



RFQ/P #26-264

March 5, 2026

Architectural Design Services Augusta Richmond County Joint Operations Center

For

Augusta-Richmond County (herein "Augusta")
On behalf of Augusta-Richmond County
(herein "Augusta") – Fire Department
Joint Operations Center is Located at
3310 Old Louisville Road, Augusta, GA 30901

RFQ/P Due: Tuesday, April 7, 2026 @ 11:00 a.m.

**Andy Penick
Procurement Director
535 Telfair Street, Suite 605
Augusta, Georgia 30901**

Request for Qualification and Proposal

Sealed proposal will be received at this office until **Tuesday, April 7, 2026 @ 11:00 a.m.** RFQ/P openings are open to the public in the Procurement Department located at 535 Telfair Steet, Suite 605, Augusta, GA 30901 and via Teams: Meeting ID: 265 931 165 295 93; Passcode: Aw7JR2eu for furnishing:

RFQ/P #26-264 Architectural Design Services for Augusta Richmond County Joint Operations Center for Augusta-Richmond County (herein "Augusta") – Fire Department

No proposals will be accepted by email. All submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No proposals may be withdrawn for a period of ninety (90) days after proposals have been opened, pending the execution of contract with the successful vendor.

RFP/Q documents, and all Addenda, may be viewed on the Augusta, Georgia website under the Procurement Department ARCBid menu (<http://appweb2.augustaq.ga/NewARCBid/ARCBid.html>), and DemandStar™ website located at <https://network.demandstar.com>. Bidders must mark the ITB number on the outside of the submittal envelope. Addenda will also be posted on the above listed website.

Mandatory pre-qualification/proposal conference will be held on **Monday, March 23, 2026 @ 11:00 a.m.** at 3310 Old Louisville Road; Augusta, GA 30901. Mandatory Site Visit to follow.

All request for clarifications or interpretations must for this proposal must be submitted in writing by electronic email to procbidandcontract@augustaga.gov to the Procurement Department on or before the close of **business Tuesday, March 24, 2026 @ 5:00 P.M.**

Questions, request for clarifications or interpretations regarding this proposal must be submitted to the Procurement Department:

Augusta Procurement Department
Attn: Ms. Tywana Scott
535 Telfair Street - Room 605
Augusta, Georgia 30901
Phone: 706-821-2422
Email: procbidandcontract@augustaga.gov

Bidders are cautioned that acquisition of the proposal documents through any source other than the office of the Procurement Department is not advisable. Acquisition of proposal documents from unauthorized sources placed the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

No proposals will be accepted by email; all proposal must be received by mail or hand delivered.

Publish:

Augusta Chronicle March 5, 12, 19, 2026

PROCUREMENT DEPARTMENT

ELECTRONIC TEAMS INFORMATION

The Augusta, Georgia Procurement Department conducts Public RFQ/P Pre-Proposal Conferences and Openings to award quality contracts for Augusta. Proposers may participate in our Public RFQ/P Pre-Proposal Conferences and Openings via webcast or teleconference by following the instructions outlined below:

ELECTRONIC RFQ/P INSTRUCTIONS

RFQ/P # 26-264 Opening - Architectural Design Services for Augusta
Richmond County Joint Operations Center for
Augusta-Richmond County (herein "Augusta") – Fire Department

Bid openings are open to the public in the Procurement Department located
at 535 Telfair Steet, Suite 605, Augusta, GA 30901

Tuesday, April 7, 2026 @ 11:00 a.m.

TEAMS RFQ/P Opening:

1. Go to <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>
and enter meeting ID: 265 931 165 295 93
2. Passcode: Aw7JR2eu

For Assistance: Please Contact the Bid and Contract Team at (706) 821-2422

INSTRUCTIONS TO SUBMIT

INSTRUCTIONS TO SUBMIT

- 1.1 Purpose: The purpose of this document is to provide general and specific information for use by vendors in submitting a proposal to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All proposals are governed by the Augusta, Georgia Code.
- 1.2 Viewing the Augusta Code: All proposals are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta's website at www.augustaga.gov or <http://www.augustaga.gov/index.aspx?NID=685> **Guidelines & Procedures**.
- 1.3 Compliance with laws: The Bidder shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or Augusta, Georgia statute, ordinances and rules during the performance of any contract between the Bidder and Augusta, Georgia. Any such requirement specifically set forth in any contract document between the Bidder and Augusta, Georgia shall be supplementary to this section and not in substitution thereof.
- 1.4 Bids For All Or Part: Unless otherwise specified, County reserves The Right To make an award(s) for all Items, or categories, or specific line items, to one or more bidders. Bidder may restrict their bid to consideration in the aggregate by so stating but must name a unit price on each item submitted upon.
- 1.5 All protests shall be made in writing to:
- Attn: Andy Penick,
Procurement Director
535 Telfair Street, Suite 605
Augusta, GA 30901
Email:procbidandcontract@augustaga.gov
- 1.6 Augusta, Georgia License Requirement: For further information contact the License and Inspection Department @ 706 312-5050.
- General Contractors License Number: If applicable, in accordance with O.C.G.A. §43-41, or be subjected to penalties as may be required by law.
- Utility Contractor License Number: If applicable, in accordance with O.C.G.A. §43-14, or be subjected to penalties as may be required by law.
- 1.7 Terms of Contract: (Check where applicable)
 (A) Annual Contract
 (B) One time Purchase
 (C) Other

Revised: 11/24/2025



NOTICE TO ALL VENDORS

ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS

PLEASE READ CAREFULLY:

Exhibit A is a consolidated document consisting of:

1. Business License Number Requirement (must be provided)
2. Acknowledgement of Addenda (must be acknowledged, if any)
3. Statement of Non-Discrimination
4. Non-Collusion Affidavit of Prime Bidder/Offeror
5. Conflict of Interest
6. Contractor Affidavit and Agreement (E-Verify User ID Number must be provided)

Exhibit A Must be Notarized & Two (2) Pages Must be returned with your submittal.

Business License Requirement: Bidder must be licensed in the Governmental entity for where they do the majority of their business. Your **company's business license number must** be provided. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain an Augusta-Richmond County business license if awarded a contract. For further information contact the License and Inspection Department @ 706 312-5050.

Acknowledgement of Addenda: You Must acknowledge all Addenda. See Page 1 of Exhibit A.

E-Verify * User Identification Number (Company I.D.): Vendor must provide the E-Verify affidavit with their bid.

The city, each contractor, and each subcontractor have different roles and responsibilities in the E-Verify process. The city collects E-Verify affidavits from the contractor. The contractor collects E-Verify affidavits from its subcontractors. The subcontractors collect E-Verify affidavits from its sub-subcontractors. Independent contractors (those with no employees) do not need to supply E-Verify information. Instead, they will provide a driver's license or state identification card from states on the "compliant" list created by the Georgia Attorney General. Those contractors and subcontractors that fill out the affidavits are responsible for the accuracy of the information. The city does not need to confirm that the E-Verify information is correct. The liability for incorrect information is on the contractor or subcontractor. NOTE: The authorization date can be found within the Memorandum of Understanding (MOU).

Affidavit Verifying Status for Augusta Benefit Application (Systematic Alien Verification for Entitlements Program) (Must Be Returned With Your Submittal)

The successful vendor will submit the following forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (Vendor's letter will denote the date forms are to be received)

1. Georgia Security and Immigration Subcontractor Affidavit
2. Non-Collusion Affidavit of Sub-Contractor
3. E-Verify MOU (Memorandum of Understanding)

Rev. 02/10/26



Exhibit A

Augusta, Georgia Procurement Department

ATTN: Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Email: _____

Where/How did you hear about this solicitation? _____

Attach a copy of your Business License and your General Contractor License.

If applicable, provide a copy of the following:

Utility Contractors License - MUST BE LISTED ON FRONT OF ENVELOPE

Acknowledgement of Addenda: (#1) ____: (#2) ____: (#3) ____: (#4) ____: (#5) ____: (#6) ____: (#7) ____: (#8) ____:

NOTE: CHECK APPROPRIATE BOX (ES) - ADD ADDITIONAL NUMBERS AS APPLICABLE

Statement of Non-Discrimination

The undersigned understands that it is the policy of Augusta, Georgia to promote full and equal business opportunity for all persons doing business with Augusta, Georgia. The undersigned covenants that we have not discriminated, on the basis of race, religion, gender, national origin, or ethnicity, with regard to prime contracting, subcontracting, or partnering opportunities.

The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the proposal or contract awarded by Augusta, Georgia. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.

The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta, Georgia's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the proposer/contracting entity with the authority to bind the entity.

The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company; That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Augusta, Georgia to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Non-Collusion of Prime Bidder

By submission of a proposal, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

Conflict of Interest

By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this BID, and

2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this BID, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this BID. By submission of a bid, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership, or cooperation to submit or not to submit a bid for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment, or consideration.

Contractor Affidavit and Agreement: Contractor Affidavit under O.C.G.A. § 13-10-91(b) (I)

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services **over \$2,499 in value to enroll in E-Verify, regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

a) The Contractor has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;

b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;

c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;

d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;

e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91 (a), (b), and (c);

f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and

g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Georgia Law requires your company to have an E-Verify*User Identification Number (Company I.D.) on or after July 1, 2009.

For additional information or to enroll your company, visit the **State of Georgia** website:

<https://e-verify.uscis.gov/enroll/> and/or http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf

Federal Work Authorization User Identification Number: E-VERIFY REQUIRED FOR ALL CONTRACTS OVER \$2,499.00

**** (E-Verify Number)** _____

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____ in _____ (City), _____ (State).

Signature of Authorized Officer or Agent
NOTARY COMMISSIONING

Printed Name and Title of Authorized Officer or Agent

Subscribed and sworn before me on this _____ **day of** _____, 20____

Notary Public

My Commission Expires:

NOTARY SEAL

The undersigned further agrees to submit a notarized copy of Exhibit A, and any required documentation noted as part of the Augusta, Georgia Board of Commissions specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. **I further understand that my submittal will be deemed non-compliant if any part of this process is violated.**

You Must Complete and Return the two (2) pages of Exhibit A with Your Submittal. Document Must Be Notarized.

Revised 11/24/25



Systematic Alien Verification for Entitlements (SAVE) Program

Affidavit Verifying Status for Augusta, Georgia Benefit Application By executing this affidavit under oath, as an applicant for an Augusta, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my proposal for an Augusta, Georgia contract for

[RFQ/P Project Number and Project Name]

[Print/Type: Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

[Print/Type: Name of business, corporation, partnership, or other private entity]

- 1.) _____ I am a citizen of the United States.
- 2.) _____ I am a legal permanent resident 18 years of age or older.
- 3.) _____ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant

Printed Name

*Alien Registration Number for Non-Citizens

NOTARY COMMISSIONING

Subscribed and sworn before me on this _____ day of _____, 20_____

Notary Public

My Commission Expires: _____

NOTARY SEAL

THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH YOUR SUBMITTAL



**TRADE SECRET STATUS AFFIDAVIT
Augusta, Georgia**

All documents, data, letters and generated information received by Augusta, Georgia constitutes a "public record" and is subject to disclosure under the Georgia Open Records Act ("GORA"). O.C.G.A. § 50-18-70 et seq. However, pursuant to O.C.G.A. § 50-18-72(a)(34), "[an] entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 et seq.]."

O.C.G.A. § 10-1-761(4) defines "Trade secret" as "...information, without regard to form, including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which is not commonly known by or available to the public and which information:

- A. Derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and
- B. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy."

Therefore, the records listed below and attached hereto, that were submitted with _____ response to Augusta, Georgia Request for Proposal, Request for Quote, or Request for Qualified Contractor _____ are marked confidential pursuant to O.C.G.A. § 10-1-761(4):

- (List specific information that the supplier wishes to withhold and how that information constitutes a trade secret)
- Additional trade secret information requested to be withheld
- **Your company is requested to send a redacted copy of your submittal.**

Under penalty of perjury, acknowledging that O.C.G.A. §16-10-71 provides a penalty of a fine of up to \$1,000 and potential imprisonment of one to five years, I attest that the specific information in the records listed above constitutes trade secrets pursuant to O.C.G.A. § 10-1-761(4), and request that Augusta, Georgia not disclose this protected information under the Georgia Open Records Act ("GORA").

Signature:

[Signatory Name in Print]

[Signatory's Title] [Company Name]

Date:

[Signatory's Title]

NOTARY COMMISSIONING

Subscribed and sworn before me on this _____ day of _____, 20_____

Notary Public

My Commission Expires: _____

NOTARY SEAL

RETURN FORM ONLY IF APPLICABLE.

Revised 11/24/2025

SECTION I INSTRUCTION TO PROPOSERS

Augusta, Georgia, is soliciting statement of qualifications and proposals from qualified firms interested in providing Architectural Design Services for the Augusta Richmond County Joint Operations Center for Augusta, Georgia Fire Department. Your submittal should respond to and be based on the information included in this Request for Qualification and Proposal.

Responses will be received in the office of the Director of Procurement at 535 Telfair Street, Suite 605, Augusta, GA 30901 until **Tuesday, April 7, 2026 @ 11:00 a.m.** The RFQ/P must be submitted in a sealed package and labeled with firm's name and the name of the project - RFQ/P Item #26-264 Architectural Design Services for Augusta Richmond County Joint Operations Center. You are required to submit one (1) marked unbound original, one (1) electronic copy of your RFQ/P.

RFQ/P opening will and will be opened publicly. Opening can be viewed via TEAMS Meeting ID: 265 931 165 295 93; Passcode: Aw7JR2eu.

No RFQ/P will be accepted by email; all bids must be received by mail or hand delivered. If RFQ/P is forwarded by mail or other second party delivery, the sealed envelope containing the submittal must be enclosed in an envelope addressed to:

Andy Penick, Procurement Director
Augusta Procurement Department
535 Telfair Street - Suite 605
Augusta, Georgia 30901

All submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday.

All vendors responding are cautioned to read this RFQ/P carefully for understanding and request clarification from Augusta, Georgia on any questions pertaining to this RFQ/P. The Proposer should examine all documents and requirements of the services requested to become fully informed. Failure to examine these areas will not relieve the successful Proposer of its obligation to furnish all products and services necessary to carry out the provisions of the contract. After RFQ/Ps have been submitted, the vendor shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

Mandatory pre-qualification/proposal conference will be held on **Monday, March 23, 2026 @ 11:00 a.m. at** 3310 Old Louisville Road, Augusta GA 30901. Mandatory Site Visit to follow.

All questions must be submitted in writing by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by **Tuesday, March 24, 2026 @ 5:00 P.M.** Issues and responses addressed in any other manner will not be considered valid or binding in consideration of proposals or any subsequent contract negotiations.

Augusta will respond to any Proposer's questions received in compliance with the above schedule. All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled, and answers will be posted by addendum and emailed

to Proposers. Failure to provide all of the requested information may cause the proposal to be rejected as non-responsive.

Interested and qualified firm(s) and/or party(ies) are requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner, and form prescribed. For a proposal to be considered it must remain valid for at least 60 days after RFQ/Ps have been opened, pending the execution of contract with the successful vendor.

If an award of contract is awarded as a result of this solicitation, the contract will be made on the basis of the response which best satisfies the intent of this RFQ/P and other factors considered in the best interest of the Owner. Negotiations may be undertaken with the firm whose proposal shows them to be the most qualified, responsible, and capable of performing the work. In addition to cost, the Owner will consider professional qualifications and related experience to determine which proposal would be in the Owner's best interest if a contract were made.

Additionally, appropriate professional registration and significant prior experience in projects of similar scope are considered minimal qualifications.

The Owner reserves the right to consider proposals or modification thereof received at any time before the award is made, if such action is in the interest of the Owner.

The Owner reserves the right to reject any or all proposals received as the result of this RFQ/P. The Owner also maintains the right to negotiate with any firm, as necessary, to serve the best interests of the Owner. The Owner will not be liable for any costs incurred by any firm prior to the execution of a contract and approval by the Board of Commissioners. Costs incurred in responding to the request for qualifications are the Proposer's alone and the Owner does not accept liability for any such costs.

Services must be provided by experienced personnel. Any subconsultants/contractors the proponent will be using to perform any part of the requested service shall be evaluated on the same criteria.

It is the responsibility of the Proposers to examine the entire RFQ/P, seek clarification in writing, and review their qualifications for accuracy before submitting a response. Once the deadline has passed, all submittals will be final. The Owner reserves the right to ask for additional information from all parties that have submitted qualifications.

No proposal may be withdrawn for a period of ninety (90) days after proposal have been opened, pending the execution of contract with the successful bidder. Selection shall not be based solely upon the fee proposal; however, the fee and maximum overhead proposals shall be a factor in the final selection. The Owner reserves the right, in its sole discretion, to reject any or all proposals, re-solicit proposals (including a change in the method of project delivery), or terminate the project.

The Owner is not obligated to request clarifications or additional information but may do so at its discretion. The Owner reserves the right to extend the deadline for submittals. Upon receipt of a proposal by the Owner, the proposal shall become the property of the Owner without compensation to the Proposer, for disposition or usage by the Owner at its discretion. The details of the proposal documents will remain confidential until final award. See Trade Secret Affidavit (Page 10).

SECTION II SCOPE OF WORK AND PROJECT OVERVIEW

Scope of Work

This Scope of Work (SOW) outlines the architectural and engineering requirements for the conversion of the Southside Elementary Media Center into a modern Emergency Operations Center (EOC) and the renovation of existing restroom facilities to include shower installations and an additional parking area. The location of the Augusta Richmond County Joint Operations Center is 3310 Old Louisville Road, Augusta, GA 30901.

Project Overview

The project consists of three primary components:

1. **EOC Conversion:** The complete architectural design and technology integration of the former Southside Elementary Media Center into a fully functional Emergency Operations Center.
2. **Specialized Build-out:** The renovation of two (2) interior bathrooms located within the gym to include ADA-compliant shower facilities.
3. **Site Improvements:** Design and construction of a new parking area located on the rear west side of the building.

SECTION III ARCHITECTURAL & ENGINEERING DESIGN SERVICES

The Architect shall provide comprehensive design services, including but not limited to:

- **Field Verification:** Conduct detailed on-site measurements and assessment of existing MEP (Mechanical, Electrical, Plumbing) and structural conditions.
- **Space Programming:** Collaborative design sessions to define the layout for the EOC command floor, breakout rooms, logistics areas, and administrative offices. Spaces shall be designed to allow reconfiguration for varying room layouts and future functional changes without major structural modification.
- **Break Out Rooms:** Within the side of the EOC (RM 114), transparent/frosty glass walls surround these small conference rooms, with a divider in the middle that can be pushed back to make a larger breakout room.
- **Construction Documents:** Development of sealed architectural, structural, electrical, and plumbing drawings necessary for permitting and construction.
- **Permitting & Regulatory Approvals:** The Architect shall prepare, submit and coordinate all required architectural, MEP, structural, and civil documents necessary to obtain required permits and approvals. The Architect shall respond to agency review comments and revise documents as required for permit issuance.

- **ADA Compliance:** Ensuring all new designs, particularly the shower facilities and EOC ingress/egress, meet current ADA and Life Safety codes where applicable.
- **Project Management:** The Architect shall serve as the Owner's General Project Manager for the duration of the project and act as the Owner's primary representative and single point of contact.
- **Schedule & Coordination:** Development and maintenance of the master project schedule and coordination of all consultants, engineers, contractors, subcontractors, and vendors.
- **Budget Oversight:** Budget monitoring, cost control, review of pay applications, and evaluation of change orders
- **Construction Oversight:** Oversight of construction activities to ensure compliance with contract documents, including leading projects meetings and issuing meeting minutes.
- **Specifications:** Development of comprehensive technical specifications and written scopes of work for all renovations, MEP upgrades, generator installation, HVAC emergency shutoff integration, security systems, ADA compliance upgrades, construction of parking area, and any additional site improvements required.

SECTION IV EOC TECHNOLOGY & INFRASTRUCTURE INTEGRATION

The EOC design must facilitate high-level communication and data management. The scope includes:

- **AV & Communications:** Design of a central video wall, integrated audio systems, and individual workstation data/power connectivity.
- **Cable Management:** Consider use of space and cable management; underground, above, etc.
- **Redundancy:** Planning for emergency backup power (UPS and Generator integration) to ensure operational capability 24/7.
- **Acoustics & Lighting:** Specialized lighting design for high-stress environments and acoustic treatments to manage sound levels during multi-agency activations.
- **Security:** Integration of access control and surveillance systems for the EOC perimeter. To include control of access to secure areas.
- **Generator and pad:** A fully sustainable built-in generator to maintain power during emergencies, including concrete pad for its placement.
- **HVAC Emergency Automatic Shut Off:** A single button to push in the event of an airborne CBRN incident. This button would turn off all HVAC systems and close valves to ensure the air inside remains pure and uncontaminated from outside.
- **Furniture, Fixtures & Equipment (FF&E) Procurement:** The Architect shall be responsible for the selection, specification, procurement, coordination, and installation oversight of all FF&E required for full operation of EOC and Training Facility areas.
- **FF&E Responsibilities:** Development of detailed furniture schedules, obtaining vendor quotes, coordinating purchasing under GA State Contract requirements, coordinating delivery and installation, and verifying proper installation prior to final acceptance.

SECTION V INTERIOR BUILD-OUT: RESTROOMS & SHOWERS

This phase focuses on the "live-in" capability of the facility during long-term activations.

- **Location 1:** Two (2) bathrooms located in the Sheriff's Office corridor, updated fixtures only.
- **Location 2:** Five (5) bathrooms located in the Fire Training corridor updated fixtures only.
- **Location 3:** Two (2) bathrooms inside the gym, one female one male.

Requirements:

- Demolition of existing partitions and fixtures as needed.
- Installation of industrial-grade, moisture-resistant finishes (tile, epoxy flooring).
- Installation of shower stalls, including mixing valves, drainage, and ventilation upgrades to handle increased humidity.
- Integration of plumbing into existing school infrastructure.
- Lockers and bench seating

SECTION VI SITE IMPROVEMENTS: PARKING AREA

The project includes the design and construction of a new parking area located on the rear west side of the building.

Requirements:

- **Materials:** Surface material to be determined (paved asphalt/concrete or crush-and-run aggregate).
- **Dimensions & Capacity:** Final dimensions, layout, striping configuration, and parking capacity to be determined during design development.
- **Site Work:** Includes grading, drainage considerations, accessibility compliance, and tie-in to existing drives where applicable.
- **Documentation:** Include the parking area in construction documents suitable for permitting and construction.

SECTION VII PROJECT DELIVERABLES

The awarded firms will be requested to provide at a minimum the following deliverables in reference to the above listed scope of services:

Deliverable	Description
Schematic Design	Preliminary floor plans and spatial layouts, including conceptual site layout and preliminary parking configuration.

Deliverable	Description
Design Development	Refined plans include material selections, AV placement, and developed parking layout with surface recommendation and drainage approach.
Construction Docs	Final 100% sealed architectural, structural, MEP, and civil blueprints, including site grading plans, drainage details, parking layout and striping, and all specifications required for permitting and construction.
Bid Support	Assisting with GA State Contract/Cooperative Purchasing documentation.
Construction Admin & Project Management	Full construction oversight including interior and site work, schedule management, contractor coordination, review of civil and architectural submittals, change order review, site visits, RFI responses, and final punch list inspection.
FF&E Procurement Package	Furniture schedules, vendor coordination, purchasing documentation, delivery coordination, and installation verification.
Warranty & Project Closeout Documentation	Collection and delivery of as-built drawings, warranties, O&M manuals, equipment documentation, and coordination of operational training for Owner personnel prior to final project acceptance.

SECTION VIII SUBMITTAL REQUIREMENT

The response to this Request must be complete; partial or incomplete responses will not be considered. Proposers are required to follow the outline below in their response. Responses should be concise, clear, and relevant. Please include only the information requested in your submittal.

You are required to submit one (1) marked unbound original and one (1) electronic copy of the RFQ/P. You are also required to submit one (1) copy of the fee proposal and one (1) electronic copy on USB drive of your fee proposal is to be submitted in a separately sealed envelope. The body of the proposal should not exceed 50 pages. The page minimum does not include Procurement Documents, cover letter, financial information, appendices and tabs.

- 1. Procurement Documents:** All documents required under the Augusta Procurement regulations and procedures, properly executed and notarized as required (Exhibit A and Save Form). The notary seal shall be visible on the original AND all copies. Attach a copy of your current business license and your general contractor license.
- 2. Description of Firm:** Provide basic company information including name of firm; street, mailing and e-mail addresses; phone numbers, along with the name of a primary contact in regard to this submittal. Provide the number of years the firm has been in business, form of ownership, and state of residency or incorporation. If the firm has multiple offices, the Qualifications Submittal should primarily include information about the office that will perform the work. Describe the firm's current position on providing Architectural and Design Services.

3. Qualifications And Prior Experience: Provide a Brief history of your firm to including the following:

- o Professional history of the firm and its principals, including their association with previous firms
- o Number of years under the current name and in the current location
- o Description of similar projects involving municipal facilities (government or analysis) in the last five years, focus on projects within this general region
- o List outside consultants retained by the firm on a regular basis
- o Description of three (3) projects of similar size and complexity, particularly:
 - Emergency operations or public safety facilities
 - Renovation/adaptive reuse projects
 - Technology-integrated command centers
 - Public-sector projects

4. Organization And Approach: Include general information on your organization and management process to include the line of authority and who will have overall responsibility. The proposal should state who would perform specialized services that may be needed. Include an organizational chart indicating the level of professional seniority of each member.

Staff and Consultant Firms Experience & Resumes – List all individuals the firm proposes to engage in the task along with their professional resume and licensing status. Individuals designated as primary responsible parties shall be clearly identified as such.

All respondents shall provide a brief history of the staff proposed to participate in this project including staff member's experience, resumes and accomplishments which are relevant to the scope of work stated in this proposal.

If sub-consultants are to be used on the project, list similar information regarding their experience and personnel working on the project as well as a clear definition of their role in the process.

5. Scope of Services: Proposers shall provide a clear and concise narrative describing their understanding of the Southside EOC/Training Facility project and their approach to delivering all services outlined in this Scope of Work. The response shall address the following:

Project Understanding -Describe your understanding of the project objectives, including:

- Conversion of the existing Media Center into a fully functional Emergency Operations Center (EOC)
- Integration of AV, communications, security, generator, and HVAC emergency shutoff systems
- Renovation of restroom facilities, including ADA-compliant shower installations
- Design and construction of the new rear parking area
- Coordination of required MEP and site improvements

- Demonstrate understanding of the mission-critical nature of the facility and the need for operational continuity, flexibility, and code compliance.

Technical Approach - Summarize your methodology for:

- Field verification and assessment of existing conditions
- Space programming and flexible EOC design
- Integration of technology, backup power, and building systems
- Restroom/shower renovation within existing infrastructure
- Site design, drainage, accessibility, and parking layout
- Preparation of coordinated construction documents and permitting

Project Management & Quality Control - Describe your:

- Project management structure and communication approach
- Schedule and budget control methods
- Coordination of consultants and specialty systems
- Construction administration process
- Internal quality control and risk mitigation procedures

6. Schedule of Work: This project is time sensitive. Time is to be a consideration in completion of this project. Firms are to include a schedule of work for the proposed project. Firms are to provide adequate staff to complete the task included in the proposal. The schedule is to address all knowledgeable phases of the project/service, in accordance with the general requirements of this RFP.

- a.) Provide a Time-Logic Scale Critical Path Method (CPM) schedule with start and finish time frames for all requested services.
- b.) The schedule serves as a project/service timeline, stating all major milestones and required submittals for project/services listed in the specifications.
- c.) List firm's current workload, including a description and scope of services
- d.) Please indicate staffing availability to work on this proposed project.

7. References: Provide three (3) reference for projects that are similar size and complexity to the requested services. Please include current contact information for the references listed to include address, e-mail, and telephone numbers.

8. Financial Stability: Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.

- a.) If a public company, include a recap of the most recent audited financial report.
- b.) If a private company, provide a recap of the most recent internal financial statement; and letter, on the financial institution's letterhead, stating financial stability.

NOTE: Will NOT be disclosed in any part of the RFP. Failure to include the above listed financial stability requirements will affect your scoring on the evaluation sheet.

9. FEE PROPOSAL: Fee proposal is to be submitted on the fee proposal form. Attach additional sheets as required for any addition details.

Fee proposal must be sealed and placed in a separate sealed envelope labeled on the outside of the package to clearly indicate that it is a response to RFQ/P #Item #26-264 Architectural Design Services for Augusta Richmond County Joint Operations Center



SECTION IX CRITERIA FOR EVALUATION/SCORING GUIDELINES

Evaluation Process

All proposals will be evaluated by an Augusta, Georgia Selection Committee (Committee). The Committee may be composed of Augusta, Georgia staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the Augusta, Georgia Procurement Office only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of Augusta, Georgia's requirements as set forth in this RFQ/P.

If needed, the selection process will include oral interviews. The consultant will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted.

Cumulative Scores will include the total from Phase 1 and Phase 2. It is the intent of the Owner to conduct a fair and comprehensive evaluation of all proposals received. **The contract for this project/service will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.**

Evaluation Criteria

Proposals will be evaluated according to each Evaluation Criteria and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project/service is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement, this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project/service objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria Summary and their respective weights are as follows:

1. Completeness of Response (Pass/Fail)

- a. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location or returned to the vendor (at vendor's expense). Please provide shipping instructions and/or fees upon the completion of the competitive process.

Conflict of Interest Statement (Pass/Fail)

- b. Discloses any financial, business or other relationship with the Augusta, Georgia that may have an impact upon the outcome of the contract or the construction project/service.
- c. Lists current clients who may have a financial interest in the outcome of this contract or the construction project/service that will follow.
- d. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project/ service.

2. Qualifications & Experience (20 points)

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants/proposers to conduct the required services as listed in this RFP and adhering to all required license requirement for federal, state and local services.

3. Organization & Approach (15 points)

- a. Describes familiarity of project/service and demonstrates understanding of work completed to date and project/service objectives moving forward
- b. Roles and Organization of Proposed Team
 - i. Proposes adequate and appropriate disciplines of project/service team.
 - ii. Some or all of team members have previously worked together on similar project/service(s).
 - iii. Overall organization of the team is relevant to Augusta, Georgia needs.
- c. Project and Management Approach
 - i. Team is managed by an individual with appropriate experience in similar project/services. This person's time is appropriately committed to the project/service.
 - ii. Team successfully addresses all requirements of this RFP.
 - iii. The team and management approach responds to project/service issues. Team structure provides adequate capability to perform both volume and quality of needed work within project/service schedule milestones.
- d. Roles of Key Individuals on the Team
 - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project/service.
 - ii. Key positions required to execute the project/service team's responsibilities are appropriately staffed.
- e. Working Relationship with Augusta, Georgia
 - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
 - ii. Team leadership understands the nature of public sector work and its decision-making process.
 - iii. Proposal responds to need to assist Augusta, Georgia during the /service.

- 4. Scope of Services (25 Points):** Proposers shall provide a clear and concise narrative describing their understanding of the Southside EOC/Training Facility project and their approach to delivering all services outlined in this Scope of Work. The response shall address the following:
- Project Understanding
 - Technical Approach
 - Project Management & Quality Control
- 5. Financial Stability (5 points):** Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.
- a. If a public company, include a recap of the most recent audited financial report.
 - b. If a private company, provide a recap of the most recent internal financial statement; and a letter, on the financial institution's letterhead, stating financial stability.

NOTE: Financial Stability is part of the evaluation criteria. Failure to include the requested information will impact your evaluation score. You may mark the information as confidential.

- 6. Schedule of Work (5 points):** This project is time sensitive. Time is to be a consideration in completion of this project. Firms are to include a schedule of work for the proposed project. Firms are to provide adequate staff to complete the task included in the proposal. The schedule is to address all knowledgeable phases of the project/service, in accordance with the general requirements of this RFP.
- 7. References (5 points):** Provide examples of at least three (3) projects of similar size and complexity, particularly:
- Emergency operations or public safety facilities
 - Renovation/adaptive reuse projects
 - Technology-integrated command centers
 - Public-sector projects

Include project name, address, e-mail, fax, and telephone numbers scope, completion date, and relevance to this project. All contact information should be current.

- 8. Presentation by Team (10 points) (Optional)**
Team presentation conveying project/service understanding, communication skills, innovative ideas, critical issues and solutions.
- 9. Q&A Response to Panel Questions (5 points) (Optional)**
Proposer provides responses to various interview panel questions.
- 10. Cost/Fee Proposal (10 points – Weighted Value 5) Enclosed in a separate sealed envelope. Fee is to be submitted in a separately sealed envelope.**

a. Lowest Fee	10
b. Second	6
c. Third	4
d. Fourth	2
e. Fifth	1

Weighted scores for each Proposal will be assigned utilizing the table below:

Phase 1				
No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Completeness of Response <ul style="list-style-type: none"> • Package submitted by the deadline • Package is complete (includes requested information as required per this solicitation) • Exhibit A is complete, signed and notarized 	N/A	Pass/Fail	Pass/Fail
2	Qualifications & Experience		20	
3	Organization & Approach		15	
4	Scope of Services: Proposers shall provide a clear and concise narrative describing their understanding of the Southside EOC/Training Facility project and their approach to delivering all services outlined in this Scope of Work. The response shall address the following: <ul style="list-style-type: none"> • Project Understanding • Technical Approach • Project Management & Quality Control 		25	
5	Financial Stability		5	
6	Schedule of Work		5	
7	References		5	
Phase 2 (Optional – Numbers 8 and 9) Any Vendors that Receive Less Than a 3 Ranking in any category in Phase I will not be considered for Phase II		Rating (0-5)	Weight	Score (Rating * Weight)
8	Presentation by Team		10	
9	Q&A Response to Panel Questions		5	
10	Cost/Fee Proposal Consideration		10	
Total:			100	

Proposals will be evaluated according to each Evaluation Criteria and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project/service is five hundred (500) points.

SECTION X SELECTION PROCESS

A Selection Committee will review all proposals submitted in response to this RFQ/P. The selection committee will rank the firms based upon cost as well as the quality and content of their proposal.

Each response to this RFQ/P shall be subject to the same review and assessment process. Proposals will be evaluated and ranked on the basis of points awarded by an evaluation committee. A description of the factors which will be analyzed, and the relative weight accorded is included in the specifications. Augusta will not consider the proposal of any Offeror who lacks accreditation or authorization to provide the Services requested.

Phase One Criteria (Identify short listed offerors only)

The Procurement Director, in consultation and upon the recommendation of the head of the using agency, shall select from among the offerors no less than three (3) offerors (the "short-listed offerors") deemed to be the most responsible and responsive; provided, however, that if three (3) or less offerors respond to the solicitation, this requirement will not apply. The selection of the short-listed offerors shall be made in order of preference. From the date proposals are received by Procurement Director through the date the contract is awarded, no offeror may make substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of offeror's teams prior to award.

It is the intent of the Owner to conduct a fair and comprehensive evaluation of all proposals received. The contract will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.

Your team will be evaluated on the basis of how well your firm and its individual professionals meet the criteria outlined including general and specific selection criteria. Please submit your proposal in a concise written tabulated format indexed and organized. The recommended firm and contract will be presented to the Augusta Commission for final approval.

Each submittal must respond to the requested information for each section.

Phase Two Criteria

(Rank the company that best address scope of service/ technical proposal as outlined in the specifications to be in the best interest of Augusta, Georgia).

After an initial screening process, a technical question and answer conference or interview will be conducted, if deemed necessary, to clarify or verify the offeror's proposal and to develop a comprehensive assessment of the proposal. This process will result in the selection of the successful vendor who, through contractual agreements will undertake the scope of work.

PRICE PROPOSALS

Price is not the driving factor of this award and shall be considered as follows: In making this decision, the Using Agency and the Procurement Director shall take into account the estimated value, the scope, the complexity and the professional nature of the services to be rendered. Should the Using Agency and the Procurement Director be unable to negotiate a satisfactory contract with the offeror considered to be the most responsible and responsive at a price for the Using Agency and the Procurement Director determines to be fair and reasonable to Augusta, Georgia; negotiations with that offeror shall be terminated. The Using Agency and the Procurement Director shall then undertake negotiations with the second most responsible and responsive short-listed offeror. If negotiations with the second most responsible and responsive short-listed offeror are unsuccessful, negotiations shall be terminated, and the Using Agency and the Procurement Director shall then undertake negotiations with the third most responsible and responsive short-listed offeror. Should Using Agency and the Procurement Director be unable to negotiate a contract with any of the short-listed offerors, the Using Agency and the Procurement Director and the using agency may select from the additional offerors that were not short-listed in order of their responsibility and responsiveness and the Using Agency and the Procurement Director may continue negotiations in accordance with this section until an agreement is reached.

Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked. The names of the respondents will be identified at the proposal opening; however, no proposal will be handled so as to permit disclosure of the detailed contents of the responses until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.

While cost is not the driving factor, the committee will also review qualifications and past performance.

Final negotiations and letting the contract.

The Committee shall rank the technical proposals, open and consider the pricing proposal. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.

Final Selections

The Evaluation Committee will present their recommendation to the appropriate oversight committee for review and recommendation. The Augusta Board of Commissioners will make the final decision. When in the best interest of the Augusta, Georgia, Augusta reserves the right to request additional information and to request a "Best and Final" offer.

Price shall be submitted in a separately sealed envelope with the following information on the outside of it: RFQ/P Item #26-264 Architectural Design Services for Augusta Richmond County Joint Operations Center -Fee Proposal

Fee Proposal

**Architectural Design Services
for Augusta Richmond County Joint Operations Center**

- 1. Schematic Design Phase: _____
- 2. Design Development Phase: _____
- 3. Construction Documents Phase _____
- 4. Bidding Phase _____
- 5. Construction Phase _____
- 6. Project Closeout _____
- Total Fee: _____

PROPOSAL SUBMITTED BY:

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY/STATE: _____

TELEPHONE: _____

FAX: _____ EMAIL: _____

SIGNATURE: _____

THIS FORM MUST BE RETURNED WITH YOUR SUBMITTAL

Local Small Business Program **Preference**

The Local Small Business Program provides for Local Small Business Program Preference on all applicable Augusta, Georgia procurements between \$101,000 and \$300,000 in value.

The Local Small Business Program Preferences for this procurement is:

Waived

There must be a minimum of three (3) certified firms in the Local Small Business Program that can provide the service or product, as specified by the user department, for the LSBP Preference to be considered. As a result of not meeting the minimum service/product requirement, the LSBP Preference is waived for this solicitation.

NO RESPONSE LETTER

PLEASE SUBMIT BY RESPONSE DUE DATE

RFQ/P #Item #26-264	Architectural Design Services for Augusta Richmond County Joint Operations Center	Due: Tuesday, April 7, 2026 @ 11:00 a.m.
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To: **Augusta, Georgia - Procurement Department**

This is to certify that _____, will not be submitting a response to the above referenced solicitation document prepared by Augusta Procurement Department.

Reason(s) for No Submission:

- Unavailability of required resources
 - Prior commitments
 - Inadequate anticipated funding Level
 - Project Duration
 - Potential conflict of interest
 - Duplication of ongoing effort
 - Other (please explain)
-
-

Authorized Representative:

Name:

Title:

Signature:

Date: ____/____/20____