

# DECATUR COUNTY, GEORGIA

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## REQUEST FOR PROPOSAL (RFP)

### Engineering and Architectural Services for Emergency Center Construction

RFP Number: DC-2025-EMC

Issue Date: May 9, 2025

Proposal Due Date: June 12, 2025 by no later than 5 p.m. EST.

## 1. Introduction

Decatur County, Georgia is seeking proposals from qualified engineering and architectural firms with a strong record in successfully assisting local governments to provide comprehensive design services for the construction of a new Emergency Center. Responding firms should be technically qualified, licensed and insured in the State of Georgia to provide these services. The facility will house fire department personnel and equipment, emergency medical services (EMS) personnel and equipment and an E-911 communications center and will serve as a critical response hub for the county.

This Request for Proposal (RFP) outlines the requirements and expectations for prospective firms, including the scope of work, proposal format, evaluation criteria, and submission instructions.

## 2. Project Overview

The proposed Emergency Center will serve as a centralized facility for fire department, emergency medical services and 911 communications in Decatur County. The anticipated facility will include administrative offices, vehicle bays, sleeping quarters, a day room area, training rooms, a 911 communications hub and associated infrastructure.

Tentative Project Features:

- Approximately 25,000 to 30,000 sq ft of building space
- 3-5 vehicle bays for fire trucks and ambulances
- Emergency 911 dispatch and communications area with the necessary infrastructure
- Living quarters for 24-hour staff
- Storage areas for medical and fire equipment
- Parking and site access for emergency vehicles
- Site development including utilities, drainage, and landscaping

### 3. Scope of Services

The selected firm will provide complete engineering and architectural services including, but not limited to:

- Pre-Design Services: Needs assessment, site analysis, and feasibility study
- Design Development: Preliminary and final architectural and engineering plans
- Construction Documents: Preparation of stamped construction drawings, specifications, and bid packages
- Permitting and Approvals: Coordination with all local, state, and federal permitting agencies
- Construction Administration: Support during bidding, contractor selection, and construction oversight
- Project Close-Out: Final inspections, commissioning, and as-built documentation

### 4. Proposal Requirements

Proposals must include the following sections:

- Cover Letter
- Signed Statement Authorizing Submission of the Proposal
- Company Profile:
  - Name, address, and contact information
  - History of the firm, number of years in business and relevant experience
- Project Team:
  - Key personnel and their qualifications
  - Organizational chart
- Relevant Experience:
  - Description of at least three similar projects completed within the last 5 years
  - Current Workload
- Approach and Methodology:
  - Narrative of how your team will approach this project
  - Timeline for major milestones
- Fee Proposal:
  - Itemized breakdown of costs
  - Hourly rates for key personnel
- Insurance Coverage
- References:
  - Minimum of three references from similar projects

### 5. Insurance Provisions

- The contractor shall maintain at its expense, commercial general liability insurance in an amount equal to at least \$1,000,000 for each claim and at least

\$2,000,000 in aggregate; workers' compensation insurance, with limits of not less than the statutory required limits for workers' compensation in the state of operation.

## 6. Selection Criteria

Proposals will be evaluated based on the following:

Criteria	Weight
Experience with similar facilities	25%
Qualifications of project team	20%
Project approach and methodology	20%
Timeline and schedule management	15%
Fee structure	15%
Local knowledge and presence	5%

## 7. Timeline (Tentative)

- RFP Issuance: May 9, 2025
- Proposal Due Date: June 12, 2025
- Shortlist/Interviews (if applicable): June 25, 2025
- Anticipated Award: July 15, 2025

## 8. Submission Instructions

Submit one (1) original, seven (7) printed copies, and one (1) electronic copy (USB Drive) of your proposal in a sealed envelope labeled:

RFP No. DC-2025-EMC  
Proposal for Engineering and Architectural Services – Emergency Center  
Decatur County Board of Commissioners  
203 W. Broughton Street  
Bainbridge, GA 39817

Deadline: All proposals must be received by 5 p.m. EST on June 12, 2025. Late submissions will not be considered.

## 9. Contact Information

All inquiries regarding this RFP should be directed in writing to:

Decatur County Board of Commissioners  
P.O. Box 726  
203 W. Broughton Street  
Bainbridge, Georgia 39818  
ATTN: RFP – Emergency Services Center  
(229) 248- 3030

## 10. Additional Information

- The County reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed most advantageous to the County.
- All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The County is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the County. 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.
- Link for the construction site property: [qPublic.net - Decatur County, GA - Map](#)