Sr., Board Chairperson
[Printed Name, Title]

By: 
[Signature]

Dr. Devon Q. Horton, Superintendent
[Printed Name, Title]

1701 Mountain Industrial Blvd.

Stone Mountain, Georgia 30083
[Printed Address]

6-25-24
[Date of Execution]

ARCHITECT:

Raymond Engineering-Georgia, Inc.

By: 
[Signature]

Larry Preiss, PMP
[Printed Name]

Director of Project Management
[Title]

1035 Green Street SW

Conyers, GA 30012
[Printed Address]

6/4/2024
[Date of Execution]

EXHIBIT "I"

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. 13-10-91, and attests **under oath** that:

(1) the individual, firm, or corporation ("Contractor") which is contracting with the DeKalb County Board of Education has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91, as amended. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

(2) Contractor's correct user identification number and date of authorization is set forth herein below.

(3) Contractor agrees that the Contractor will not employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the DeKalb County Board of Education, unless at the time of the contract said subcontractor:

(a) is registered with and participates in the federal work authorization program;

(b) provides Contractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and

(c) agrees to provide Contractor with notice of receipt and a copy of every sub-subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the sub-subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

Contractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification to the DeKalb County Board of Education at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

(4) Contractor further agrees to and shall provide DeKalb County Board of Education with copies of all other affidavits or other applicable verification received by Contractor (i.e.: sub-contractor affidavits and all other lower tiered affidavits) within five (5) days of receipt.

71554
EEV/Basic Pilot Program User Identification Number

12/2007
Date of Authorization

If an applicable Federal work authorization program as described above is used, other than the EV/Basic Pilot Program, please identify the program.

RAYMOND ENGINEERING - GEORGIA, INC
Company Name / Contractor Name

5/23/24
Date

[Signature]
BY: Signature of Authorized Officer or Agent

5/23/24
Date

DIRECTOR OF PROJECT MANAGEMENT
Title of Authorized Officer or Agent of Contractor

LARRY PREISS
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
23rd DAY OF May, 2024

Kim Johnson
Notary Public

My Commission Expires: 11/27/2025

Kim Johnson
NOTARY PUBLIC
Rockdale County, GEORGIA
My Comm. Expires
11/27/2025

EXHIBIT "J"

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, and attests **under oath** that:

(1) the undersigned individual, firm or corporation ("Subcontractor") is engaged in the physical performance of services under a contract with _____ (*name of Contractor*), which has a contract with the DeKalb County Board of Education.

(2) Subcontractor has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

(3) Subcontractor's correct user identification number and date of authorization is set forth herein below.

(4) Subcontractor agrees that the Subcontractor will not employ or contract with any sub-subcontractor(s) in connection with the physical performance of services pursuant to this subcontract or the contract with the DeKalb County Board of Education, unless said sub-subcontractor:

(a) is registered with and participates in the federal work authorization program;

(b) provides Subcontractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and

(c) agrees to provide Subcontractor with notice of receipt and a copy of every sub-subcontractor Affidavit or other permissible verification procured by sub-subcontractor at the time the sub-subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

Subcontractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such sub-subcontractor Affidavit or other applicable verification to the Contractor at the time the sub-subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

EEV/Basic Pilot Program User Identification Number

Date of Authorization

If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

BY: Signature of Authorized Officer or Agent

Date

(Subcontractor Company Name)

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

Notary Public
My Commission Expires:_____