Board of Regents of the University System of Georgia

Request for Qualifications
(Step I)

and

Request for Fee Proposal & Interviews
(Step II)

To Provide

Design Professional Services

for

Project No. BR-10-2702
"Oglethorpe House Renovation"

University of Georgia
Athens, Georgia

Solicitation Issue Date: **October 27, 2026**
Qualifications Packages Due: **November 17, 2026**

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STEP I
REQUEST FOR QUALIFICATIONS

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

Design Professional Services
Project No. BR-10-2702
"Oglethorpe House Renovation"
University of Georgia, Athens, Georgia

The Board of Regents of the University System of Georgia ("BOR") as ("Owner"), on behalf of the University of Georgia ("UGA"), ("User") is soliciting statements of Qualifications from firms interested in providing design professional services for the construction of a project known as **Project No. BR-10-2702, "Oglethorpe House Renovation"** at University of Georgia, Athens, 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 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
As part of its long-term residence hall renewal strategy, UGA proposes to renovate and modernize Oglethorpe House ("O-House"), a nine-story residential facility located at 150 University Court in Athens encompassing approximately 93,538 square feet. Constructed in 1963 and opened in 1965, O-House currently provides 496 student beds and predominantly serves first-year students.

The Project would continue UGA's broader effort to provide a high-quality and consistent residential experience across its housing communities, following prior renovations to Russell Hall and Brumby Hall, as well as the planned renovation of Creswell Hall. The Project would support UGA's strategic enrollment plan, anticipated growth in UGA's first-year student population, and continued student retention by improving the quality, accessibility, and functionality of an important on-campus residential facility.

Project Description
The Project would address aging building systems and facility deficiencies while bringing O-House into alignment with current code, accessibility, life safety, and operational standards. Planned improvements include increasing the number of rooms compliant with the Americans with Disabilities Act; replacing elevator equipment to provide a stretcher-compliant cab; installing stairwell pressurization systems, an emergency generator, and a fire command center; and modernizing mechanical, electrical, and plumbing infrastructure.

The Project would also involve a reconfiguration and enhancement of common areas, including the main lobby and lower-level common spaces, while maintaining a limited scope within residential rooms and exterior elements to complement prior improvements. Student-centered amenities

would include large meeting rooms, reconfigured study and meeting areas, lounges with kitchenettes on all floors, a larger community kitchen, and a redesigned laundry room that would function as a multipurpose student lounge for studying, socializing, and laundry monitoring.

Construction is scheduled to begin in May 2028, with O-House planned to reopen for the Fall 2029 semester.

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 (CM at Risk), and, as a minimum, will employ the services of a Commissioning Agent in addition to the services of the Design Professional.

Project Budget
The preliminary Stated Cost Limitation (SCL) or construction cost of the Project is estimated at **$33,500,000**. The final SCL may be revised by the Owner due to final programmatic requirements, funding availability or other circumstances.

Design Professional Fee
The Design Professional Base Fee will be approximately **$2,345,000,** which includes Basic Design and Construction Administration services. Anticipated Design Professional service requirements include the services as listed in Item 3 below "Scope of Services". The shortlisted Design Professional firms are required to submit a fee proposal that also includes anticipated fees for any specialty consultants needed and all reimbursable expenses such as printing and travel prior to scheduled Finalist Interviews.

Project Schedule
The Design Professional's services are anticipated to commence by **January 2027** with construction documents anticipated for completion in **December 2027**. The start of construction is contingent on the availability of funding. (*All of the dates above are estimates which are subject to change. The fee structure for design professional services relative to the schedule, and fee amounts will be agreed upon by the Owner and the Design Professional prior to the start of design professional services.)*

UGA Design & Construction Supplemental General Requirements & Standards
In addition to Board of Regents of the University System of Georgia requirements, the Design Professional shall provide services in conformance with the UGA Design & Construction Supplemental General Requirements & Standards (Standards). The July 1, 2026 version of the Standards is available for reference at www.architects.uga.edu/standards and will be incorporated by reference into the Design Professional contract.

2. DESIGN PROFESSIONAL SERVICES REQUIREMENTS

The Owner is seeking the services of an architectural/engineering firm (the "Design Professional") to provide all design services, including the development of plans and specifications. The Design Professional will provide the complete schematic, design development, and construction documents. The successful Design Professional will contract with the Owner in a timely manner. The applying firm shall be an individual firm fulfilling all contractual obligations and performing a minimum of 50% of the architectural design services (exclusive of engineering and specialty consultants) in-house. An associated firm (if desired) may provide up to 50% of the architectural design services, allowing two or more architectural firms to share in the design effort on an equal

basis. The Owner may also employ a Commissioning Agent to perform design analysis of the various building systems. The Design Professional is expected to work closely with the Commissioning Agent as well.

3. SCOPE OF SERVICES

It has been deemed appropriate to engage a professional services firm to provide comprehensive planning and design services for the proposed project.

Specific guidelines for the project include building designs that are:

- attractive and contextual with the existing campus buildings and meet the design guidelines established in the campus master plan.
- energy-efficient and sustainable
- efficient and economical to construct and operate
- durable, comfortable, secure, and that achieve a high degree of value for the Institution
- "smart" buildings with the flexibility to respond to rapidly evolving technology in the academic environment.

The scope of the design professional services at a minimum include, but is not necessarily limited to, the items outlined below:

- Program Validation/Cost Model
- Existing Site Conditions Analyses
- Measured Drawings of Existing Site Conditions as Needed
- Conceptual Design
- Schematic Design
- Design Development Documents
- Multiple Component Packages (if using CM at-Risk delivery method)
- Guaranteed Maximum Price (GMP) Documents
- Construction Documents
- Construction Administration
- Interior Design
- Furniture, Fixture and Equipment Layout
- Material Finish Boards
- Signage
- Mechanical, Electrical, Plumbing, Fire Protection and Communication Systems Design
- Structural Design
- Detailed Third Party Cost Estimates at Design Milestones
- Code Review and Compliance
- Commissioning Support

Other services may include:

- Full Architectural Programming
- Civil Engineering
- Parking/Traffic Design
- Landscape and Irrigation Design
- Furniture, Fixtures and Equipment Selection
- ~~Laboratory Design~~
- Acoustical Design
- Audio/Visual/IT Design
- Wayfinding/Graphics

- ~~Storm Water Management Permitting~~
- Budgeting/Cost Management
- Regular coordination with the Construction Professional during preconstruction, design and construction phases
- Quality Assurance/Quality Control (QA/QC)
- Coordination with consultants hired by Owner
- Other requirements as per the Design Professional's contract
- *Surveying - topo, location of structures/site utilities/trees, construction limits
- *Testing Agency – geotechnical evaluation, material testing, special inspections
- *Environmental – Phase I Environmental Site Assessment, GEPA

*The Design Professional will be responsible for procuring and contracting for the services of this firm (costs will be reimbursed by the Owner without cost mark-up).

4. QUALIFICATIONS REVIEW PROCESS

Selection of the DP 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 DP firms. A selection of finalist firms will be made by a Selection Committee consisting of representatives of the BOR and UGA. The Selection Committee will receive and review Statements of Qualifications submitted in response to this RFQ and then evaluate the submittals based on the criteria for evaluation listed below:

Criteria for Evaluation of Statements of Qualifications

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 design of facilities comparable in complexity, size, and function, to the one contemplated hereby as well as Experience of the principal, lead designer, and project manager and team members on completed projects. Previous Performance of the firm including level of quality of the services of the firm to previous customers, customer's statements of that quality, the firm's ability to meet established time requirements, the firm's response to project needs during design and construction, the firm's control of design schedule, quality and budget. 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, contract administration plan, proposed design timeline, any unique qualifications for the project, current and projected workloads, and the proximity of office to project location. Experience and proficiency with the design of public buildings with regard to the areas of public safety and health, accessibility for persons with disabilities and special needs, and environmental concerns will be considered.

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**	10/27/26	-----
b. Deadline for written questions/requests for clarification (see Section 6).	11/10/26	2:00pm
c. Deadline for submission of Statements of Qualifications	11/17/26	2:00pm
d. Owner completes evaluation, post results, and issues notification to finalist firms	11/18/26 – 12/01/26	-----

6. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATIONS

It is the responsibility of each respondent to examine the entire RFQ, 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, or the project, shall be submitted in writing (email is preferable) to:

Manasi Parkhi
Project Manager
Office of University Architects
1180 East Broad Street
Athens, GA 30605

email: manasip@uga.edu

The deadline for submission of questions relating to the RFQ is the time and date shown in the *Schedule of Events (Section 5).* *All relevant questions and requests for clarification received by the University of Georgia 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. The content of all Statement of Qualifications must be categorized and numbered as outlined below, and responsive to all requested information.

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 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 a design 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.

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 University of Georgia.
- "Name of Project" shall mean "Project No. BR-10-2702 and Oglethorpe House Renovation"

A12 Complete the Proposer's Disclosure Statement (Exhibit "F" provided with RFQ) and include with firm's Statement of Qualifications.

B. Experience and Qualifications

B1 Describe your proposed design team (including design partners) and include an organizational chart of the team indicating the percentages of time the individual will be committed to the project. Identify the primary point of contact. Designate the specific individuals who will fill key roles on the team. Provide resume for each of the proposed team members highlighting relevant project experience.

B2 Provide information on the firm's experience on projects of similar type, size, function, and complexity. Describe no more than five (5) and no less than three (3) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. (If a project listed was performed by an employee that previously worked at another firm, please indicate as such). For each project, the following information should be provided:

a. Project name, location and dates during which services were performed.
b. Project delivery method (e.g. construction manager at risk, design-build, or design-bid-build).
c. Brief description and representative photo of project and physical description (square footage, number of stories, site area).
d. Describe services performed by your firm and (if multiple offices) the location of the office involved.
e. Respective Owner's stated satisfaction in design and service of your firm. Provide any Owner-written letters of reference/recommendation about the firm's performance on the project.
f. Owner's/User/Contractor contact information.

C. <u>Design Approach</u>

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 design schedule. Describe alternatives that may be explored to shorten the schedule.

C3 Describe your plan for applying sustainable design and principles into the project or any services not specifically mentioned herein. Explain the relevance of these services to this project and how they benefit the project.

C4 Please explain your process for construction administration.

D. <u>Statement of Suitability</u>

D1 Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Suitability may include, but not limited to, the size and resource of the firm as related to complexity of the Project. Describe any special or unique qualifications for the project; Provide current and projected workloads and the proximity of office to project location.

D2 Describe 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

The Qualifications submittal shall be uploaded as one (1) complete package in .pdf format to the BOR Egnyte platform. Please do not submit individual documents or sections separately. The file shall be titled in the format below.

EXAMPLE: (BOR Project No. BR-10-2702-DP, ABC Company, Qualifications)

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

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

If difficulty is encountered during upload, contact Josette Decatur-Hampton at (404) 962-3172 or josette.decatur-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 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, the finalist firms will be notified in writing. The shortlisted firms will also appear on the Board of Regents' Office of Real Estate and Facilities website at https://www.usg.edu/facilities/external_partners/design_professional_selections and posted at the DP RFQ solicitation on Georgia Procurement Registry.

STEP II

REQUEST FOR FEE PROPOSALS & INTERVIEWS
(From Finalists Firms)

Step II- DP Selection, will be initiated by invitation to finalists to submit Fee Proposals as instructed in the Owner's Request for Qualifications (RFQ). Finalists will be those firms determined by the Selection Committee to be especially qualified to perform as the Design Professional 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 DP 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. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

STEP II (Estimated Timeline)		
a. Owner issues notice to finalist firms	12/01/26	----------
b. Owner conducts Mandatory Pre-Proposal Site Visit for finalist firms	12/08/26	TBA
c. Deadline for Site Visit written questions/requests for clarification	12/11/26	2:00 PM
d. Deadline for submission of Fee Proposals (day prior to interviews)	12/16/26	2:00 PM
e. Owner Interviews finalist firms	12/17/26	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 according to the criteria for the evaluation below:

Criteria for the Evaluation of Finalist Interviews:

50% Factor: **Design Team Qualifications and Experience** of the Proposed Project Team. Experience of the principal, lead designer, project manager and team members on completed projects of similar size, type, and complexity. Previous Performance of the firm including level of quality of services of the firm to provide customers, customer's statements of that quality, the firm's ability to meet established time requirements, the firm's response to project needs during design and construction,

the firm's control of design schedule, quality and budget and availability of project team for this project. The Selection 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: **Design Plan / Methodology Presented:** The design team's project approach during design and construction, and firm's presentation of the proposed design plan. The firm's ability to assure success to complete the project within the time and cost budgeted.

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 "Design Professional 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 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. BR-10-2702-DP, 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 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.
- 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, their current workload.
- Team members relevant experience and specific roles on this project.
- 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 design schedule. Describe alternatives that may be explored to shorten the schedule.
- Your firm's process for construction administration.
- 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 an architectural services contract. Refer to the BOR website for the most current version of Design Professional Contract Between Design Professional and Owner for Construction Management projects: https://www.usg.edu/facilities/services/contracts_and_agreements.

6. 179D ENERGY TAX DEDUCTION

As part of the Energy Policy Act of 2005 ("Act"), as amended, Congress enacted Section 179D of the Internal Revenue Code to encourage the design and construction of energy efficient commercial building property. Th is program allows the government building owners to allocate potential Section 179D deductions to the "designer" (as defined in the Act) that creates the technical specifications for installation of the energy efficient commercial building property. The Proposer may be eligible and able to receive the 179D deduction allocation as a Designer for the purposes of Section 179D. Owner reserves the right to retain a third-party consultant to manage and administer the process of allocating the deduction to the Designer pursuant to an allocation agreement.
As part of your proposal, please complete and submit the Acknowledgement Form (Exhibit "G" provided with this RFQ).

7. 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