



Lowndes County Schools

Home of the Vikings

1592 Norman Drive • Valdosta, Georgia 31601 • (229) 245-2250 • FAX (229) 245-2255

Superintendent:
Wes Taylor

Assistant Superintendent:
Rodney Green

Assistant Superintendent:
Ken Overman

Board Members:
Brian Browning
Dave Clark
Mike Davis
Glenn Gregory
Eric Johnson
Eddie Smith
Ronnie Weeks

Request for Proposal #062217

June 22, 2017

The Lowndes County Board of Education (“the Board”) is requesting proposals for the purpose of retaining a qualified architectural firm to provide architectural services, to include design and contract administration, for construction of office space and mezzanine flooring above, all under existing roof at the Lowndes County Board of Education Central Offices.

The Board will select the firm it determines, with its discretion, is the best qualified upon an evaluation of the proposals submitted. Factors for consideration by the Board include, but are not limited to the following:

- a) Responsiveness to the Request for Proposal
- b) Professional qualification of the Firm and the Project Team
- c) Ability of firm to perform all contract requirements in an efficient and timely manner;
- d) Fee proposed for design and contract administration

Any firm submitting a proposal agrees and consents to the right of the Board to verify any information submitted and the right of the Board to reject any and all proposals and to select a firm based solely on its discretion. This solicitation does not commit the Lowndes County School System to award a contract, to pay any cost incurred in the preparation of this submittal, or to procure or contract for goods or services.

Proposals are to be mailed or hand delivered to Lowndes County Schools, Attn: Jeff Hill, Coordinator Facilities & Operations; 1592 Norman Drive, Valdosta, GA 31601. Proposals are due no later than 12:00 p.m. on July 7, 2017. Any submissions received after 12:00 p.m. of said date will not be considered. Any submissions sent via fax or email will not be considered. Any respondent with questions about the RFP should contact Jeff Hill, ph: 229-412-7316; email: jeffhill@lowndes.k12.ga.us. Proposals shall be submitted in a sealed envelope or box clearly marked “Proposal – Architectural Services”. Submit original and three copies of the proposal.

All costs related to the preparation, submittal, or presentations of this proposal are the responsibility of the respondent and will not be assumed in full or part by the Lowndes County School System.

The school system is a public entity and any information submitted is subject to release as provided for by the governing authorities. Reasonable efforts will be taken to protect any information marked “confidential”, however, it is understood that the school system will have no liability for disclosure of such information.

Each proposal must include the following information:

- a) Legal name of the firm; address; date established; and the names of Principals.
- b) Provide information concerning the firm’s currently available errors and omissions insurance.
- c) Brief firm history.
- d) If your firm has been involved in any claims over the last five (5) years, please provide detailed explanation.