



**REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL DESIGN SERVICES
PUBLIC NOTICE
May 15th, 2025**

The Anchor School (“School”) requests Statements of Qualifications (SOQ) and cost estimates for the services of an architect (“Proposer”) for the renovation of an existing school in DeKalb County, Georgia (“Project”).

The Request for Qualifications (RFQ) package in electronic (PDF) format shall be sent to Josh Pinto Taylor, Executive Director by email at kyneagriffith@anchorschool.org. The School is not responsible for full or partial sets of RFQ documents, including addendum, obtained from any other source. Each Proposer having requested the full RFQ package will be provided the package in an electronic (PDF) format by email no later than 2:00 p.m. on Monday, June 30th, 2025. Proposers shall submit one (1) electronic file of the complete SOQ and cost estimate package in PDF format via email to kyneagriffith@anchorschool.org no later than 5:00 p.m. Eastern Standard Time (EST) on Friday, July 18th, 2025. The Proposer’s name and the project name should be clearly displayed in the submittal file name. It is the sole responsibility of the Proposer to ensure receipt of its Statement of Qualifications to the School. Submittals received after the due date and time will not be considered.

Confirmation of receipt by telephone can be made directly to Kynea Griffith at kyneagriffith@anchorschool.org or 678-503-4880. The School reserves the right to negotiate with any and/or all Proposers that submit qualifications. The School further reserves the right to reject all offers or award a contract which, in its judgment, is in the best interest of The School. The School reserves the right to waive any informality.

The School does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, or genetic information in employment or the provision of or contracting for goods or services.

Project Site

The existing school is located at 2460 Wesley Chapel Road – UNIT 25A, Decatur, GA 30035 at Parcel ID Number 15 130 02 110.

Scope of Work

The School requests qualifications from architectural design professionals for the design of a small school renovation.

Anticipated Project Schedule Activity

Request for Qualifications advertisement posted and shared on 05/15/2025

Deadline for submittal of questions 06/30/2025, 5:00 p.m. EST

Statement of Qualifications due 07/18/2025, 5:00 p.m. EST

Award expected August of 2025

The Anchor School is a village of educators, families, and community members that partners with 6th through 12th grade students who are developing the knowledge, skills, and confidence they need to thrive in school and beyond.



The School reserves the right to adjust the schedule and add or remove specific activities to meet the unique needs of this Project.

Selection Criteria and Weighting of Qualifications

Statements of Qualifications will be evaluated based on Proposer's responses to the requirements of this RFQ. Evaluations will focus on relative strengths, weaknesses, and deficiencies associated with the SOQ. Each Proposer will be evaluated and shortlisted based on their SOQ score (100 points maximum) as determined through a qualification review process scoring criteria noted below:

Section 1: Team (15 Total Points – detailed breakdown of points shown below)

1.1 Team Selection (5 Points)

1.2 Profile of Team Composition (5 Points)

1.3 Profile of Key Personnel (5 Points)

Section 2: Experience (45 Total Points)

Section 3: Design Approach & Cost Estimate (30 Total Points)

Section 4: Completeness: Completeness and Readability of SOQ (10 Total Points)

Interviews with the short-listed teams may be held at the option of the evaluation committee. The School reserves the right to obtain clarification or additional information with any proposer regarding its SOQ.

All proposers will be notified of the selection results. Final recommendation of any selected proposer is subject to the approval of the Board of Directors at The Anchor School. The School reserves the sole right to select the most qualified proposer(s) deemed to be in the best interest of the School.

Project Team Selection

Each team shall provide:

- a. A list of licensed professionals the team proposes to use on the project. Provide a narrative explaining why the team selected each member.
- b. The team's strategy for selecting the design professionals. By submitting an SOQ, the Proposer certifies to the School that each professional who is a member of the team, including any subcontractors, if needed, was selected based upon demonstrated competence and qualifications.

REQUEST FOR QUALIFICATIONS PACKAGE

SECTION I

INTRODUCTION

The Anchor School (TAS) is a State Charter Schools Commission of Georgia public charter school that is currently serving 6th grade scholars in the Metro Atlanta region. The school will serve grades 6-12 in south DeKalb County. In the next year of operation, the school will only serve grades 6-8. TAS will grow one grade per year each year thereafter until it becomes a middle and high school campus. The school has a statewide attendance zone, meaning students from anywhere in the state of Georgia can attend the school. The school model leverages community-based partnerships with families and local organizations to deliver holistic adolescent development services and project-based learning experiences to students who are developing the knowledge, skills, and confidence they need to thrive in school and beyond. TAS is requesting emailed proposals from qualified firms

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to provide architectural design services for the renovation of a building for the purpose of delivering the school model in full form. This RFQ is for architectural design and pre-construction services and will be awarded to a single design team who will collaborate with the school in the design of the facility program. TAS is also seeking a team that will join them in keeping their commitment to stakeholder inclusion in the programming and development of the school.

SECTION II **PROPOSAL SUBMITTALS**

Each proposal submitted in response to this (RFQ) must conform and be responsive to the requirements and specifications set forth herein. Respondents should email their responses to the email address below no later than July 18th, 2025 by 5:00 PM EST :

Kynea Griffith
The Anchor School
Executive Director
kyneagriffith@anchorschool.org

Proposals received after July 18th, 2025 shall not be reviewed. All responsible firms are encouraged to submit proposals. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

Questions, Addendum or Proposal Modifications

Interested firms may submit questions to TAS by sending them via email to Josh Pinto Taylor at joshpintotaylor@anchorschool.org no later than June 30th, 2025. Questions will not be permitted after that date.

If any changes are made to this RFQ, an addendum will be issued. Addenda will be emailed to all proposers on record as having received the RFQ.

All proposals submitted in response to this RFQ shall remain firm for ninety (90) days following the date the RFQ is due. The contract will be awarded within 30 days after the final deadline of responses.

After the final deadline, an applicant may not change any provision of the proposal in a manner prejudicial to the interests of TAS or fair competition. Minor informalities will be waived, or the applicant will be allowed to correct them.

Format Requirements

Proposals must be signed by the authorized principal of the firm to be accepted.

The maximum number of pages that may be submitted is 30. Pages illustrating photos, charts and graphs will be counted toward the maximum number of pages. Front and back covers, table of contents, divider pages and pages that do not contain submittal information will not be counted. The maximum page limit does not include organizational charts and resumes, which may be submitted as attachments to the proposal. Firms submitting proposals must include the following information:

1. Company name, address, telephone number, and if applicable, website address.
2. Brief resume of the staff to be assigned to the project.

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3. List of all ongoing projects with anticipated schedules of completion.
4. Names and qualifications of engineers, architects, and other consultants that may be used for the project.
5. Work plan and schedule reflects timetable for design delivery.
6. Form of business organization and general description of the firms.
7. Georgia professional licenses held by the firms.
8. Evidence of financial stability.
9. The names and contact information for three (3) references of recently completed projects.
10. A description of the circumstances and outcomes of any of the following which may have occurred within the last 5 years:
 - a. Terminated contract or subcontract held by the firm or its officers.
 - b. Claims arising from a contract which resulted in litigation or arbitration.
 - c. Judgements or liens against the firm.
 - d. Surety and/or bond claims, resolved or unresolved.
 - e. Deficiency orders issued against the firm.
 - f. Filing under the United States Bankruptcy Code, assignments for the benefit of creditors, or other measures taken for the protection against creditors.
 - g. Actions of or leading to suspension, debarment, or otherwise being ineligible to perform work for a federal or other governmental or public institution.

Limitations

All proposals and any other supporting materials submitted in response to this RFQ will not be returned and shall become the property of TAS. They will become a matter of public record available for review, subsequent to award notification, under the supervision of TAS.

If the offeror believes that its proposal contains trade secrets or confidential information that should be withheld from public inspection, a statement advising TAS of this fact shall accompany the proposal, and the information shall be clearly identified wherever it appears. TAS shall review the statement and shall determine in writing whether the information shall be withheld. If TAS determines to disclose the information, TAS shall inform the offeror in writing of such determination. TAS will not consider pricing to be confidential or proprietary.

This RFQ shall not commit TAS to enter into any agreement or to procure or contract for any supplies, goods, or services. TAS makes no representation that participation in this RFQ process will lead to an award of contract or any consideration whatsoever. TAS shall in no event be responsible for the cost of preparing a response to this RFQ. TAS reserves the right to cancel this RFQ at any time.

SECTION III **PROJECT DESCRIPTION**

TAS is seeking a qualified architecture design team to provide complete design and pre-construction services including, but not limited to, campus master plan, renderings, floorplans, permitting requirements, and construction drawings as required for the successful completion of the renovation of an existing school property. The approximate project schedule is as follows:

Issue RFQ May 15th, 2025

Site walk June 2nd, 2025 @ 1:00 PM

Responses Due July 18th, 2025

Interview Teams, if necessary, in August, 2025

Select Team by September, 2025

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Begin Construction DATE TBD
Construction Completed July 2026

SECTION IV

SCOPE OF SERVICES

The Team will create all required design and construction drawings for a contractor to implement in the future. The scope of the work includes, but is not limited to:

- Provide project planning and scheduling
- Provide up to two renderings of new spaces for marketing and visualization
- Provide complete construction drawings for the design
- Provide a campus master plan including indoor and outdoor spaces
- Provide a floorplan to demonstrate the space program
- Provide an occupancy analysis for intended growth
- Provide value engineering and constructability review
- Provide to TAS input and recommendations on appropriate materials, systems, and construction methodology to achieve project budget goals, and advice on ways to gain efficiencies in project delivery.
- Coordinate with TAS, municipalities, and utilities for all building systems and safety related matters
- Meet all federal, state, and local requirements
- Prepare and submit reports to TAS on project budget and completion status.

Renovation of School Property

Additional information can be made available, upon request (i.e. program plan outlining projected needs over the first several years or existing floorplan of our current building).

This is a “Qualifications and Cost Estimate Proposal” solicitation for design services in connection with the renovation of a building and land for TAS. This RFQ seeks responses from interested firms which provides information regarding the firm’s experience and qualifications as well as the firm’s overall approach to the project.

Responsive firms will be evaluated and scored on the basis of their written Qualifications and Technical Proposal submissions. After the receipt of proposals, a selection committee will evaluate each proposal submitted in response to this RFQ and in accordance with the Evaluation Criteria set forth in Section VI. The selection committee will rate all proposals based on the evaluation criteria and rank the top proposals. There will be a single final list of three proposers.

TAS will enter into negotiations with the highest ranked firm(s) and enter into a services contract with such firm(s). If agreement is not reached with the highest ranked firm(s), negotiations will cease and negotiations will open with the next most qualified firm(s) in sequence until agreement is reached.

SECTION VI

EVALUATION CRITERIA

The team will be selected through a qualifications-based selection process. Each firm’s qualifications and technical proposal will be reviewed to determine responsiveness. Non-technical proposals shall

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provide information as indicated below, and each evaluation criteria shall have a maximum score indicated below. The maximum score for all criteria of a Qualifications and Technical proposal is 100. TAS will make an award to the responsible and responsive firm whose proposal is determined in writing to be the most advantageous to the school, taking into consideration the evaluation factors set forth in the request for proposals.

Section 1: Team (15 Total Points – detailed breakdown of points shown below)

1.1 Team Selection (5 Points)

1.2 Profile of Team Composition (5 Points)

1.3 Profile of Key Personnel (5 Points)

Section 2: Experience (45 Total Points)

Section 3: Design Approach & Cost Estimate (30 Total Points)

Section 4: Completeness: Completeness and Readability of SOQ (10 Total Points)

Section 1: Team (15 Total Points – detailed breakdown of points shown below)

1.1 Team Selection (5 Points)

A general statement of the Team and why this combination of firms suits the needs of this project and the scope of work expected.

1.2 Profile of Team Composition (5 Points)

A general statement of each firm's qualifications, services offered, years in business, number of employees, number of registered professionals, etc. Discuss the current marketplace conditions and how they might affect this project. List any construction and/or architecture projects over \$2 million your organization has in progress and demonstrate that your firm has the capability and sufficient capacity to complete these projects and our project on schedule.

1.3 Profile of Key Personnel (5 Points)

TAS requests that firms provide a tailored staffing proposal that focuses on efficiency of services, and which avoids waste and excess. Identify a roster of key team members that will be involved in the project and provide copies of their resumes, and the role each is scheduled or expected to play in the project, including the percentage of their time that will be spent on this project. Provide a background history of all personnel assigned to this project, which should include their professional qualifications, project experience, professional affiliations or designations, and any other information pertaining to their ability to perform their duties on this project. Provide a chart of the staffing levels through the various stages of the project (if applicable).

Section 2: Experience (45 points)

A list of at least three (3) representative projects similar in scope and nature to this project the firm has performed. For each project specify the services contracted for, the start and completion of dates, and the name, address, and telephone number of the contact person. Provide information on the name, type, size, cost, and overall schedule of the project as well as the Architect of record for each project. For each key person, describe three comparable projects in which they played a primary role or the same role as being recommended for this project.

Section 3: Design Approach & Cost Estimate (30 points)

Describe your approach for working with the Owner's team and the anticipated costs (as best estimated) in achieving the goals (on time and on/or under budget) stated in this RFQ. Discuss your

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plan and methodology for implementing the design services. This should address issues relevant to the performance and completion of the project that may include without limitation, the following:

1. The firm's understanding of the scope and challenges of the project and its administration of the project.
2. The firm's commitment to include various stakeholder perspectives in the development of the plan.
3. Identification of site logistics concerns and plan for management of the site organization and maintenance.
4. Identification of schedule concerns and constraints (such as permit issues, labor and material availability, weather conditions, long lead items), strategies for addressing unknown conditions and supporting completion of the project in accordance with the proposed dates for contract completion, and plan for achieving project close-out.
5. Management of invoicing, cost control, and verification of project completion status, and change order review.
6. Quality control and assurance, including verification the project is constructed in accordance with the approved construction documents.
7. Coordination of code compliance concerns, special inspection issues, and plan for interaction with code officials.
8. Identification of safety concerns and summary description of plans for managing site safety and/or efforts to reduce workplace injuries.
9. Security concerns and strategies for management of contractor's site security.
10. Management of subcontractors and consultants.

Completeness: Completeness and Readability of SOQ (10 Total Points)

The extent to which the SOQ submitted completely meets the expectations laid out in this document and the readability of the documents submitted to The School.