

Architectural Services

2021 Capital Improvement Program

Request for Proposal Number:

RFP 26-011

Renovations to Burdell-Hunt Magnet of Communicative Arts – Elementary School

Procurement Department
Bibb County School District
4580 Cavalier Drive
Macon, GA 31220
Phone: 478 779-3522

E-mail: Elaine.Wilson@bcsdk12.net

Release of RFP: 08/22/2025

Pre Bid Date: 09/03/2025 @ 9 am, EST

Questions Due: 09/10/2025 @ 8 am, Est.

Close Date: 09/23/2025 @ 9 am, EST.

Proposals will be due

09/23/2025 @ 09:00 AM, EST

VIA EUNA PROCUREMENT ONLY

Mandatory Pre-Proposal Conference will be held on

09/03/2025 at 09:00 AM,

4580 Cavalier Drive, Macon, GA 31220

Request for Proposal (RFP) for Architectural Services

1. The Bibb County School District (the District) is soliciting competitive sealed proposals from architectural firms (proposers) to provide architectural services outlined in the “Scope of Services” section of this request. This RFP includes architectural services for the design for the renovation of Burdell-Hunt Magnet of Communicative Arts, Elementary School.

2. **Objective and Background:**

The District intends to perform renovations to Burdell-Hunt Magnet of Communicative Arts, Elementary School. This facility is located at 972 Fort Hill Street, Macon, GA 31217 .

The estimated anticipated start date for the renovation project is May 28, 2026.

3. **Scope of Services:**

The District is requesting full architectural services for developing specifications, programming, design, cost estimating, preparation of construction documents, reproduction costs, bidding, bid evaluation, construction administration, periodic inspections by engineers employed by the architect, final inspection, and project acceptance. The design firm must have extensive experience in the design of School Facilities. The anticipated bid date for this project is 09/23/2025 . The District requests that the successful architectural firm provide a full range of professional services, exclusive of soils tests and special inspections, to assist in the successful completion of the project. The District will assume that all costs to accomplish these goals are included in the proposer’s response to the RFP.

4. **Compensation for Services (Fee):**

The District intends to enter into a professional services contract with the successful architectural firm. Compensation for the design phase will be based on a percentage of the cost of the work or the stated cost limitation, whichever is less, for the necessary conferences, the preparation of estimates, preliminary studies, preliminary plans and specifications, the completion of working drawings, detailed specifications, large-scale and full-size detail drawings, and the drafting of advertisements for bids, as will be more detailed in the design services agreement. Compensation for construction administration will be based on a percentage of the cost of the work or the stated cost limitation, which is less, for administering the construction of the work, including the general administration of the business relating to the contract, the issuance of certificates of payment, keeping of accounts, and approval of materials, equipment, and apparatus used in the work, as will be more detailed in the design services agreement. The architect shall exercise use of powers to require that the contractor complies with the contract documents and other requirements set forth in the design services agreement, construction contract, and construction documents.

5. **Evaluation Criteria and Selection Procedures:**

- a. Percentage fee proposed for design and contract administration.

- b. Proposed schedule for completing the design documents. Include all phases of design, including, but not limited to, appropriate timelines for Owner review and approval of each design phase.
- c. Design team's experience designing similar types of projects (experience requested below should be specific to this type of project).
 - i. Experience of the architectural firm in designing the renovation of similar school facilities.
 - ii. Experience of staff members that would be assigned to this project designing the renovation of similar school facilities.
 - iii. Experience of consultants that would be utilized for this project designing the renovation of school facilities. If no consultants will be used, list the in-house staff that will be used for each component of the design for this project.
- d. Design approach & methodology.
 - i. Provide a quick narrative and/or illustration showing the design approach and methodology that would be recommended for this project. Provide a list of benefits and advantages that would be realized as part of this design approach and methodology.

An evaluation team selected by the District's Superintendent, or his designee, will evaluate proposals received, select the apparent successful proposer(s), negotiate with the architectural firm(s) to establish the value of compensation and other relevant issues, and recommend a mutually acceptable contract(s) to the Superintendent and the Bibb County Board of Education for final approval.

6. General Conditions for Proposals:

Failure to read the Request for Proposal and comply with its instructions will be at the architectural firm's own risk.

All prices and notations must be printed in ink or typewritten. Errors may be crossed out and corrections printed in ink or typewritten, adjacent to the corrected error. The person signing the proposal must initial all corrections in ink.

Corrections or modifications received after the closing time in this RFP will not be accepted.

The proposal must be signed by a designated firm representative or officer who is authorized to bind the architectural firm contractually. Submission of a signed proposal to the District will be interpreted to indicate the architectural firm's willingness to comply with all terms and conditions set forth herein.

7. **Proposal Submission:**
The bid is due VIA EUNA PROCUREMENT ONLY, please DO NOT send an EMAIL.

8. **Award:**

The District reserves the right to reject all proposals. The District also reserves the right to waive any irregularity, informality, or technicality in the proposals in its best interest, and is not obligated to award a contract based upon the lowest priced submission. If terms cannot be mutually agreed upon, the District may enter into negotiations with another architectural firm.

9. **Written Agreement:**

The successful architectural firm will be required to enter into an owner-architect agreement in the form of STANDARD FORM OF CONTRACT FOR ARCHITECTURAL SERVICES BETWEEN THE BIBB COUNTY BOARD OF EDUCATION AND THE ARCHITECT, as amended by the BCSD.

10. **Omissions:**

Should the RFP not contain sufficient information for the proposer to obtain a clear understanding of the services required by the District, or should it appear that the instructions outlined in the RFP are not clear or are contradictory, then the architectural firm may obtain written clarification from the Director of Procurement, Dr. Elaine Wilson-Beverly (elaine.wilson@bcsdk12.net) at least 72 hours prior to the required time and date for proposal submission. The architectural firm shall include a copy of the written clarification with its submission.

11. **Additional Information:**

For additional information regarding the services specified in this request for proposal, contact the Director of Procurement, Dr. Elaine Wilson-Beverly (elaine.wilson@bcsdk12.net), 4580 Cavalier Drive, Macon, Georgia, 31220, Phone 478-779-3522

A mandatory pre-proposal conference will be held on 09/03/2025 @ 09:00 in the offices of the Distribution Center located at 4580 Cavalier Drive, Macon, Georgia 31220 to provide an opportunity for questions and further discussion of the project. Attendance at this conference is **mandatory** for those submitting proposals.

12. **Cost of Developing Proposals:**

All costs related to the preparation of the proposal, and any related activities are the sole responsibility of the proposer. The District assumes no liability for any costs incurred throughout the entire selection process.

13. **Proposal Ownership:**

All proposals, including attachments, supplementary materials, renderings, sketches, and other information, shall, upon submission, become the property of the District and will not be returned to the proposer.

14. Non-Collusion:

The architectural firm guarantees that the proposal submitted is not a product of collusion with any other offeror and no effort has been made to include a false or sham proposal price or to include a false or sham overhead, profit, or cost estimate in its proposal.

15. Utilization of Minority and Small Business Enterprise:

The BCSD encourages the use of small, local, and minority consultants in all projects to the extent such firms are available and qualified to provide the services required.

16. Addenda:

Offerors are notified that they must thoroughly examine proposal documents together with addenda thereto issued prior to the receipt of proposal.

Any addenda issued in writing during the time of solicitation shall be included in the proposal, and each will be incorporated in the subsequent contract. All addenda must be acknowledged with the proposal. Failure to acknowledge addenda may result in the rejection of your firm's proposal.

If any person or firm contemplates submitting a proposal and is in doubt as to the meaning of any part of the solicitation documents, they may submit a written request to the Director of Procurement Department for interpretation. Requests must be submitted in writing not-less-than 72 hours prior to the proposal due date/time and addressed to the Director of Procurement. Written requests may be submitted via e-mail to: elaine.wilson@bcsdk12.net

Interpretations of proposal documents will be made by addenda only. The BCSD will not be responsible for any other interpretations or explanations.

17. Detailed Scope of the Project:

Scope of Work for the renovation of Burdell-Hunt Magnet of Communicative Arts, Elementary School Renovations. It is the intent of the BCSD to have a high-performance building with sustainable design. The program development services for this project shall begin immediately upon acceptance of this proposal. Design must be completed by _____, and a plan must be submitted, in order for construction to begin by **May 28, 2026**. Construction must be completed no later than **July 22, 2026**. The program for the design should include the following:

Scope of Work: Burdell-Hunt Magnet of Communicative Arts, Elementary School

HVAC

- All wall hung units - replace
- All Split systems - replace
- Three (3) ERUs - replace
- All exhaust fans - replace

Plumbing

- Exterior drains back to building to be scoped
- Flush Valves – Zurn, manual, 1.75-gallon flush
- Sinks – drop-ins with Moen 8848 or Delta 87T105 mechanical metered faucets – replace all
- Urinals – Sloan w/screens – replace all
- Toilets – replace all; cap off check valves in wall; American Standard Madera – flanges are good and do not need to be replaced
- Add exhaust fans in restrooms

Electrical

- Lighting in common areas – replace all – center basket type
- Generator – 50 kW
- Main switch gear – replace
- Gymnasium Lights – replace all
- Wall pack lights – exterior w/timer
- Flag Pole Lights – replace

Carpentry

- Paint – entire building – interior and exterior (gables, trim, etc.)
- Flooring and cove base – replace all
- Flooring in restrooms and kitchen areas – epoxy
- Casework throughout
- Ceiling Tiles – replace as needed (white) and paint grids (white)
- Bathroom partitions – replace with block
- Replace soap dispensers, toilet tissue dispensers and sanitary napkin receptacles – supplied by BCSD
- Inspect Roof – needs attention – front of building has a vent that leaks; seams; ridge cap
- Cooler/Freezer - replace

Grounds

- Erosion issues to be addressed: excavate around school and seal coat below grade.
- Playground – new equipment
- Seal coat and stripe the parking lot

Energy Management

- Controls need to be upgraded due to the fact that it is Novar controls with a trend head end that is no longer supported.

Proposal for Architectural Services
**RFP # 26-011 Renovations to Burdell-Hunt Magnet of
Communicative Arts, Elementary School**

Contact Information:

Name and Address of Architectural Firm:
Contact name, Email address, phone number, fax number:

Fee Information (Burdell-Hunt Magnet of Communicative Arts, Elementary School):

Proposed fee for design phase: (In the form of a percentage of construction cost)	
Proposed fee for construction administration: (In the form of a percentage of construction cost)	
Additional fees or charges (specify):	

Additional Services (If so requested by the Owner):

Fees for additional services for the following positions:	Fee/hour
Principal	
Project Architect/Engineer	
Senior CADD/Drafter	
Junior CADD/Drafter	
Secretarial/Clerical	
Construction Inspector/Construction Administration	
Consultants (specify):	

Schedule Information:

Attach a detailed schedule indicating how the design team intends to meet the stated design schedule requirements.
--

Firm's Experience/References Information:

Attach a list of projects of similar scope completed by your firm during the past five (5) years.

Team Members/Consultants Experience Information:

Attach a document reflecting your proposed design team including the names of staff and proposed consultants. Identify specific experience each team member has in the design of the various elements of this project.

Design Approach & Methodology:

Provide a quick narrative and/or illustration explaining the design approach that would be utilized for this specific project, making sure to highlight the advantages that this approach will bring to the project.

(Signature of authorized representative)

(Date)

Proposer shall submit proposal through EUNA PROCUREMENT:

OFFEROR'S CHECKLIST

PROJECT: **Design Services for**

PROPOSAL NO.: 25 -

-
- ☐ We have acknowledged receipt of addendum (addenda): _____
 - ☐ All information requested has been provided through EUNA.
 - ☐ The proposal has been signed by an authorized principal or authorized official of the firm.
 - ☐ No conditions, restrictions or qualifications have been placed by the company on this proposal that would have the proposal declared non-responsive.

—

COMPANY NAME

TYPE OR PRINT NAME OF PERSON COMPLETING
CHECKLIST

SIGNATURE OF PERSON COMPLETING CHECKLIST

DATE

COMPANY FEDERAL ID NUMBER

COMPANY E-MAIL ADDRESS

READ AND COMPLETE THIS CHECKLIST BEFORE SUBMITTING THE PROPOSAL