



Dr. Dan A. Sims, Superintendent

ACTION MEMORANDUM

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

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

Subject: RFP 26-013 Architectural Services for Hartley Elementary School
Kitchen Renovation

Summary

This memorandum requests approval for a firm to provide the architectural services for the renovation of Hartley Elementary School Kitchen.

Background

As part of the 2021 ESPLOST building program, the Board approved renovations to Hartley Elementary School. This memorandum recommends a firm to provide the architectural services for this project.

RFP 26-013 was released on September 22, 2025. A mandatory pre-proposal meeting was held at 4580 Cavalier Drive, Macon, GA 31220, on October 7, 2025, at 10:30 a.m. Five (5) architectural firms were present to receive all information pertaining to this project, with three (3) firms submitting proposals. The three (3) proposals were reviewed based on criteria set forth in the RFP. The results of the review are listed in Table 1 below.

Recommendation

It is recommended that the Bibb County Board of Education authorizes the Superintendent to enter into contract with Leah F. Jones Architects, LLC (LFJ), Smyrna, GA, to provide architectural services for the renovation of Hartley Elementary School Kitchen. The funds will be paid out of 2021 ESPLOST.

Superintendent's Comments and Approval

Superintendent's Signature	Approved / Not Approved
Dr. Dan A. Sim	Approved



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TABLE I:

26-013 Hartley Kitchen Renovations – Architectural Services
Active Submissions

	Total	Fees and Intangibles	Proposed Schedule	Design Experience	Project Approach and Methodology
Supplier	/ 100 pts	/ 50 pts	/ 5 pts	/ 20 pts	/ 25 pts
LFJ Architects (W76)	95.5	48.75	4.75	17.25	24.75
SRJ Architects Inc. (K54)	79.75	36.25	4.5	18.25	20.75
CPL Architects, Engineers, Landscape Architect and Surveyor, D.P.C. (P.C.) dba CPL (C29)	66	21.25	4.25	19	21.5