



**Board of Regents of the University
System of Georgia**

**Request for Qualifications
(Step I)**

and

**Request for Fee Proposal & Interviews
(Step II)**

To Provide

Program Management Services

for

**Project No. J-465
“One Arsenal Place Renovation”**

**Columbus State University
Columbus, Georgia**

Solicitation Issue Date: June 10, 2026
Qualifications Packages Due: June 30, 2026

TABLE OF CONTENTS

REQUEST FOR QUALIFICATIONS (RFQ)

1. GENERAL PROJECT INFORMATION
2. PROGRAM MANAGEMENT SERVICE REQUIREMENTS
3. SCOPE OF SERVICES
4. QUALIFICATIONS REVIEW PROCESS
5. SCHEDULE OF EVENTS (STEP I)
6. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATIONS
7. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS
8. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS
9. FINALIST NOTIFICATION

REQUEST FOR FEE PROPOSALS (from Qualified Finalists) & INTERVIEWS

1. SCHEDULE OF EVENTS (STEP II)
2. PRE-PROPOSAL SITE VISIT
3. SELECTION PROCESS
4. SUBMITTAL OF FEE PROPOSALS
5. PRESENTATION / INTERVIEW INFORMATION
6. ADDITIONAL TERMS AND CONDITIONS

EXHIBITS:

- a. Exhibit A - Certification Form
- b. Exhibit B - Certificate of Insurance and Minority Status
- c. Exhibit C - Project Team Composition
- d. Exhibit D - Program Management Fee Proposal Form
- e. Exhibit E - Contractor Affidavit
- f. Exhibit F - Proposer's Disclosure Statement



STEP I REQUEST FOR QUALIFICATIONS

IMPORTANT: Read the document carefully, the selection requirements have changed!

**Program Management Services
Project No. J-465
“One Arsenal Place Renovation”
Columbus State University, Columbus, Georgia**

The Board of Regents of the University System of Georgia (“BOR”) as (“Owner”), on behalf of Columbus State University (“CSU”), (“User”) is soliciting statements of qualifications from firms interested in providing program management services for the construction of a project known as **Project No. J-465, “One Arsenal Place Renovation”** at Columbus State University, Columbus, Georgia. This Request for Qualifications (RFQ) seeks to identify potential providers of the above-mentioned services. Some firms that respond to this RFQ, who are determined by the Owner to be especially qualified, may be deemed eligible and may be invited to interview and offer proposals for these services. All respondents to this RFQ are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully. BOR reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at their discretion.

1. GENERAL PROJECT INFORMATION

Project Background

One Arsenal Place is a three-story 67,000 square-foot load bearing masonry building constructed circa 1850 as a foundry and warehouse for the Columbus Ironworks. Columbus Ironworks is listed in the National Register of Historic Places and designated a National Historic landmark in 1978. Several renovations have occurred over time, of which the most recent renovations were reportedly conducted in 1985, 2010 and 2014. The wood framed structure consists of 3 wings: the North wing at approximately 18,360 square feet, the South wing approximately 43,200 square feet, and the East wing at approximately 32,400 square feet. The wings include a gallery space and reception area, a lecture hall, University department offices, restrooms, a common kitchen, various classrooms. Unique to One Arsenal Place is the United States Bankruptcy court and their associated office that are located within the South Wing. The current building is experiencing various deficiencies in building systems as well as lacking ADA compliance. The building floorplans in public spaces and in instructional classrooms do not support flexible usage and current learning modalities.

Project Description

The project will include approximately 71K GSF of One Arsenal Place complex, this excludes the student housing and tenant lease spaces of the facility. This scope shall include an assessment of the existing conditions building systems, infrastructure, and necessary improvements to ensure

ADA compliance. Building systems include but are not limited to; HVAC, plumbing, electrical, building envelope, roof and the remediation of building and site stormwater drainage issues.

The project will reconfigure existing floor plans in key areas to enhance academic use for the Institution's laboratories, classrooms, office space for staff, provide engaging spaces for study as well as opportunities for collaboration. Interior finishes will be refreshed as required. The project will also include upgrades to the central building courtyard to provide an ADA-accessible multi-use outdoor area to support informal learning and community interaction. The overall design will address a phased approach to replacement or refurbishment, with the first phase completion within the SCL.

Sustainable Approach

The project will incorporate the requirements of the Energy Efficiency & Sustainable Construction Act of 2008 (O.C.G.A. 50-8-18) and it is the desire of the Owner to incorporate sustainable design and construction concepts in the project where feasible to do so. Further, Georgia Peach certification is required with commissioning.

Project Delivery Method

The delivery method for this Project will be Construction Management at-Risk method (CMAR), and, as a minimum, will employ the services of a Design Professional, Construction Manager, and a Commissioning Agent in addition to the services of the Program Manager.

Project Budget

The total project budget is estimated at **\$18,900,000**. The preliminary Stated Cost Limitation (SCL) or construction cost is of the Project is estimated **at \$13,500,000**. The final SCL may be revised by the Owner due to final programmatic requirements, funding availability or other circumstances.

Program Management Fee

The Program Management Base Fee will be **approximately \$245,000** which includes Phase I (Predesign) and Phase II (Preconstruction) services. The shortlisted Program Management firms are required to submit a fee proposal prior to scheduled Finalist Interviews. The fee structure for program management services will be agreed upon by the Owner and the Program Manager prior to the start of program management services.

Project Schedule

The Design Professional's services are anticipated to commence by **Fall, 2026** with construction documents anticipated for completion in **Winter, 2027**. The start of construction is contingent on the availability of funding. *(All of the dates above are estimates which are subject to change).*

2. PROGRAM MANAGEMENT SERVICES REQUIREMENTS

The Owner is seeking the services of a program management firm (the "Program Manager" or "PM") to represent the Owner and Columbus University (CSU) throughout the programming, planning, design, and pre-GMP construction phase of the project to ensure that all elements of the work meet the required quality, design standards, budget, and construction schedule. Further, the Owner may seek to employ the services of the PM through the executed GMP, completion of the 100% Construction Documents, and Construction Administration.

The successful Program Manager will have a clearly defined delegation of authority to act on the Owner's behalf and will provide the resources and expertise necessary to understand and be responsible for, a broad spectrum of services related to the project.

The Program Manager, as part of its services, will assist with developing a strategy for the best approach for the successful completion of the project. The PM will provide collegial collaboration,

guidance, and assistance in the preparation of a schedule and a reliable cost estimate. The Owner insists that all parties to this project approach it with a spirit of teamwork, openness, and partnership.

3. SCOPE OF SERVICES

The following is a list of some of the representative services to be provided by the PM:

A. General Duties: The PM will perform a variety of duties within the following broad areas:

- a. Identify program concepts and associated budgets; validate that this Project is financially feasible.
- b. Prepare a task-related project delivery schedule.
- c. Deliver a fully developed program to the Owner and CSU.
- d. Develop and implement a cost management (cost containment) strategy that will identify and track decisions that have an impact on cost.
- e. Work with user-group representatives and prepare a program validation schedule in conjunction with the Owner and the CSU.
- f. Represent the interests of the Owner and CSU user groups during the preparation of schematic and design development plans and construction drawings.
- g. Develop a framework for negotiating the guaranteed maximum price (GMP) and, if appropriate, the subsequent lump sum contract with the CM/GC.
- h. Provide construction administration services to monitor and manage construction activities that will affect the Project's cost, schedule, and quality.
- i. Coordinate the final building punchlist, including any commissioning and all operating systems on behalf of the Owner and CSU with a full and complete set of all building-related documents at occupancy; provide electronic file copy of the same (electronic file provided by design professional of record including "as-built" drawings).
- k. Perform activities not specifically identified but that are necessary and convenient to the best interests of the Owner and CSU in completing the Project.

B. Typical Duties: More specifically, the PM will perform the following:

- a. Review the program concept and budget constraints to assure that the Project is financially feasible.
 - i. Develop a preliminary schedule for the phases of work; establish and appropriate meeting schedule and attendance list; prepare an agenda and meeting notes for each meeting.
 - ii. Consolidate all the projects planning actions and supporting documentation that have occurred to date.
 - iii. Meet with campus facilities staff, user-group representatives, administration, etc., to gain their perspectives of the Owner's project requirements.
 - iv. In combination with appropriate campus personnel and in support of the program validation effort, tour and photograph the Project site.
 - v. Prepare a synopsis of the Owner's project requirements and make appropriate estimates and calculations to assure that the expected project scope can be achieved adequately within the available funds; identify any shortfalls and suggest (other than the provision of additional funds) methods of achieving balance scope and budget.
 - vi. Compile the result of the preceding tasks into a bound report that will be presented to the Owner and CSU in draft form for approval. Upon approval, provide five bound copies of the report to Owner.
 - vii. Create and distribute meeting notes, decision notes, and related project documentation as prescribed.
- b. Prepare a project task-related schedule.

- i. Identify essential or major points of interest to Owner and users and suggest other activities that might have been overlooked or may be the best interests of the Owner and CSU.
 - ii. Prepare a draft schedule for the entire Project, to include Design and Construction activities.
 - iii. Discuss the draft schedule with CSU to assure that the schedule is consistent with CSU's needs; modify the schedule as necessary to conform to CSU's needs or negotiate a modified level of expectation with CSU; document all conclusions resulting from the process.
- c. Develop and implement a cost management (cost containment) strategy that will identify and track decisions that affect cost.
 - i. Identify appropriate costs associated with each phase of the Project.
 - ii. Identify cost tracking methodology that will allow all parties to compare projected costs with actual costs in "real time."
 - iii. Develop a methodology to inform all parties, including the Design Professional, Owner and CM/GC, if it is expected or projected that expended costs will exceed the cost model. This methodology must include three suggested methods to regain balance between scope and cost. As a minimum, cost containment strategies should include the following considerations:
 - 1. Maintenance of program scope;
 - 2. Hazardous materials assessment;
 - 3. Existing utility capacity analysis;
 - 4. Peer review of the Project drawings.
 - iv. Create a project file that tracks all cost-related decisions and includes the rationale for them: provision to Owner with this record in bound form upon the completion of the Project.
- d. Participate in the process that will result in the selection of the Construction Manager on CM/GC projects.
- e. Facilitate discussions and meetings among the user group representatives, the Owner, essential members of the University of North Georgia staff, the Design Professional, and the CM/GC.
 - i. Schedule meetings with the approval of CSU to meet with the campus-identified user groups. Explain in detail the process and methods that will be used to construct "their" project; prepare and provide handouts and other materials appropriate to support this task.
 - ii. Maintain a list of the official campus user-group representatives.
 - iii. Monitor and document the Design Professional's program validation process and provide Owner and CSU (including user-group representatives) with a copy of the validated program, signed-off on by CSU and the Design Professional.
- f. Represent the interests of the Owner and CSU during the preparation of the schematic, design development and construction drawings, including, but not limited to:
 - i. Provide cost containment and cost monitoring.
 - ii. Provide cost-effective decisions.
 - iii. Ensure compatibility with the CSU's design expectations and Master Plan.
 - iv. Ensure consistency with the scope expectations of the Owner and CSU as documented in the program validation phase of the Project.
 - v. Insure provision of all necessary services and utilities.
 - vi. Provide necessary level of environmental review and documentation.
 - vii. Keep the Owner and CSU fully aware of the progress of the Project.
 - viii. Maintain the Project schedule.
 - ix. Provide construction quality assurance and compatibility with Project specifications.
 - x. Provide peer review and constructability of the construction drawings.

- xi. Ensure that the Design Professional produces a design that is in compliance with national and state codes as they apply to fire and life safety, ADA, mechanical, electrical, telecommunications, and other standards.
- xii. Ensure interior finishes, lighting, furniture, other elements provided as part of this Project to take into consideration sustainable elements when appropriate, feasible, and cost effective.
- xiii. Ensure all permits are obtained in an efficient and timely manner.
- g. Develop framework for negotiating the guaranteed maximum price (GMP) and if appropriate, the subsequent lump sum contract with the CM/GC.
 - i. Schedule meetings between the Owner, CSU, the Design Professional, and the CM/GC, including all other stakeholders, as appropriate.
 - ii. Create the draft GMP and if appropriate, lump sum contract, to the satisfaction of the Owner and CSU.
 - iii. Monitor the actions and track decisions that resulted from this GMP negotiation.
 - iv. Provide meeting minutes and a “decision log” at the conclusion of the GMP negotiation session.
 - v. Compile the final agreement into a contract document suitable for execution by all appropriate parties, obtaining signatures, and distributing the fully executed contract: providing same services if a lump sum contract is subsequently desired by the Owner and CSU.
 - vi. Provide monthly reports to include as a minimum a project team directory, project budget & cost management information, schedules, reports/meeting minutes, progress photos, and notification of any present or pending issues that may have budget, schedule, or quality impact.
- h. Provide construction administration services to monitor and manage construction activities that will affect the Project’s cost, quality, and schedule.
 - i. Monitor the CM/GC’s GMP and/or lump sum contract on behalf of the Owner and CSU; take appropriate actions to assure that the CM/GC maintains consistency with the terms and conditions of its contract.
 - ii. Monitor construction activities to assure consistency with contractual projects and quality specification and expectations.
 - iii. Maintain an “on-site” presence during all construction activities to represent the interests of the Owner and CSU assist in clarifying design or construction issues where input from the Owner and CSU is required, and assure the Owner and Columbus State University the Project is well and duly constructed.
 - iv. Monitor the Construction Material Testing and Special Inspections
- i. Coordinate the final building punch list, including all operating systems, on behalf of the Owner and CSU.
 - i. Represent the interests of the Owner and the University of North Georgia during the punch list phase of the Project and expedite this process whenever possible.
 - ii. Accept all guarantees and warranties on behalf of the Owner and CSU.
 - iii. Monitor all “system start-ups” and “commissioning.”
 - iv. Supervise the CM/GC’s turnover of the building to the Owner and CSU including coordination of all required user training of building equipment/systems; turnover and coordination of all Operation and Maintenance (O/M) manuals; and coordination of turnover of all keys/tools necessary for operation of the building and its systems.
- j. Provide the Owner and CSU with a full and complete set of all building-related documents at Occupancy.
 - i. Provide a full and complete cost-expense account (budget reconciliation), separated both by phases of the Project and by major contractor.
 - ii. A full and complete set of all guarantees and warranties that are tabbed to indicate the provisions of each guarantee or warranty.
 - iii. Provide certification that mechanical and electrical systems have been properly installed and that each system is operating properly.

- iv. Provide a fully accurate set of “as built” documents for the building and provide electronic file copy of same document provided by design professional of record.
 - v. Provide and/or undertake other activities appropriate or necessary to represent the interests of the Owner and CSU as part of the Project’s completion and occupancy including assisting with coordination of furnishings and fixtures installation.
 - vi. Track actual expenditures against the budget.
- C. Other Expectations: The PM should also have experience to meet the following expectations:**
- a. Interact in a positive and supportive manner as a team member.
 - b. Provide clear, concise, and accurate reports on complex budget and construction matters on a regular basis, including digital photographic documentation of project progress.
 - c. Be knowledgeable of the State of Georgia’s construction funding process.
 - d. Be knowledgeable of the laws of the State of Georgia regarding public works construction contracting.

4. QUALIFICATIONS REVIEW PROCESS

Selection of the PM will be a multi-step process generally following the steps outlined in the State Construction Manual.

Qualifications Review is initiated with this RFQ for the purpose of acquiring Statements of Qualifications from prospective PM firms. A selection of finalist firms will be made by a Selection Committee consisting of representatives of the BOR, CSU, and GSFIC. The Selection Committee will receive, and review Statements of Qualifications submitted in response to this RFQ. To be deemed eligible for evaluation, firms must meet the following minimum qualifications:

Minimum Qualifications Required (evaluated on a pass/fail basis by the Selection Committee)

- The firm or its principals are not ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority.
- The firm must have all necessary, valid, and current licenses to do business in the State of Georgia.
- The firm or its principals have not been terminated for cause or currently in default on any public works contract.
- The firm must provide a sworn statement attesting to compliance with the minimum criteria listed above and provide supporting documentation as requested as part of the deliverables in the Statement of Qualifications.

The Selection Committee will evaluate the submittals which have met the above minimum qualifications based on the criteria for evaluation listed below:

Criteria for Evaluation of Statements of Qualifications/Proposals

- 25% Factor:** Stability of the firm, including the firm’s corporate history, growth, resources, form of ownership, litigation history, financial information, and other evidence of stability.
- 45% Factor:** Firm’s relevant project experience and qualifications, including the demonstrated ability of firm in effective management of design and construction of facilities comparable in complexity, size, and function, to the one contemplated hereby as well as Experience of the principal, lead staff and team members on completed projects. Assigned team’s experience with effective budget and schedule control; availability of the proposed team for this project. Provide information regarding percentage of the primary team member’s time will be committed to this project. Performance of the firm including level of quality of the services of the firm to

previous customers, customer's statements of that quality. Evaluators may also consider personal or agency past experience with firms.

30% Factor: Firm's apparent suitability to provide services for project, the firm's apparent fit to the project type and/or needs of the Owner, experience with project type, delivery method, performance on past work and any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location and other services offered by the firm.

5. SCHEDULE OF EVENTS – (STEP I)

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated are prevailing times in Atlanta, Georgia. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

RFQ Estimated Timeline		
a. Owner issues public advertisement of RFQ	06/09/26	-----
b. Deadline for written questions/requests for clarification (see Section 6).	06/23/26	2:00 pm
c. Deadline for submission of Statements of Qualifications	06/30/26	2:00 pm
d. Owner completes evaluation, post results, and issues notification to finalist firms	06/30/26 – 07/08/26	-----

6. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATIONS

It is the responsibility of each respondent to examine the entire RFQ/RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Once the submittal deadline has passed, all submissions will be final. The Owner will not request clarification from individual proposer regarding their submission but reserves the right to ask for additional information from all parties who have submitted qualifications. Questions about any aspect of the RFQ/RFP, or the project, shall be submitted in writing (email is preferable) to:

Mr. Thomas Rice
Director of Plant Operations
Columbus State University
4225 University Avenue
Columbus, Georgia 31907

email: rice_thomas@columbusstate.edu

The deadline for submission of questions relating to the RFQ/RFP is the time and date shown in the *Schedule of Events (Section 5)*. All relevant questions and requests for clarification received by the CSU in writing, prior to the deadline will be compiled, and answers will be posted on the Georgia Procurement Registry as an addendum to the original solicitation for services at <http://ssl.doas.state.ga.us/PRSapp/>.

7. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

Interested firms shall submit/upload one (1) electronic copy in .pdf format of the complete qualifications package to a BOR ftp site. Submittals must be prepared in a manner that fits a standard 8 ½" x 11" paper format when printed. Responses are limited to using a minimum of an 11-point font. **The entire response shall not exceed 50 pages, including exhibits, affidavits or other enclosure information that may be included in an appendix.** All pages count regardless of content. Submittals that include qualifications of more than one firm shall not exceed page limits. Submittals that exceed the page limit will be deemed non-responsive and will not be considered by the Selection Committee.

STATEMENT OF QUALIFICATIONS (DELIVERABLES "A", "B", "C" AND "D" FOR ALL FIRMS)

Emphasis should be on completeness, relevance, and clarity to content. It is essential that all Statement of Qualifications follow the format and instructions outlined below:

A. Description and Resources of Firm

- A1 Provide basic company information: Company's legal name, address, name of primary contact, telephone number, fax number, email address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to the project site. If applicable, indicate the year the local office was established and the number of persons staffing that office and their disciplines. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the offeror a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), or other structure?
- A2 Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices.
- A3 Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners, Architects and/or Contractors. List any active or pending litigation and explain. List any claims against your firm or against Owners where your firm is named.
- A4 Provide the name of the insurance carrier, types of coverage and deductible amounts per claim.
- A5 List the firm's annual revenue for the past 5 years. List the parent office and the local office revenues separately, if applicable.
- A6 Supply financial references and main banking references.
- A7 Has the firm ever been removed from program management services contract or failed to complete a contract as assigned? If yes, provide an explanation.
- A8 Complete and submit the Certification Form (Exhibit "A" provided with RFQ) and provide a scanned notarized copy with response with the firm's Statement of Qualifications.
- A9 Complete and submit a Certificate of Insurance and Minority Status Form (Exhibit "B" provided with RFQ) and provide a scanned notarized copy with response with the firm's Statement of Qualifications.
- A10 Complete and submit the Project Team Composition Form, including subconsultants (Exhibit "C" provided with RFQ). **This is to identify composition of the project team only. More detailed information about the consulting team members and relevant project experience will be requested in Step II, Request for Proposals (RFP).**
- A11 Complete the Contractor Affidavit Form (Exhibit "E" provided with RFQ) and provide a scanned notarized copy with response with the firm's Statement of Qualifications in compliance with the Georgia Security and Immigration Compliance Act.

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT(S)

“Contractor” in the following Affidavits shall mean “General Contractor”/” Contractor” for the purpose of compliance with O.C.G.A. § 13-10-91, (b).

For the purpose of completing the attached Affidavits, please insert the following:

- “Name of Public Employer” shall mean “Board of Regents of the University System of Georgia, Owner, for the use and benefit of the Columbus State University.
- “Name of Project” shall mean “Project No. J-465, One Arsenal Place Renovation”

A12 Complete the Proposer’s Disclosure Statement (Exhibit “F” provided with RFQ) and include with response with the firm’s Statement of Qualifications.

B. Qualifications and Experience of Proposed Program Management Team

- B1 Describe your firm’s proposed organization for the program management team. Please designate all specific individuals and their roles on your team by submitting an organizational chart for the project: At a minimum, the project organization chart shall show the names of key program managers and staff; descriptions of responsibilities for all proposed staff.
- B2 Please provide for each of the above personnel current resumes listing relevant project experience and percentage of the person’s time to be committed to this project.
- B3 Please identify the individual who, *from project start to finish*, will be the leader of your team and the principal point of contact between your firm and the BOR and the Using Agency. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the firm. This individual’s competence, his/her leadership, and his/her ability to achieve *customer satisfaction* will be heavily considered in the selection.
- B4 Provide examples of your team’s *recent* experience in similar projects, including the following information:
- a. Provide detailed information on the three most recent relevant projects your firm has completed with proposed team members working together. Include the total value of the project, dates of the project, quantity of change orders or amendments to the contract and net total cost increase. Summarize the actual schedule performance relative to the initial project schedule. For each project, provide the name of Client’s representative (with a current phone number) who is most familiar with your performance on the project. Summarize successes achieved and problems encountered with the project.
 - b. Provide a reference from the Client and any other stakeholders (with current phone numbers) familiar with your performance on each of the above projects.
 - c. List the individuals who served as the Principal Program Manager/Executive/Director, project manager, and other key roles on the projects. Please note whether these individuals are still employed with your firm. Identify and provide detailed information on projects in which all or any combination of members of the proposed team has worked together on.
 - d. Provide detail information on the level of experience team members have with the design of facilities similar to this project; include the project name and project type. To the degree applicable to this type of project.

C. Management Approach

- C1 Provide a statement of your definition of your firm’s proposed overall role in this project, your anticipated level of management responsibility and accountability for project concerns. Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the BOR, Using Agency, and others as applicable. Provide detailed procedures for routine solving of complex project issues

without compromising your team commitments. Provide your proposed methods and plans of communication.

- C2 Provide your proposed timeline covering the scope of design and a detailed work plan for the project. Each milestone must include the detailed steps describing the tasks to be done. Describe systems and procedures your firm uses to manage the project schedule. Describe alternatives that may be explored to shorten the schedule.
- C3 Please explain your process for construction administration.
- C4 Provide your detailed plan for applying any services not specifically mentioned herein. Explain the relevance of these services to this project and how they benefit the project.

D. Statement of Suitability

- D1 Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Provide evidence of the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project; Provide current and projected workloads, the proximity of office to project location, and any services offered by the firm that may be particularly suitable for this project.
- D2 Provide Minority-Owned Business Enterprise (MBE) / Woman-Owned Business Enterprise (WBE) status and M/WBE participation on this project, as well as any non-discrimination and affirmative action policies of the firm. Provide evidence of experience and proficiency with design of public buildings with regard to the areas of public safety, environmental, accessibility for persons with disabilities and special needs or other related concerns.
- D3 Provide information on any special services offered by the firm that may be relevant and available for this project.

8. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

Submit one (1) electronic copy of the complete package in .pdf format onto the BOR / Egnite ftp site. Please do not submit individual documents or sections separately. The file shall be titled in the format below:

EXAMPLE: (BOR-Project No. J-465 -PM, ABC Company, Qualifications)

See the document titled "Upload Instructions" on the Georgia Procurement Registry site along with this RFQ/RFP for detailed instructions regarding the upload of your submittal.

Statements of Qualifications/Proposals must be received electronically by the Owner prior to the deadline indicated in the Schedule of Events (Section 5 of the RFQ/RFP). Printed copies will not be accepted.

If difficulty is encountered during upload, contact Josette Decatur-Hampton at (404) 962-3172 or josette.decatdur-hampton@usg.edu for assistance or confirmation that the file was received. **Firms are encouraged to verify their upload was successful at least 45 minutes prior to the deadline.**

(Experience with the ftp site indicates that uploads do not always receive the confirmation statement that the file was successfully uploaded. For files ranging in size over 10mb, it could take more than two minutes to complete the upload.)

A list of firms submitting responsive Statements of Qualifications/Proposals will be published on the Georgia Procurement Registry site, as well as the Board of Regents' Office of Real Estate and Facilities' website at http://www.usg.edu/facilities/external_partners/consultant_selections.

It is the sole responsibility of the Proposer to assure delivery by the specified deadlines; the Owner cannot accept responsibility for incorrect delivery, regardless of reason. No submittals will be accepted after the time stipulated above. Submittals will not be accepted via mail, courier, or fax.

Proposers are further reminded to include a completed CONTRACTOR AFFIDAVIT UNDER O.C.G.A. §13-10-91 (b)(1) with the Statement of Qualifications (See Exhibit "E"). *FAILURE TO PROVIDE THIS AFFIDAVIT WILL RESULT IN REJECTION OF PROPOSAL.*

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential" or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

9. FINALIST NOTIFICATION

Once the Selection Committee has completed the evaluation of the Statements of Qualifications/Proposals, the finalist firms will be notified in writing. The shortlisted firms will also appear on the BOR Office of Real Estate and Facilities website at https://www.usg.edu/facilities/external_partners/program_management and posted at the PM RFQ solicitation on Georgia Procurement Registry.

STEP II

REQUEST FOR FEE PROPOSALS & INTERVIEWS (from Finalist Firms)

Step II - PM Selection will be initiated by the invitation to finalist firms to submit Fee Proposals as instructed in the Owner's Request for Qualifications (RFQ). Finalist will be those firms determined by the Selection Committee to be especially qualified to perform as the Project Manager for this project in accordance with the qualification criteria herein. The Owner will issue a notice to finalists to participate in an oral presentation/interview. The successful PM will be determined from the interviews and proposals received.

1. SCHEDULE OF EVENTS – (STEP II)

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated are prevailing times in Atlanta, Georgia. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

RFQ Estimated Timeline		
a. Owner issues notice to finalist firms	07/08/26	-----
b. Owner conducts Mandatory Pre-Proposal Site Visit for finalist firms	07/14/26	TBD
c. Deadline for Site Visit written questions/requests for clarification	07/17/26	2:00 PM
d. Deadline for submission of Fee Proposals (day prior to interviews)	07/22/26	2:00 PM
e. Owner interviews finalist firms	07/23/26	TBA

2. PRE-PROPOSAL SITE VISIT

A pre-proposal site visit will be conducted by the Owner, and attendance of finalist firms is mandatory. The site visitors will convene at an exact date, time and location to be determined and communicated in the Notice to Finalists by the Owner. At the pre-proposal site visit, all finalist firms may be given any relevant available information that has previously been developed, such as programs, studies, preliminary plans, maps, etc. ***The Owner reserves the right to disqualify a proposer from the selection process due to a failure by a proposer to arrive for the site visit by the scheduled time. Failure to attend a mandatory site visit will automatically result in disqualification from the selection process.***

3. SELECTION PROCESS

The Selection Committee will evaluate the finalist firms based on the criteria for evaluation listed below:

Criteria for Evaluation of Finalist Interviews

- 50% Factor: **Project Management Team Qualifications and Experience** of the Proposed Project Team. Experience of the project management team on completed projects of similar size, type, and complexity; assigned team's experience with effective budget and schedule control. Previous Performance of the firm including level of quality of services of the firm to customers, customer's statements of that quality. The firm's cost and schedule management plans; Firms approach to managing changes within the Stated Cost Limitations and schedule limitations for the Project. Committee may use references from stakeholders from previous projects of the finalists, as well as information submitted in Step I of this selection process.
- 25% Factor: **Project Management Plan / Methodology Presented:** The firm's presentation of the proposed program management Plan; and the committee's overall impression of the firm and key team members; firm's approach for managing responsibility and accountability for project concerns; firm's process for effectively resolving issues and maintaining project commitments.
- 25% Factor: **Team Communications/Project Solutions:** Committee's overall impression of the firm(s) and it's team members. The effectiveness in communication of the team members during the interview process, and the firm's ability to effectively answer project questions and provide solutions during the interview.

4. SUBMITTAL OF FEE PROPOSALS

Fee Proposals will be solicited from the finalists invited to interview. Do not include any project proposal information. **Firms must use the "Program Management Fee Proposal" form (included as an Exhibit to this RFQ).**

Submit one (1) password protected fee proposal to the BOR Egnyte platform prior to the deadline indicated in the Schedule of Events (Section 1 of the Step II).

See the document titled "Upload Instructions" on the Georgia Procurement Registry site along with this RFQ/RFP for detailed instructions regarding the upload of your document. Consult with your IT department if you need assistance with this process. The file shall be titled in the format below:

EXAMPLE: (BOR-Project No.J-465 -PM, ABC Company, Fee Proposal)

No fee proposal will be opened until one firm has been judged to be the highest ranked firm. Following the interviews, the highest ranked firm will be contacted to provide the document password. Only the fee proposal from the highest ranked firm will be opened. Please understand that this proposal constitutes a starting point for negotiation toward an eventual agreement on fees.

5. PRESENTATION/ INTERVIEW INFORMATION

Interview Format

Firms selected to make presentations shall be notified by the Invitation to Interview letter issued by the Selection Committee Manager. The Invitation to Interview letter shall designate a place and time for the interview session. The time allotted to each firm to present and be interviewed will be in accordance with the State Construction Manual. The Invitation letter will specify the manner in which the presentations will be conducted.

- The interview will last a total of 50 minutes (30 minutes for the presentation, 20 minutes reserved for questions and answers). Teams will have 5 minutes prior to your interview to connect to the meeting and get your presentation set up. The Selection Committee will consist of representatives of the institution, and the Board of Regents Office of Real Estate and Facilities and GSFIC.
- Electronic presentations, such as PowerPoint presentations are also allowed.
- BOR will typically have a screen and projector available in the interview room, and possibly a laptop computer. Nevertheless, presenters must be prepared with their own projector, flash drive and laptop computer in case unforeseen technical difficulties are encountered.
- The presentation may involve flip charts or boards along with the oral presentation.
- All members of the Selection Committee will be present during all of the presentations.
- Firms are not allowed to address any questions to anyone other than the designated contact prior to the interview.

Interview Requirements

The primary intent of the formal interview process is to provide the Selection Committee with in-depth and clarifying information about the firm. Information provided should assist the Selection Committee in making an informed decision as to the proposer best suited for the work. All key personnel should be present at the interview.

Firms should focus their presentations on:

- Specific roles of your team members, their time devoted to this project, and their current workload.
- Team members relevant experience.
- Describing their detailed plan for managing the project; including cost, schedule, and quality and alternate that may be explored to shorten the schedule.
- Detailed plan for applying any services not specifically mentioned herein and explain the relevance of these services to this project and how they benefit the project.
- Unique characteristics or services the firm offers.

Please bring a copy of your interview presentation on a thumb-drive to leave with the PM Selection Committee.

Firms are discouraged from reviewing general company history and past experience as submitted in Statements of Qualifications unless this information is particularly relevant to the presentation. All key personnel should be present at the interview to discuss how the team will successfully complete the project.

Final Selection

Upon completion of the evaluation and interview process by the Selection Committee, the firms will be ranked in descending order of recommendation. Negotiations will then be initiated with the best-qualified firm to finalize the terms and conditions of the contract. In the event a satisfactory fee agreement cannot be reached with the highest-ranking firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest ranking firm and so on until a mutual agreement is established and the Owner awards a program management services contract. The contract for Program Management services will be based on the Program Manager Agreement for the Construction Management at-Risk Contract located on the University System of Georgia's Office of Real Estate and Facilities website: https://www.usg.edu/facilities/services/contracts_and_agreements

You are encouraged to review and become familiar with the terms and conditions of this contract. BOR does not intend to modify any language contained in general terms and conditions of the

contract, and any significant exceptions proposed by a firm could lead to a firm being deemed non-responsive.

14. ADDITIONAL TERMS AND CONDITIONS

Restriction of Communication

From the issue date of this RFQ solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate about this solicitation or this Project for any reason with any members of the Selection Committee, the Institution, or BOR, except for submission of questions as instructed in the RFQ, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any statement of qualifications or proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this Request for Proposal and to reject any or all proposals submitted in responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.

Reciprocal Preference Law

For the purposes of evaluation only, a proposer that resides in the State of Georgia will be granted the same preference over proposers that reside in another State in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other State to proposers that reside therein. For the purposes of this law, the definition of a resident proposer is one who maintains a place of business with at least one employee inside the State of Georgia. A P.O. Box address will not satisfy this requirement.

Joint-Venture Proposals

The Owner does not desire to enter into "joint-venture" agreements with multiple firms. In the event two or more firms desire to "team up" it is strongly recommended that one incorporated firm propose and maintain status as the contracted lead firm with the remaining firms participating as major consultants to the lead firm.

Minority and Small Business Enterprise

It is the policy of the State of Georgia that minority-owned business enterprises (MBE), woman-owned business enterprises (WBE) and small business enterprises (SBE), have a fair and equal

opportunity to participate in the State purchasing process. Therefore, the Owner encourages all MBE, WBE and SBE to compete for contracts to provide goods, services, and construction, and encourages contractors to solicit MBE, WBE and SBE in procuring subcontractors and suppliers. This desire on the part of the Owner is not intended to restrict or limit competitive bidding or to increase the cost of the work. The Owner supports a healthy free market system that seeks to include responsible businesses and provides ample opportunity for business growth and development. Contractors and subcontractors who utilize qualified minority subcontractors may qualify for a Georgia state income tax credits for qualified payments made to minority subcontractors. See Official Code of Georgia Annotated (O.C.G.A.) O.C.G.A. Section 48-7-38. For more information, please contact:

The Governor's Entrepreneur and Small Business Office
75 Fifth Street, Suite 825
Atlanta, Georgia 30308
Phone: 404-962-4071
<http://www.georgia.org/Business/SmallBusiness/>

Statement of Agreement

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Qualifications (RFQ), and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the RFQ with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications, and requirements in the therein.

END