



Request for Qualifications and Sealed Fee Proposal (RFQP)
RFQP #COK 26-036
Architectural Design & Construction Administration Services
For Kingsland Fleet Garage

Issued by:
City of Kingsland, Georgia

Proposals must be submitted
No later than
2:00 PM on Tuesday, August 11, 2026

To:
City of Kingsland

Mailing Address
City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Agent
P.O. Box 250
Kingsland, Georgia 31548

Delivery Address
City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Agent
108 West William Avenue
Kingsland, Georgia 31548

LATE PROPOSALS WILL BE REJECTED

Issued: 07/02/2026



Objective

The City of Kingsland, Georgia is soliciting proposals from qualified firms for architectural design and construction administration services for the construction of a new Fleet Garage facility. This RFQP is seeking services for concept/preliminary design, final design, bidding, and construction administration management services.

Background

The City of Kingsland is a growing municipality in Camden County, Georgia and requires a new fleet maintenance and storage facility to support essential city operations. The proposed Fleet Garage will serve as a functional, durable, and secure municipal building designed to support fleet services staff and operational needs.

Project Details

The City anticipates the new Fleet Garage will include, at a minimum:

- Four drive-through service bays (double bays) with overhead doors sized to accommodate heavy equipment and fire apparatus. Two offices.
- Employee restrooms sized to serve approximately six to eight employees.
- A break room.
- A small inventory room capable of being secured.

The selected firm may recommend additional design features, layout improvements, and operational considerations to support efficient fleet operations and future growth.

Building Goals

The City will accept proposals from firms that are capable of providing all of the work described in the Scope of Work. Applicants shall include qualifications for work set forth in the Scope of Work for which it proposes to provide services. The selected firm will be encouraged to provide guidance and recommendations toward designing a Fleet Garage building that will best meet the needs of the City. The City has identified the following goals:

- Facilities should include a functional and efficient layout for fleet maintenance operations. Current fleet includes approximately 200 vehicles /heavy equipment. This includes fire engines, police vehicles, garbage trucks, pick-up trucks, sport utility vehicles, sedans, etc.
- Facilities should include durable construction appropriate for municipal fleet use.
- Facilities should include secure storage for inventory, tools, and equipment.
- Facilities should include office space for staff and administrative functions.
- Facilities should include employee support areas, including restrooms and a break room.



- Facilities should be designed to maximize functionality, durability, and account for future growth.
- Facilities should support cost-effective construction and long-term maintenance.
- At the City's discretion, value engineering will be applied when substituting materials and methods does not hinder functionality.

Project Description in Phases

- **Phase 1 - Concept design and opinion of probable cost** for the Fleet Garage building – the selected firm will work with City staff to evaluate current needs, gather input, and analyze available options for this facility. To allow sufficient time for multiple meetings, the City anticipates this concept design phase to take place within 30 days following award notification.
- **Phase 2 - Schematic design, design development and final design phase** – the City anticipates this phase to take place up to 60 days following concept design phase.
- **Phase 3 – Bidding and contract award phase**
- **Phase 4 – Construction and project close-out phase**

Scope of Services

Each firm shall submit a proposed Scope of Services with its proposal. The scope of services described in this section is intended to provide direction regarding the City's objectives and expectations. Firms are encouraged to tailor their proposed approach to deliver a process that balances timeliness, cost efficiency, stakeholder input, exploration of alternatives, and industry best practices for the design of a municipal fleet maintenance facility.

The selected architect shall work collaboratively with the City as a member of the project team to develop a facility that meets the City's current operational needs while providing flexibility for future growth. This objective shall be accomplished through frequent communication, coordination meetings with City staff, design review workshops, and ongoing collaboration throughout the design and construction process.

The Scope of Services shall include all architectural, structural, civil, mechanical, electrical, and plumbing engineering services necessary for the design, bidding, and construction administration of a new Fleet Garage facility. The Consultant shall prepare construction cost estimates throughout the design process and develop a complete set of construction documents and project specifications suitable for public bidding and construction. During construction, the Consultant shall provide construction administration services, including review of shop drawings and submittals, responses to Requests for Information (RFIs), attendance at construction progress meetings, review of pay applications, substantial completion inspections, punch list preparation, and project close-out assistance.

The proposed Fleet Garage shall be designed to provide a safe, efficient, durable, and functional facility for the City's fleet maintenance operations. At a minimum, the facility shall include four (4) drive-



through service bays with overhead doors sized to accommodate heavy equipment, sanitation vehicles, fire apparatus, and other large municipal fleet vehicles; office space; employee restrooms; a break room; secure parts and inventory storage; and other support spaces necessary for efficient operations. The Consultant is encouraged to recommend additional features, layout improvements, and operational enhancements that improve workflow, safety, maintainability, and long-term functionality.

Design plans shall include complete site layout, utility coordination, grading and drainage design, stormwater management, parking and circulation, building systems, permitting support, and all other site and building design components necessary to produce a complete bid package. The facility shall be designed using durable, low-maintenance materials and incorporate practical design solutions that maximize operational efficiency while allowing for future expansion as the City's fleet and service needs evolve.

Kickoff and Base Information

- Design team shall coordinate a kickoff meeting with City staff including the City Manager, Fleet Services Director, Public Works Director, and other stakeholders as identified.
- Design team shall evaluate operational needs, gather input regarding building layout and workflow, and confirm requirements for the facility.
- Design team shall develop conceptual floor plan sketches into a full conceptual design.
- Design team shall identify any additional information needed for design development, including survey, utility information, and site data.

Design Phases

- **Conceptual Design** shall include a 30% design level construction document package, including PDF and hard copy submittal to the City, with associated cost estimate for budgeting purposes. A design review meeting with the City stakeholders shall be included. Stakeholders will provide review comments within 1 week.
- **Schematic Design** shall include a 60% design level construction document package including PDF and hard copy submittal to the City, associated cost estimate and project specification manual outline. Design team shall meet with City stakeholders for design review. Stakeholders will provide review comments within 1 week.
- **Construction Document Design** shall include 90% design submittal, with associated cost estimate, in PDF and hard copy format. Submittal shall include all design disciplines for municipal permitting review, including site and building design and a complete project manual of specifications for review. All revisions for permitting approval shall be included in the fee.
- **Bid Package** shall include full 100% construction documents and specifications integrating all stakeholder comments and municipal review comments to date for construction bidding.



Bidding & Construction Administration

Consultant shall provide an hourly not-to-exceed fee for bidding and construction administration to include response to bid questions, submittal review, RFIs, review of pay applications, punch list inspection and punch list development. Consultant shall include attendance at bi-weekly construction progress meetings, including subconsultants as needed, and coordination of construction phase submittals as necessary.

Additionally, if construction costs are higher than the project budget, the architect will work with the City to:

- Assist in value engineering the project to reduce costs.
- Evaluate alternatives, provide cost information, and advise the City as to the value of all revisions.
- Work with vendors and contractors in developing and evaluating cost reduction alternatives.
- Assist the City in re-design and re-bidding the project if required.
- Provide any other work and assistance during the bidding process that would be usual and customary for a project of this size and scope.
- Prepare construction contracts.

Site Visit

A site visit is recommended. To schedule a site visit, please contact:

Corey Wright

Fleet Director

PH: (912)540-3191

Email: cwright@kingslandgeorgia.com

Proposal Submission Process

Submittals must be in a sealed envelope clearly marked “**Architectural Design & Construction Administration Services**” with the RFQP number and opening date. The delivery of said proposal to the prescribed delivery point on or before the specified opening date and time is solely and strictly the responsibility of the Proposer. Any proposal received at the prescribed delivery point after the specified date and time will **NOT** be accepted. Proposals must be submitted in writing and as prescribed by the City. No other forms will be accepted. Electronic, telephone, telefax, and telegraph proposals will **NOT** be considered. No proposal may be modified after opening.

All Responders shall submit one (1) hard copy and three (3) copies of their documents in a sealed envelope, with the price proposal being in a separate SEALED envelope. Responders must submit their proposal no later than **2:00 PM on August 11, 2026**. In submitting a proposal, the Contractor hereby certifies that he has reviewed this RFQP and is familiar with all conditions contained therein. Exclusive of resumes, cover sheets, and fee proposal, proposals should include the following:



1. Cover letter (1 page) – submitters shall include a cover letter indicating interest in the project and identifying the consultant’s point of contact.
2. Firm information (1 page) – include office locations, size, and contact information.
3. Organization chart – submitters shall include an organizational chart showing team structure and personnel for the project.
4. Project approach/schedule (3 pages maximum) – submitters shall include a summary of the recommended approach and milestone dates for data gathering, design development, and presentation of recommendations.
5. Experience/references (3 pages maximum) – submitters shall include a summary of 3 projects of similar size/scope within the past 5 years. Include a reference with contact information for each project. Also include approximate project construction budget, key subconsultants, and current project status.
6. Resumes – submitters shall include resumes for key personnel on the project.
7. Fee Proposal – include in a separate sealed envelope. Provide a line-item lump sum per phases 1 & 2 and itemized pricing for phases 3 & 4, as depicted on the Bid Proposal Form, page 10 of this RFQP.

Additional Documents

The following documents are to be submitted with the RFQP:

1. Copy of firm’s current Certificate of Insurance.
2. Copy of signed W-9.
3. E-Verify Contractor and/or Sub-Contractor/Sub-Sub-Contractor Affidavit.
4. Acknowledgement of Addenda, if applicable.
5. Bid Proposal Form.

Submission Address

Proposals may be submitted by providing all information requested to either address listed below:

Mailing Address:

City of Kingsland
Finance Department
Attn: Purchasing Agent
P.O. Box 250
Kingsland, Georgia 31548

Delivery Address:

City of Kingsland
Finance Department



Attn: Purchasing Agent
108 West William Avenue
Kingsland, Georgia 31548

Any proposals received after the specified date and time will be rejected and returned unopened. Proposals may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw one's proposal from the selection process at any time prior to the submittal deadline. The City of Kingsland reserves the right to extend the time for submittals.

For Technical Questions:

Corey Wright, Fleet Director
City of Kingsland
PO Box 250
Kingsland, GA 31548
PH: (912)540-3191
Email: cwright@kingslandgeorgia.com

For Submittal Questions:

Hannah Smith, Purchasing Director
City of Kingsland
PO Box 250
Kingsland, GA 31548
PH: (912)729-8113
Email: hsmith@kingslandgeorgia.com

Evaluation Criteria

Criteria	Max Score
Experience & Qualifications	25
Strength of overall proposal	20
Technical Consideration	20
References	15
Fee Proposal	20
Total	100

Insurance Requirements

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.

The amount of insurance shall not be less than:

- Commercial General Liability: Minimum of \$2,000,000 commercial general liability coverage with \$1,000,000 for each occurrence.



- Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned, and hired autos.
- Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Georgia and employer's liability with limits of \$1,000,000 per accident.
- Professional Liability: Minimum of \$1,000,000 aggregate with \$500,000 per occurrence.

The City of Kingsland reserves the right to require complete, certified copies of all required insurance policies at any time.

Compliance with OSHA Standards and Regulations

The work connected with this contract shall be performed in accordance with all applicable OSHA regulations and standards including any additions or revisions thereto, until the job is completed and accepted by the City of Kingsland.

Local Vendor Preference

For purchases, bids, proposals or contracts less than \$100,000 the local vendor may be given an opportunity to match the lowest price proposal, if the quotation or bid of the local vendor is within 5% of the lowest price proposal by a non-local vendor. In the event a local vendor matches the lowest price proposal, including all other terms, quality, service and conditions, then the local vendor shall be awarded the contract. *(See City of Kingsland Purchasing Ordinance for complete guidance.)*

Payments

Unless otherwise stated, payment will be made within thirty (30) days of delivery and acceptance by the City of Kingsland. Proposer shall compute pricing less sales tax, of which the City of Kingsland is exempt, and documentation will be provided upon request.

Hold Harmless

The Contractor will indemnify, defend, and hold harmless the City of Kingsland from loss for all suits, actions, or claims of any kind brought as a consequence of any negligent act or omission by the Contractor. The Contractor agrees that this clause shall include claims involving infringement of patent or copyright. For purposes of this document, "City" and "Contractor" includes their employees, officials, agents and representatives.

Rejection of Proposals

The City of Kingsland reserves the right to clarify any terms with the concurrence of the Vendor; however, any substantial nonconformity in the offer, as determined by the City of Kingsland, shall be deemed non-responsive and the offer rejected. The City of Kingsland reserves the right to reject Proposals, or any part of any proposal, containing any additional terms or conditions not specifically



requested in the original conditions and specifications.

The City of Kingsland reserves the right, at any time, to modify, waive, or otherwise vary the terms and conditions of this RFQP including, but not limited to, the deadlines for submissions and submission requirements. The City further reserves the right to cancel or withdraw this RFQP at any time. The City also reserves the right to negotiate mutually acceptable contract terms with the successful proposer.

(City Purchasing Ordinance, Article IV, Division 2, Section 2-99.)

The City of Kingsland reserves the right to reject any or all proposals, or any part of any proposal, to award in part or in whole, to waive any informality in any submission, and to award a contract deemed to be in the best interest of the City of Kingsland. The City reserves the right to accept or reject any and all responses, to waive irregularities, and to re-advertise as may be determined to be in the best interest of the City.

Production and Contract Requirements

Time is of the utmost importance for this project. The successful firm will be required to commence work within ten (10) calendar days from the receipt of the Notice to Proceed and must carry on with utmost diligence to complete the work within the contract timeframe.

The successful firm is required to do the following within ten (10) days of Notice:

- a) Return contract documents executed by authorized representative.
- b) Provide insurance certificates as specified in the proposal documents.
- c) Provide schedule of Architect Design and Construction Administration Services.

Failure to execute the Contract or provide required documents by specified time may be just cause for the annulment of the award. At the discretion of the City, the award may then be made to the next responsible firm or advertised.



Acknowledgement of Addenda

Proposer hereby acknowledges receipt of all Addenda.

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Company _____

Authorized Signature _____

Print Name _____



Sealed Bid Proposal Form

The following statement must be signed and submitted with bid. Failure to sign this statement will render bid invalid.

"I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder."

Company Name: _____

Person Authorized to Sign: _____

Name: _____

Address: _____

Title: _____

City: _____

Signature: _____

State: Zip _____

Telephone Number: _____

Fax: _____

E-Mail: _____

Signed this _____ day of _____, 2026.

This proposal is valid for a period of not less than 120 calendar days from date of receipt.

OTHER EXCEPTIONS/VARIATIONS:

Architectural Design & Construction Administration Services: Cost

Phase 1: Concept Design and Opinion of Probable Cost \$ _____

Phase 2: Schematic Design, Design Development & Final Design – Full Project \$ _____

Phase 3: Bidding and Contract Award \$ _____

Phase 4: Construction and Project Close-out \$ _____

Provide separate itemized hourly rate table, as applicable.

List any reimbursable expenses with rates, as applicable.