

CITY OF JESUP, GEORGIA
DESIGN-BUILD SERVICES — FIRE STATION NO. 1 CREW QUARTERS ADDITION
RFQ/RFP No. FD-26-01
PROJECT DESCRIPTION AND SOLICITATION REQUIREMENTS
September 26, 2026

1. Purpose

The City of Jesup, Georgia (the “City”) seeks a single design-build entity (the “Design-Builder”) to design and construct a crew quarters addition to Jesup Fire Department Station No. 1, as described in Section 2 (the “Project”). The City will select the Design-Builder by competitive sealed proposals under O.C.G.A. § 36-91-21(c), using the two-phase process described in Section 4. This document is incorporated in, and forms part of, the City’s Notice of Request for Qualifications and Proposals.

2. Project Description

2.1 Project Location

Jesup Fire Department Station No. 1, 411 West Bay Street, Jesup, Georgia 31545, which serves as the Department’s headquarters station. The existing station building is approximately 9,900 square feet and was constructed approximately 1977. The new building will be located on the station site adjacent to the existing station, with its northeast elevation facing Bay Street.

2.2 Project Description

The Project is a new crew quarters building of approximately 3,200 gross square feet (approximately 80 feet by 40 feet), single-story, connected to the existing Station No. 1 building by an enclosed connector of approximately 12 feet by 12 feet. The connector will join the existing building at the location of an existing exterior window, which will be removed and the opening modified to accommodate a door. The Project includes all design and construction of the building foundation (including in-slab plumbing) and the metal building including a brick façade to match the front of the adjacent and connecting building. All interior construction and MEP (excluding in-slab plumbing) will be done by the Owner.

2.3 Conceptual Program

The City’s Conceptual Floor Plan (Revised 09-01-26), attached as Attachment A, reflects the following program. The Owner’s Criteria issued in Phase 2 will confirm and refine it.

Space	Quantity	Program Requirements
Bedrooms	8	Individual sleeping rooms, each with a bed, wardrobe or locker storage, and a nightstand, arranged along exterior walls. Doors from the corridor. Station alerting (audio and visual) in each room. Single occupancy each shift.
Bathrooms	4	Each with a water closet, lavatory, and shower, with individual lockable doors. At least one must be fully accessible; see Section 2.4.

Space	Quantity	Program Requirements
Day Room and Kitchen	1	Open day room with kitchen, including a kitchen island, refrigerator, range, sink, and base and wall cabinets with countertops. Located at the east end of the building, adjacent to the connector and Bay Street. Residential-grade gas range with standard exhaust hood.
Laundry	1	Washer and dryer connections, folding counter, and storage. Laundry of station linens and personal items only. Turnout gear is laundered elsewhere in the station.
Storage Rooms	2	One at the east end, adjacent to the day room, and one at the west end, adjacent to the laundry.
Corridors	—	Corridors of approximately 4 feet clear width as shown conceptually, or wider where required by code or accessibility standards.
Riser Room	1	Fire sprinkler riser room with exterior access, near the connector at the Bay Street side.
Connector	1	Enclosed connector of approximately 12 feet by 12 feet between the new building and the existing station, at the location of the existing window to be removed. It will function as the transition between the station's operational areas and the living quarters.

2.4 Status of the Conceptual Floor Plan

The Conceptual Floor Plan illustrates the City's program and preferred arrangement only. It is not a design, is not drawn to scale for construction, and its dimensions are approximate. The Design-Builder is responsible for developing a design that satisfies the program and all applicable codes. Offerors may propose refinements to the layout that improve function or code compliance, but any proposed change must be identified as a deviation under Section 3.1. At a minimum, the design must address:

- Accessibility under the 2010 ADA Standards for Accessible Design and applicable Georgia accessibility requirements, including accessible routes, door clearances, and at least one accessible bathroom and sleeping room.
- Means of egress and exterior doors from the day room, corridors, and bedroom wings.
- Structural, envelope, and energy code requirements, including wind design appropriate to the building's risk category as determined by the building official.

2.5 Performance Objectives

The completed facility shall, at a minimum:

- Comply with the Georgia State Minimum Standard Codes and all applicable local ordinances in effect on the Phase 2 proposal due date.
- Be designed to the structural and emergency-power criteria the building official determines apply to the addition, recognizing that Station No. 1 is an emergency-response facility.

- Allow Station No. 1 to remain in continuous emergency-response service throughout construction, with uninterrupted apparatus egress, station alerting, communications, and life-safety systems.
- Use durable, low-maintenance materials and building systems appropriate for 24-hour occupancy, with a service life of at least 50 years for the structure and envelope.
- Be architecturally compatible with the existing station.

2.6 Budget

The City's estimated budget for all design and construction services, excluding City-furnished items and City contingency, will be stated in the Phase 2 Request for Proposals.

2.7 Anticipated Schedule

Milestone	Target Date
Notice first published / Georgia Procurement Registry posting	October 1, 2026
Pre-submittal conference and site visits	October 27, 2026
Written questions due (Phase 1)	October 16, 2026
Phase 1 Statements of Qualifications due	October 19, 2026
Shortlist notification	October 20, 2026
Phase 2 RFP and Owner's Criteria issued to shortlisted offerors	October 21, 2026
Phase 2 site investigation period at Station No. 1 and interviews	October 21 – 23, 2026
Phase 2 proposals due and opened (at least four weeks after first publication)	October 29, 2026
Discussions and best and final offers (if conducted)	October 30, 2026
City Commission award	November 3, 2026
Notice to Proceed	November 4, 2026
Substantial Completion	177 calendar days (6 months) after Notice to Proceed

3. Delivery Method and Contract

The Project will be delivered by traditional design-build under a stipulated-sum contract. The Design-Builder will be solely responsible to the City for all design and construction. The contract will consist of:

1. AIA Document A141–2024, Standard Form of Agreement Between Owner and Design-Builder for a Traditional Design-Build Project, with Exhibit A (Insurance and Bonds) and

Exhibit B (Design-Build Amendment), executed together at award. Exhibit C (Sustainable Projects) will not apply unless required by a funding source.

2. The City of Jesup Public Owner Supplementary Conditions, which will control over the AIA forms.
3. The Owner's Criteria issued in Phase 2, as modified by addenda.
4. The Design-Builder's accepted Phase 2 proposal, subject to the order of precedence in Section 3.1.
5. Statutory performance and payment bonds, E-Verify affidavits, and the non-collusion oath.

3.1 Order of Precedence

The Owner's Criteria control over the Design-Builder's proposal, preliminary design, and all later design documents. A deviation from the Owner's Criteria is effective only if it is specifically identified as a deviation in the Design-Builder's proposal and expressly accepted in writing by the City in the Contract. General assumptions, clarifications, qualifications, or exclusions in a proposal do not modify the Owner's Criteria.

3.2 Key Commercial Terms

The Public Owner Supplementary Conditions will include, among other terms, the following:

- **Price.** Stipulated sum, inclusive of all design, permitting, construction, general conditions, bonds, insurance, fees, and contingencies.
- **Retainage.** Not more than five percent (5%) of each progress payment, and release at Substantial Completion subject to withholding of up to 200% of the value of incomplete work, consistent with O.C.G.A. § 13-10-80.
- **Payment.** Monthly progress payments in accordance with O.C.G.A. § 13-10-80.
- **Liquidated damages.** \$500 per calendar day for failure to achieve Substantial Completion within the Contract Time, reflecting the City's cost of interim operations.
- **Standard of performance.** The Design-Builder warrants that the completed design and construction will satisfy the Owner's Criteria and applicable codes, in addition to meeting the professional standard of care.
- **Indemnity and insurance.** Indemnity with a duty to defend, to the extent caused by the Design-Builder's negligence or breach, consistent with O.C.G.A. § 13-8-2(b). Commercial general liability, automobile, workers' compensation, professional liability (with an extended reporting period), pollution liability, and builder's risk, in amounts stated in Exhibit A.
- **Bonds.** Performance and payment bonds, each at 100% of the contract amount, on City forms conforming to O.C.G.A. Title 36, Chapter 91, and covering both design and construction obligations.
- **Design professionals.** The City will be an intended third-party beneficiary of the Design-Builder's agreements with its architect and engineers of record.

- **License to documents.** A license for the City to use the design documents for the Project, for completion after any termination, and for future additions to other City fire stations, without additional fee.
- **Changes.** Owner's representative authority limited to \$20,000 per Change Order; Change Orders above that amount require City Commission approval.
- **Termination for convenience.** Recovery limited to work performed and reasonable demobilization costs, with no anticipated profit or termination fee.
- **Funding.** Obligations are subject to appropriation and to the funding sources identified by the City.
- **Disputes.** Meet-and-confer, then mediation, then litigation in the Superior Court of Wayne County under Georgia law. No arbitration.

4. Selection Process

4.1 Phase 1 — Request for Qualifications (Prequalification)

Offerors will submit Statements of Qualifications meeting the requirements of Section 6.1. An evaluation committee will score the submissions under the Phase 1 criteria in Section 5.1, and the City will prequalify and shortlist not more than three (3) offerors. This process is a mandatory prequalification under O.C.G.A. § 36-91-20(f). An offeror not prequalified may respond to its disqualification in writing to Nick Ellis – City Manager within five (5) business days after notice. This procedure is not a formal appeal.

4.2 Phase 2 — Request for Proposals

The City will issue the Owner's Criteria to prequalified offerors by addendum. The Owner's Criteria will include:

- the confirmed space program, developed from the Conceptual Floor Plan;
- performance requirements;
- boundary and topographic surveys;
- geotechnical reports;
- existing-building condition assessments;
- pre-renovation asbestos and hazardous-materials surveys; and
- phasing and operational constraints.

The City will then conduct a site investigation period, during which offerors may inspect Station No. 1 under escort, and may hold confidential one-on-one meetings with each offeror. Offerors will submit sealed technical and price proposals meeting the requirements of Section 6.2.

The City will not pay each prequalified offeror that submits a responsive but unsuccessful Phase 2 proposal a stipend. However, as a condition of proposing, the offeror grants the City a license to use selected ideas and work product in its proposal for a negotiated sum to be determined.

4.3 Opening, Evaluation, Discussions, and Award

Phase 2 proposals will be opened at the time and place stated in the Notice, in a manner that avoids disclosure of their contents to competing offerors. The evaluation committee will score proposals under the Phase 2 criteria in Section 5.2.

The City may award without discussions. The City may also conduct discussions with, and request best and final offers from, all responsible offerors whose proposals are reasonably susceptible of being selected for award. The contents of any proposal will not be disclosed to competing offerors during discussions.

Award will be made to the responsible and responsive offeror whose proposal is determined in writing to be most advantageous to the City under the stated evaluation factors, subject to approval by the City Commission. The basis for the award will be documented in the contract file.

5. Evaluation Factors and Relative Importance

5.1 Phase 1 — Qualifications

Factor	Points
Design-build experience with fire stations, crew quarters, and other public-safety facilities, including additions to facilities that remained in operation	25
Qualifications and experience of key personnel (design-build project executive, architect of record, project manager, superintendent)	25
Past performance on cost, schedule, quality, and owner satisfaction, including references	20
Understanding of the Project and preliminary approach to phasing and continuous station operations	15
Safety record (EMR and OSHA history) and capacity to perform	15
Bonding capacity and Georgia licensure	Pass/Fail

5.2 Phase 2 — Proposals

Phase 1 scores do not carry forward. Phase 2 proposals will be evaluated as follows:

Factor	Points
Stipulated sum price	40
Technical proposal: responsiveness of the preliminary design to the Owner's Criteria, functionality, durability, and life-cycle considerations	30
Phasing plan and approach to maintaining continuous station operations	15
Schedule, including Contract Time to Substantial Completion	15

Price points will be awarded by formula: the lowest responsive price receives the maximum points, and each other price receives points in proportion to the ratio of the lowest price to that price.

6. Submission Requirements

6.1 Phase 1 — Statement of Qualifications

Limit to 30 pages, excluding forms, resumes, and financial information. Submit one (1) original, five (5) copies, and one electronic copy on USB drive, in a sealed package marked with the RFQ/RFP number. Include:

1. Cover letter signed by an authorized officer, identifying the design-build entity, its legal structure (including any joint venture), and the lead contact.
2. Team organization chart identifying the design-build entity, architect of record, engineers of record, and key personnel, with resumes, Georgia licenses, and roles. Key personnel may not be substituted without City approval.
3. Descriptions of at least three (3) comparable projects completed within the last ten (10) years (fire stations, fire station living quarters, public-safety facilities, or additions to occupied facilities that remained in operation during construction), with owner references, original and final contract amounts, and original and final schedules.
4. Preliminary approach to maintaining station operations during construction.
5. Safety information: Experience Modification Rate for the last three years and OSHA citations for the last five years.
6. Litigation, claims, arbitration, contract terminations, and surety claims involving the offeror or team members within the last five (5) years.
7. Surety letter confirming the offeror's ability to bond a project of \$1,000,000 single and \$2,000,000 aggregate.
8. Evidence of ability to provide the insurance required by Exhibit A.
9. Georgia general contractor license number and Georgia registration for the architect and engineers of record.
10. Acknowledgment of all addenda.

6.2 Phase 2 — Technical and Price Proposal

The technical proposal and price proposal must be submitted in separate sealed envelopes. The technical proposal must include:

1. **Evaluation of the Owner's Criteria.** Local conditions affecting the work, program allocations with square footages, code compliance evaluation, and any recommended adjustments.
2. **Preliminary Design.** Site plan showing the location of the new building and connector relative to the existing station, Bay Street, parking, utilities; building sections and elevations; structural system; selections and outline specifications of principal materials.

3. **Phasing and operations plan** showing how continuous emergency-response service will be maintained at Station No. 1, including the timing and temporary protection of the connector tie-in.
4. **Project schedule** showing design, City review periods, permitting, construction, and Substantial Completion.
5. **List of deviations** from the Owner's Criteria. Each deviation must be specifically identified; see Section 3.1.
6. **List of proposed major subcontractors and suppliers.**
7. **Exceptions** to the Contract or Supplementary Conditions. Exceptions may render a proposal nonresponsive and will be considered in evaluation.

The price proposal must include:

1. Stipulated sum on the City's Price Proposal Form, with a breakdown by design, general conditions, demolition and tie-in, foundation and building design and construction.
2. Prices for any alternates stated in the Owner's Criteria.
3. Unit prices, if requested.
4. Proposal bond in the amount of five percent (5%) of the stipulated sum confirm O.C.G.A. § 36-91-5.
5. Proposal validity of 90 days.

Proposal drawings and specifications are preliminary. The Design-Builder remains obligated to develop the design to satisfy the Owner's Criteria for the stipulated sum.

6.3 Required Forms and Affidavits

- Contractor affidavit and subcontractor affidavits under O.C.G.A. § 13-10-91 (E-Verify).
- Non-collusion oath under O.C.G.A. § 36-91-21(e), to be executed by the successful offeror before commencing work.
- Conflict-of-interest disclosure.
- Acknowledgment of addenda.
- Federal or state funding certifications, if applicable.

7. Design-Builder Deliverables and Services After Award

7.1 Design Phase

The Design-Builder shall advance the accepted Preliminary Design through the following submittals, allowing the City fourteen (14) calendar days for review of each:

- **Design Development** — approximately 50% design, with an updated schedule of values and code analysis.
- **Construction Documents** — approximately 90%, with coordinated drawings and specifications for all disciplines.

- **Issued for Construction** — 100% documents sealed by Georgia-registered design professionals and approved for permit.

City review is for conformance with the Owner's Criteria only and does not relieve the Design-Builder of responsibility for the design. The Design-Builder shall obtain all building and trade permits and approvals from authorities having jurisdiction.

7.2 Construction Phase

- Construction of the Project in accordance with the approved phasing plan and Contract Time.
- Supervision, safety programs, quality control, and special inspections required by code.
- Monthly progress reports with updated schedule, submittal log, requests for information, change log, and cash-flow forecast.
- Coordination with City-furnished equipment, systems, and separate contractors.
- Temporary facilities and protections necessary to keep Station No. 1 operational, including temporary weather and security enclosure of the connector opening.

7.3 Commissioning and Closeout

- Testing, commissioning, and start-up of mechanical, electrical, plumbing, fire sprinkler, fire alarm, kitchen ventilation, connector pressurization, and station alerting interface systems.
- Training of City personnel.
- Record (as-built) drawings in PDF and native CAD or BIM format.
- Operation and maintenance manuals, warranties, and attic stock.
- Certificates of occupancy.
- Final lien and payment releases and consent of surety.

7.4 Warranty Phase

- Correction of defective work for one year after Substantial Completion, without waiver of other warranties or remedies.
- Warranty walk-through at eleven (11) months after Substantial Completion.
- Manufacturer warranties assigned to the City, including a roof warranty of at least 20 years.

8. Allocation of Risk

The following allocation summarizes the risk structure of the Contract and is provided so offerors may price their proposals accurately. If this table conflicts with the Contract, the Contract controls.

Risk	Responsible Party	Notes
Design errors, omissions, and coordination	Design-Builder	Includes conflicts among disciplines and between design and construction. Owner review or approval of design submittals does not shift this risk.
Code and regulatory compliance of the design	Design-Builder	Applies even where compliance requires deviation from a conceptual element of the Owner's Criteria. The Design-Builder must identify any such conflict in its proposal; unidentified conflicts are resolved at the Design-Builder's cost.
Functional program (spaces, adjacencies, operational requirements stated by the City)	City	The City is responsible for the stated program. The Design-Builder is responsible for a design that satisfies it.
Changes the City directs after award	City	Adjustment by Change Order under the Contract.
Accuracy of factual data in City-furnished surveys, geotechnical reports, and existing-building and hazardous-materials surveys	City	The Design-Builder may rely on factual data (measurements, boring logs, test results). It may not rely on interpretations, opinions, or recommendations, which it must evaluate independently.
Site and existing-building conditions that are visible, documented in City-furnished information, or discoverable by the investigation the Design-Builder is required to perform	Design-Builder	Offerors are expected to price conditions at the connector tie-in to the existing station (including the wall and window opening) that are reasonably discoverable during the site visit and investigation period.
Concealed conditions that differ materially from City-furnished information and were not reasonably discoverable	City	Equitable adjustment of price and time, subject to prompt written notice before the condition is disturbed.
Hazardous materials identified in the City's survey	City — separate abatement contractor	
Hazardous materials not identified and not reasonably discoverable	City	Stop work in the affected area; City arranges testing and abatement; time and cost adjustment as provided in the Contract.
Materials and labor price escalation after proposal submission	Design-Builder	
Subcontractor and supplier performance, default, and pricing	Design-Builder	
Construction means, methods, sequencing, and jobsite safety	Design-Builder	

Risk	Responsible Party	Notes
Maintaining emergency-response operations during construction	Shared	The Design-Builder designs and executes the phasing plan the City approves, including continuous apparatus egress, alerting, and life-safety systems and protection of the existing building during the connector tie-in. The City is responsible for relocating personnel and equipment within the station in accordance with the approved plan.
Damage to the existing station, City property, and adjacent property caused by the work	Design-Builder	The City maintains property insurance on the existing structures; the Design-Builder is responsible for damage it causes, subject to the waiver of subrogation in the Contract.
Builder's risk on the new work	Design-Builder	Exhibit A § A.3.3.2.1 to be selected.
Building permit, trade permits, and inspection fees	Design-Builder	City permit fees will be waived for City projects.
Zoning, land-use approvals, easements, and rights-of-way	City	
Utility service connection and impact fees	City	
City review of design submittals beyond the stated review periods	City	Time extension; cost adjustment only to the extent of documented impact.
Abnormal weather	Shared	Time extension only, if documented as abnormal for the period and actually affecting critical-path work. No cost adjustment.
Force majeure events beyond either party's control	Shared	Time extension only.
Changes in law or codes enacted after the proposal due date that affect the work	City	Equitable adjustment.
Failure to achieve Substantial Completion within the Contract Time	Design-Builder	Liquidated damages of \$500 per calendar day.
Defective work discovered after completion	Design-Builder	Correction obligation for one year after Substantial Completion, without waiver of the City's other warranty and legal remedies.

9. City-Furnished Information and Responsibilities

The City has furnished the Conceptual Floor Plan (Revised 09-01-26), attached as Attachment A. Before or with the Phase 2 RFP, the City will also furnish:

- boundary and topographic surveys;
- geotechnical investigation reports;

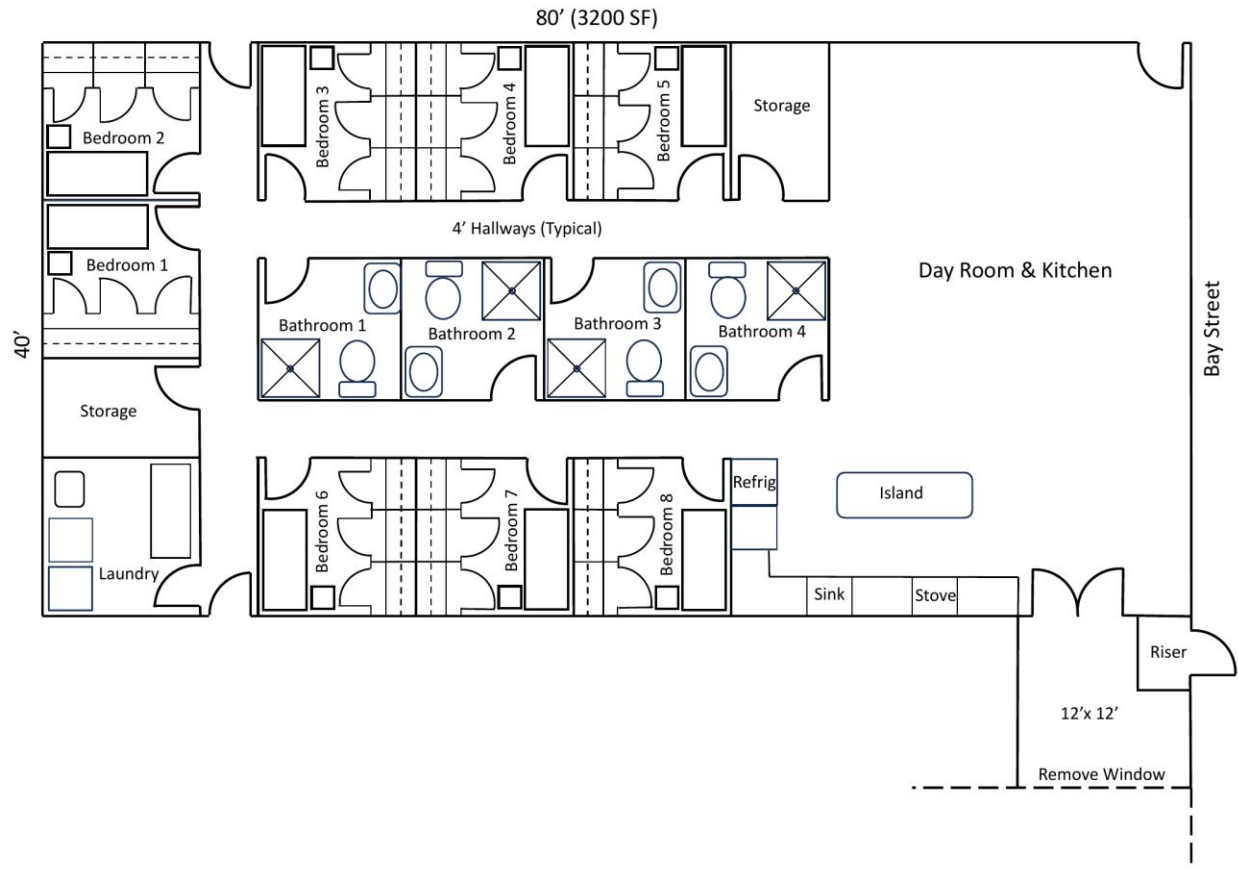
- existing-building condition assessments and available record drawings;
- pre-renovation asbestos and hazardous-materials surveys; and
- available utility information.

After award, the City will designate a representative, conduct design reviews within the stated review periods, coordinate station operations and relocation of personnel and equipment under the approved phasing plan, obtain any required zoning approvals and easements, and furnish the City-furnished equipment and systems identified in the Owner's Criteria. Record drawings of the existing station are provided for information only, and their accuracy is not warranted.

10. General Conditions of the Solicitation

- **Communications.** From issuance of the Notice until award, offerors and team members shall communicate about this solicitation only with the designated contact. Contact with City Commissioners, officials, or staff about the solicitation is grounds for disqualification.
- **Addenda.** Interpretations and changes will be made only by written addenda posted where the solicitation is posted. No addenda will be issued within 72 hours of a submission deadline (excluding Saturdays, Sundays, and legal holidays) unless the deadline is extended as required by O.C.G.A. § 36-91-20(d).
- **Costs.** Except for any stipend under Section 4.2, offerors bear all costs of preparing submissions.
- **Open records.** Submissions are public records subject to the Georgia Open Records Act. Material claimed as a trade secret must be clearly marked and accompanied by the affidavit required by O.C.G.A. § 50-18-72. The City does not guarantee protection of any material.
- **Anti-competitive conduct.** Conduct prohibited by O.C.G.A. § 36-91-21(d) will result in disqualification and may void any resulting contract.
- **Labor agreements.** Nothing in this solicitation requires or prohibits project labor or collective bargaining agreements (O.C.G.A. § 36-91-21(f)).
- **Reservation of rights.** The City may reject any or all submissions; waive technicalities and informalities; request clarifications; cancel or reissue the solicitation; and decline to award.
- **No contract until execution.** No contract exists until the Contract is approved by the City Commission and executed in the manner required by the City Charter and ordinances.

ATTACHMENT A
CITY OF JESUP — CONCEPTUAL FLOOR PLAN (REVISED 09-01-26)
Fire Station No. 1 Crew Quarters Addition — 411 West Bay Street



Conceptual only. Not to scale. Dimensions approximate. See Section 2.4.