Kennesaw State University

Request for Qualifications
(Step I)

and

Request for Fee Proposals & Interviews
(Step II)

To Provide

Design-Build Services
(DB)

for

Project No. 6000-27-084
"Village Residential Dining (North Campus)"

Kennesaw State University
Marietta, Georgia

Solicitation Issue Date: **October 12, 2026**
Qualifications Packages Due: **November 10, 2026**

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STEP I
REQUEST FOR QUALIFICATIONS

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

Design Build Services
Project No. 6000-27-084
"Village Residential Dining (North Campus)"
Kennesaw State University, Marietta, Georgia

Kennesaw State University ("KSU"), on behalf of the Kennesaw State University Foundation ("KSUF"), is soliciting statements of qualifications from firms interested in providing design-build services for the construction of a project known as **Project No. 6000-27-084 "Village Residential Dining (North Campus)"",** at Kennesaw State University, Kennesaw, 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. KSU 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

Kennesaw State University (KSU), Georgia's third-largest university, has experienced eight consecutive years of enrollment growth, reaching over 50,000 students in Fall 2026. To support this momentum, Kennesaw State University Foundation (KSUF), is planning the renovation and adaptive reuse of existing space within University Village to develop a new campus dining facility serving the north residential campus. The project is intended to improve dining access and capacity for students residing in University Village, KSU Place, and the surrounding campus community, while making effective use of existing university space and infrastructure.

The project area is approximately 12,500 square feet, of which approximately 10,500 square feet is anticipated to be available for programmable dining and support functions due to existing building service and infrastructure areas that must remain. The existing space, currently configured primarily for office and student lounge functions, will require substantial reconfiguration to accommodate front-of-house dining, seating, food-service production, back-of-house operations, dish return, storage, coolers/freezers, and associated support spaces.

The existing building presents several conditions that will require careful coordination during design, including multiple floor elevations, accessibility requirements, utility capacity and distribution, kitchen exhaust routing, grease waste, plumbing, electrical service, fire/life-safety systems, and loading and service access. The Design-Builder will be expected to validate existing conditions and feasibility assumptions and develop a coordinated, code-compliant design that is operationally functional and constructible within the established project budget.

The project should prioritize efficient food-service operations, clear separation and coordination of front-of-house and back-of-house circulation, accessible student movement, and appropriate integration with the surrounding residential campus. Site improvements may include exterior dining, accessible routes, pedestrian connections, service and loading access, drainage, and landscape improvements as required to support the completed facility.

The University anticipates utilizing a cost-conscious design approach that balances operational requirements, durability, maintainability, and student experience. The Design-Builder shall coordinate closely with KSU Dining, Facilities, Campus Services, and other University stakeholders, as well as required specialty consultants, to develop the project through design and construction documentation.

Project Description
The selected Design-Builder shall provide all professional design, engineering, preconstruction, construction, and related services necessary to complete the Project in accordance with the Owner's program, budget, schedule, applicable codes and standards, and the requirements of the Board of Regents of the University System of Georgia.

The Design-Builder shall provide a fully coordinated team consisting of all architectural, engineering, specialty consulting, construction, and other professional disciplines required to successfully complete the Project. It is highly recommended that the Design-Builder include a Kitchen/Dining consultant on its team. Services shall include, but are not limited to, the following:

1. **Existing Conditions and Program Validation**
   Review the Owner's project program, feasibility studies, existing drawings, reports, surveys, and other available project information; verify existing field conditions; identify discrepancies, constraints, and potential conflicts; and confirm the proposed scope and program requirements prior to development of the design.

2. **Design Services**
   Provide complete architectural, structural, civil, mechanical, electrical, plumbing, fire protection, life-safety, technology, foodservice, landscape, and other specialty design services required for the Project. Site design shall include, as applicable, exterior dining and seating areas, accessible routes, pedestrian circulation, parking, loading and unloading, service access, vehicular circulation, drainage, utilities, and associated landscape improvements. Develop the design through the required phases, including schematic design, design development, construction documents, permitting, and construction administration.

3. **Preconstruction and Cost Management**
   Provide continuous cost estimating, constructability review, scheduling, value analysis, procurement planning, and identification of long-lead materials and equipment throughout the design process. The Design-Builder shall reconcile the design with the established project budget at each phase and promptly identify scope, cost, schedule, or constructability conditions requiring Owner direction.

4. **Coordination and Stakeholder Engagement**
   Coordinate the Work with the Owner, facility users, Authorities Having Jurisdiction, utility providers, and Owner-retained consultants or contractors. Participate in programming, design review, coordination, and project meetings as required to maintain alignment with the Owner's operational requirements, project objectives, budget, and schedule.

5. **Permitting and Regulatory Compliance**
   Prepare documents and provide services necessary to obtain applicable permits, reviews, and approvals. The Project shall comply with applicable federal, state, and local requirements; Board of Regents requirements; USG design and construction standards and guidelines; applicable building, fire, and life-safety codes; accessibility requirements; and other governing standards.

6. **Construction Services**
   Furnish all labor, supervision, materials, equipment, temporary facilities, subcontractor coordination, testing coordination, and other construction services necessary to deliver a complete and operational Project. The Design-Builder shall develop and coordinate construction sequencing, site logistics, deliveries, and access to minimize disruption to ongoing University operations and adjacent campus activities.

7. **Quality Control and Design-Construction Coordination**
   Maintain an integrated quality-control and coordination process throughout design and construction. The Design-Builder shall be responsible for coordination among all design disciplines, consultants, subcontractors, suppliers, and construction activities and for timely resolution of conflicts among the design documents, existing conditions, and construction requirements.

8. **Project Schedule**
   Develop and maintain a comprehensive project schedule incorporating design, Owner reviews, permitting and approvals, procurement, long-lead equipment and materials, construction, inspections, commissioning, occupancy, and closeout activities. The Design-Builder shall identify critical-path activities and promptly communicate conditions that may affect required milestones or the Project completion date. This project is required to be completed for an occupancy for Fall 2028.

9. **Commissioning, Testing, and Project Closeout**
   Coordinate all required testing, inspections, commissioning, training, punch-list completion, and turnover activities. Provide complete record documents, operation and maintenance manuals, warranties, training materials, and other closeout documentation required by the Owner and Board of Regents.

10. **Complete Project Responsibility**
    The Design-Builder shall provide all services reasonably necessary to deliver a complete, code-compliant, functional, constructible, and fully operational facility within the established scope, budget, and schedule, whether or not each individual service or component is specifically identified herein.

Sustainable Approach

The Owner is not considering LEED Certification of this facility; however, the project will incorporate the requirements of the Energy Efficiency & Sustainable Construction Act (SB 130) (O.C.G.A. 50-8-18) and may include other sustainable concepts where feasible to do so.

Project Delivery Method
This project will utilize Design/Build as the project delivery method, and, as a minimum, will employ the services of a team that includes the Design Principal, and General Contractor or Construction Manager.

Project Budget
The preliminary stated cost limitation (SCL) or construction cost of the Project is estimated at **$4.9M**. The final SCL may be revised by the Owner or User due to final programmatic requirements, funding availability or other circumstances.

Project Schedule
The Design Builder's (DB) services are anticipated to commence by **December 2026** with anticipated completion in **June 2028**. The start of construction is contingent on the availability of funding. (*All of the dates above are estimates and are contingent on the availability of funding).* The building will be occupied since it is a Housing facility but the spaces undergoing renovations will be vacant.

2. DESIGN-BUILD SERVICES REQUIREMENTS

The exact scope of services required by KSU will be set forth in the agreement between KSU and the selected Design-Builder. The scope of work will consist of designing the project in compliance with the feasibility study and bridging documents, and producing final constructions plans and specifications. The prospective DB will provide design and preconstruction services which may include, without limitation, constructability and design reviews, cost verification, cost evaluation, value engineering, schedule development, schedule evaluation, recommendations as to phasing of the design, establishing Quality Control and Safety Management Plans (including site logistics), in addition to management of the construction. The DB will also prepare a final Guaranteed Maximum Price (GMP) for construction at the completion of the Design Development Documents. In addition, DB will be responsible for methods of construction, safety, and the scheduling and coordination of the work of all construction and miscellaneous contracts required for completion of the project within its predetermined budget and schedule. The successful DB will be required to work collaboratively with the Owner's / User's consultants.

3. QUALIFICATIONS REVIEW PROCESS

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

Step I- Qualifications Review is initiated with this RFQ for the purpose of acquiring Statements of Qualifications from prospective DB firms. A selection of finalist firms will be made by a Selection Committee consisting of representatives of the User. 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:

<u>Minimum Qualifications Required</u>

- The firm or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority.
- Firm must have sufficient bonding capacity for the anticipated total cost of work. Provide a letter or other supporting documentation from a bonding company indicating the firm's capacity to bond the project.
- Firm must have a current Contractor's Public Liability Insurance policy Refer to Insurance Requirements in the Owner's Design Build (DB) contract at

www.usg.edu/facilities/services/contracts_and_agreements. (The Owner and User reserves the right to require additional limits and/or coverage for actual contract). Provide your current insurance certificate.

- Firms must have all necessary, valid, and current licenses to do business in the State of Georgia. Provide a copy of your GC license, business license and Georgia Certificate of Existence.
- Firm must demonstrate sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher.
- The firm must demonstrate a commitment to safety with regard to Worker's Compensation by having an Experience Modification Rate (EMR) over the past three years of 1.2 or less.
- The firm or its principals have not been terminated for cause or currently in default on any public works contract.

The firms must provide a sworn statement attesting to compliance with the minimum criteria listed above and provide supporting documentation as requested further in the process in accordance with deliverable (A) A-1 below in this RFQ.

The Selection Committee will then evaluate the submittals which have met the above minimum qualifications. Criteria for the evaluation are listed below:

Criteria for Evaluation of Statements of Qualifications

25% Factor: **Stability** of the firm, including the firm's corporate history, resources, form of ownership, litigation history, financials, etc.

45% Factor: Firm's relevant project **experience and qualifications**, including the demonstrated ability of firm in effective management of construction of facilities comparable in complexity, size, and function, for Owners such as University System of Georgia and other similarly structured organizations. This includes relevant experience and qualifications of the firm's proposed Project Team; and the demonstrated proficiency of the firm with projects similar to this Project.

30% Factor: Firm's **suitability** to provide services for project, including whether the firm's size and resources are appropriate in relation to the size and complexity of the project type, any unique qualifications for the project, current and projected workloads, the proximity of office to project location, knowledge of or experience with the local subcontractor market, and any special services or project for project-related concerns.

4. 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.

STEP I (RFQ) Estimated Timeline		
a. Owner issues public advertisement of **RFQ**	10/12/26	-----
b. Deadline for written questions/requests for clarification (see section 5).	10/26/26	2:00pm
c. Deadline for submission of Statements of Qualifications (see section 6).	11/10/26	2:00pm
d. Owner completes evaluation, post results, and issues notification to finalist firms	11/11/26 – 11/13/26	-----

5. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFQ and RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Questions about any aspect of the RFQ, or the project, shall be submitted in writing **(e-mail is preferable)** to:

Sinobi Guillaume, Assoc. AIA, WELL AP
Senior Construction Project Manager
Planning, Design & Construction
500 Chastain Center Blvd NW
Suite 1300 – MD 5001
Kennesaw, GA 30144

e-mail: sguilla2@kennesaw.edu

The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (*Schedule of Events- Section 4).* ***All relevant questions and requests for clarification received by the Institution and the corresponding responses will be posted on the Georgia Procurement Registry at*** *http://ssl.doas.state.ga.us/PRSapp/* ***as an addendum to the original solicitation for services.*** From the issue date of this solicitation until a successful proposer is selected and the selection is announced, respondents are not allowed to communicate for any reason with any members or employees of the KSUF or the Institution 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 his provision, the Owner and User shall reserve the right to reject the proposal of the offending proposer.

6. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

Interested firms shall submit/upload one (1) electronic copy in .pdf format of the complete qualifications package to the Kennesaw State University's "Filedrop" file transfer website. 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. Proposers **must email Sinobi Guillaume (sguilla2@kennesaw.edu)** to confirm receipt.

STATEMENT OF QUALIFICATIONS

(DELIVERABLES "A", "B", "C" and "D" FOR ALL FIRMS)

A. Stability

A1- Provide basic company information:

a. Company's legal name, address, name of primary contact, telephone number, e-mail 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.

b. Identify office from which project will be managed and this office's proximity to the project site.

c. **Indicate the year the local office was established and the number of persons staffing the local office and their disciplines.**

d. Provide form of ownership (LLC, Corporation, Partnership, etc.) including state of residency or incorporation, and the year the company was established.

e. Provide general information about the firm's establishment, personnel resources, including disciplines and numbers and classifications of employees, and locations and staffing of offices that will be directly involved with this Project.

f. List the firm's annual revenue, for the parent office and the local office separately, if applicable, for the past 5 years.

A2- Describe your experience with ANY litigation with Owners and/or Architects. State basis of litigation (nonpayment, breach of contract, etc.).

A3- State whether the firm, or a member thereof, has ever been removed from a contract or failed to complete a contract as assigned? If so, provide explanation.

A4- The firm, in order to be deemed eligible for further evaluation, must provide supporting documentation asserting that the firm meets the minimum qualifications required for this project.

a. Certify that your firm or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority.

b. Certify that your firm has sufficient bonding capacity for anticipated total cost of work. Surety and insurance companies must be in the current Department of Treasury's Listing of Approved Sureties (Department Circular 570). All insurance and bonds will be obtained through a company licensed by the Georgia Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance in the State of Georgia for the applicable line of insurance. All insurers (or qualified self-insurers or group self-insureds, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength rating of "A- "or better with an A.M. Best Financial Size Category of Class V or larger. Provide a letter or other supporting documentation from your firm's surety indicating the firm has a bonding capacity, equal to or greater than, the preliminary stated cost limitation (SCL) contained herein.

c. Certify your firm's ability to meet or exceed the established insurance coverage requirements. A copy of the Certificate of Liability Insurance form is located at https://www.usg.edu/facilities/assets/facilities/documents/COI - new.pdf. (The Owner and User reserves the right to require additional limits and/or coverage for actual contract). Provide your firm's current insurance certificate.

d. Certify your firm has a valid and current Georgia General Contractor's License and must be registered to do business in the State of Georgia. Provide a valid copy of your Georgia General Contractor license, and a Georgia Certificate of Existence or other documentation stating your firm has registered with the Georgia Secretary of State and is authorized to do business in Georgia.

e. Certify your firm has sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher. Provide no more than a one-page statement evidencing your current ratio.

f. Certify your firm demonstrates a commitment to safety with regard to Worker's Compensation by having a current Experience Modification Rating (EMR) of 1.2 or less. Provide evidence from your firm's carrier on their letterhead of your firm's EMR.

A5- Complete the "Certification Form" (Exhibit A) and submit a scanned notarized copy with the firm's Statement of Qualifications.

A6- Complete and submit the "Contractor Affidavit" (Exhibit B) and submit 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 **Kennesaw State University Foundation.**
- "Name of Project" shall mean "**Project No. 6000-27-084, "**Village Residential Dining (North Campus)"

Failure to submit this form with Statement of Qualifications will result in the firm being eliminated from consideration for this project.

A7- Complete the "Proposer's Disclosure Statement" (Exhibit G) and submit with the firm's Statement of Qualifications.

B. Experience and Qualifications

B1- Describe your firm's proposed design-build team and include an organizational chart of the team. Please designate the specific individuals who will fill the key roles on your team and provide the percentage of time committed during the design, preconstruction phase and time committed on site during construction. Provide a resume for each individual. Resumes should include information regarding similar projects competed. Firms should list all positions/persons that DB expects to serve on the design-build team or whose time will be charged to the project. This will include, but is not limited to:

a. Superintendent (s)
b. Project Manager
c. Design Professional
d. Project Executive/Director
e. Preconstruction Lead
f. Other project management/support staff providing basic services.

B2- Provide information on the firm's experience on projects of similar size, function, and complexity (similar type of construction as an incumbent project). Describe 3-5 projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project. For each project, provide the following information:

a. Project name, location and dates during which services were performed.
b. List the individuals who served as the Project Executive/Director, Project Manager, Superintendent, Design Professional and Cost Estimator on the projects. Please note whether these individuals are still employed with your firm and if they will be assigned to this project.
c. Brief description of project and physical description including delivery method, project duration, contract value, square footage, structural system/components, site area, unique project components or equipment. Include photographs.
d. Describe how the completed project is similar to the advertised Project.
e. Describe services performed by your firm and (if multiple offices), the location of the office involved.
f. Respective Owner's stated satisfaction in construction and service of your firm. Provide any Owner-written letters of reference/recommendation about the firm's performance on the project.
g. Owner/User/Architect contact information.

C. General Management Approach

C1- General approach to the schedule management before and during design & construction.
C2- Provide a brief summary of your cost management plan for controlling costs while maintaining the project schedule.
C3- Provide a brief summary of your procurement process for ensuring adequate skilled workforce and proper subcontractor engagement.
C4- Provide a brief summary of your quality assurance plan. Describe your firm's approach for validating compliance with construction documents.

D. Statement of Suitability

D1- Provide any information that may serve to differentiate your firm from other firms regarding suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and any techniques or methodologies offered by the firm that may be particularly suitable for this project type.
D2- Indicate the proximity of the Project Site to the firm's office that will be managing the Project. Describe your firm's knowledge of or experience with the local subcontractor market. Provide information on any special services such as BIM capabilities, LEED Certification, offered by the firm that may be relevant and available for this project.

7. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

The Qualifications shall be uploaded as a one (1) complete package in .pdf format onto Kennesaw State University's "Filedrop" file transfer website https://sendafile.kennesaw.edu/filedrop/~bZ8RpX. Please do not submit individual documents or sections separately. The file shall be titled in the format below:

EXAMPLE: (6000-27-084, ABC Company, Qualifications)

The total page count of the submittal must not exceed 50 pages. All pages count toward the total number of pages regardless of content. Qualification submittals that exceed the page limit will be deemed non-responsive and will not be considered by the selection committee.

If difficulty is encountered during upload, contact Sinobi Guillaume at (404) 548-2322 or sguilla2@kennesaw.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.**

Statements of Qualifications must be electronically received by the Owner or User prior to the deadline indicated in the Schedule of Events (Section 4 of RFQ). Printed copies will not be accepted. Please be advised there is a 250MB file size limitation.

It is the responsibility of the Proposers to examine the entire Request, seek clarification in writing, and review their qualifications for accuracy before submitting a response. Once the deadline has passed, all submittals will be final.

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.

8. 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 be posted on Georgia Procurement Registry website at https://ssl.doas.state.ga.us/gpr/index.

STEP II
REQUEST FOR FEE PROPOSALS & INTERVIEWS
(From Qualified Finalists)

Step II- DB Selection, will be initiated by the invitation to the qualified finalists to submit Fee Proposals as instructed in the Request for Qualifications (RFQ). Finalist will be those firms determined by the Selection Committee to be especially qualified to perform as the Design Build services for this Project in accordance with the qualifications therein. The Owner will issue a notice to finalists to participate in an oral presentation/interview. The successful DB firm 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 (RFP) Estimated Timeline		
Event	**Projected Date**	**Projected Time**
a. Owner issues notice to finalist firms to propose as instructed in **RFP**	11/13/26	----------
b. Owner conducts Mandatory Pre-Proposal Site Visit for finalists	11/16/26	TBD
c. Deadline for submission of Fee Proposals (day before the interviews)	11/19/26	TBD
d. Owner interviews finalist firms	11/20/26	TBD

2. PRE-PROPOSAL SITE VISIT

A pre-proposal site visit will be conducted by the User, and attendance of finalist firms is mandatory. The date for the conference and site visit will be as listed above. The site visitors will convene at a time and location to be determined and communicated in the Notice to Finalists. Additional information, possibly including some plans and drawings, may be available at the site visit for finalist review. ***The Owner and User reserve 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

Step II- DB Selection will be initiated by the invitation to the qualified finalists by the Selection Committee (determined in Step I from evaluation of Statements of Qualifications) to submit **Project Proposals** as instructed in this **RFP**. **Finalist interviews** will also be conducted by the Owner. The successful DB will be determined from the evaluation of proposals received and interviews.

Criteria for the evaluation of Finalist Interviews:

50% Factor: **Relevant Experience and Qualifications** of the Proposed Project Team, including experience of the design professional, project manager and superintendent working together on past similar projects; experience of the team working together with the selected Program Manager (if applicable); team's experience with projects of similar facility size, type, and complexity. The Owner may use references from stakeholders of the Owner's choosing from previous projects of the finalists, among other information, as necessary.

25% Factor: **Proposed Management Plan**: The firm's approach to those Project issues presented in the interview.

25% Factor: **Team Communications/Project Solutions**: Committee's overall impression of the firm and the overall impression of key team members and their 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. **Firms must use the "DB Fee Proposal", "Preconstruction Cost & Expenses Breakdown", General Conditions Breakdown" and "Project Cost Matrix" forms** (included as an Exhibits C, D, E & F to this RFQ/RFP) and submit one (1) password protected file electronically. Consult with your IT department if you need assistance with this process. Do not include any project proposal information.

Fee proposals must be received electronically by the Owner 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.

The file shall be titled in the format below:

Project No. 6000-27-084, the Company's name, Proposals

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 45 minutes (5 minutes for setup, 25 minutes for the presentation, 10 minutes reserved for questions and answers and the last 5 minutes for knock down). The Selection Committee will consist of representatives of the institution.

- Electronic presentations, such as PowerPoint presentations, are also allowed but should not comprise the entire presentation.
- KSU will 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 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 their plan for managing the following construction issues:

- Your approach to the Preconstruction process including document review.
- Your subcontractor engagement and bidding process.
- Your scheduling process and any concerns with the stated project duration.
- Budgeting, estimating and cost management.
- Approach to constructing the project including any specific plans for phasing plans for the project, quality, the site plan, or other project issues.
- Unique characteristics or services the firm offers.

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

Firms are discouraged from reviewing general company history and past experience as submitted in Statements of Qualifications or Project Proposals unless this information is particularly relevant to the presentation. All key personnel should be present at the interview including at a minimum, the lead designer, project superintendent, project manager, and project executive.

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 KSU Foundation will execute the Design-Build contract with the successful firm.

6. 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, except for submission of questions as instructed in the RFQ/RFP, 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.

Minority and Small Business Enterprise
KSU Foundation encourages minority-owned business enterprises (MBE), woman-owned business enterprises (WBE) and small business enterprises (SBE), for participation. 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.

Immigration Reform Compliance Requirement
The successful Proposer will be required to certify compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq., by meeting or having complied with one of the (2) following provisions and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-01:

1) The Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 and the Georgia Security and Immigration Compliance Act by registering at https://www.vis-dhs.com/EmployerRegistration and verifying information of all new employees;
2) The successful proposer shall comply with the stipulations cited in Security and Immigration Compliance Act OCGA 13-10-91.with respect to the proper federal authorizations regarding the right to work for subcontractors and contractors.

Statement of Agreement

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Qualifications (RFQ) & Request for Proposals (RFP), and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the RFQ/RFP 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