

# CITY OF SPRINGFIELD, GEORGIA REQUEST FOR QUALIFICATIONS (RFQ)

**ARCHITECTURAL & ENGINEERING DESIGN SERVICES  
SPRINGFIELD CITY HALL & POLICE DEPARTMENT  
601 N. LAUREL STREET**

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## **ADVERTISEMENT**

The City of Springfield, Georgia is requesting Statements of Qualifications (SOQs) from qualified firms to provide Architectural and Engineering (A/E) design services for the renovation and repurposing of an existing building located at **601 N. Laurel Street, Springfield, Georgia**, into a combined City Hall and Police Department facility.

**Advertisement Dates:**

April 1, 2026

April 8, 2026

**Submittal Deadline:**

May 1, 2026 at 2:00 PM (local time)

**Submittal Location:**

Springfield City Hall

130 S. Laurel Street

Springfield, GA 31329

**Contact (Email Only):**

Lauren Eargle, City Manager

[LEargle@springfieldga.org](mailto:LEargle@springfieldga.org)

Late submittals will not be accepted. The City reserves the right to reject any or all submittals and waive technicalities.

## **1. INTRODUCTION**

The City of Springfield, Georgia is requesting Statements of Qualifications (SOQs) from qualified firms to provide architectural and engineering (A/E) design services for the renovation and repurposing of an existing structure located at:

**601 N. Laurel Street, Springfield, Georgia**

The project will transform the existing facility into a combined City Hall and Police Department Headquarters to support current operations and future growth.

## **2. PROJECT OVERVIEW**

The City intends to renovate and repurpose the existing structure into a modern, efficient, and secure municipal complex. The building will be vacant during construction, with an anticipated construction start in mid to late 2027.

The project is intended to deliver both:

- Functional improvements to support municipal operations and public safety
- Visual and architectural enhancements appropriate for a civic facility

The renovated facility must support:

- Administrative offices for City Hall staff
- Public-facing service areas
- Police Department operations, including secure areas
- Council Chambers (conversion of existing sanctuary)

The facility must be designed to accommodate future staffing growth, including:

- Expansion of Police Department from approximately 12 to up to 36 officers with some dedicated offices and some flex/shared office space
- Expansion of administrative staff from 8 employees to potentially double within the next 10 years, including:

## **3. SITE & EXISTING CONDITIONS**

The project site is located at:

**601 N. Laurel Street, Springfield, Georgia**

The property consists of an existing structure on approximately one (1) acre that has historically been used for institutional/public purposes.

The selected firm will be responsible for evaluating and incorporating the existing building into the proposed design, including:

- Structural assessment
- Evaluation of existing MEP systems
- Identification of code deficiencies
- ADA compliance upgrades

The project is anticipated to require a comprehensive renovation and repurposing effort.

## **4. SITE LAYOUT & BUILDING ORIENTATION**

The City has established the following required layout:

- City Hall entrance and Council Chambers shall face North Laurel Street as the primary civic frontage
- Police Department functions shall be located at the rear of the building facing Pine Street

The design shall:

- Establish Laurel Street as the primary public-facing entrance
- Provide clear separation between public and secure areas
- Include independent and secure access for Police Department operations
- Provide efficient internal circulation separating public access from secure functions
- Address parking and site circulation for both public and staff uses

This orientation is intended to reinforce a welcoming civic presence while maintaining secure law enforcement operations.

## **5. ARCHITECTURAL CHARACTER & CIVIC PRESENCE**

The City desires a design that establishes the building as a recognizable civic landmark while remaining consistent with the historic and quaint character of downtown Springfield.

The design should:

- Reflect a strong civic presence appropriate for a local government anchor
- Complement the scale and character of downtown Springfield
- Utilize timeless and durable materials, such as brick or masonry
- Avoid overly modern or incompatible design styles
- Provide a clearly defined and welcoming public entrance

The City seeks a design that is refined, professional, and enduring, reflecting civic pride and community identity.

## **6. DESIGN PRIORITIES**

The City places a high priority on:

- Functional efficiency
- Security and controlled access
- Separation of public and police operations
- Flexibility for future growth
- Durability and low maintenance
- A welcoming civic presence

## 7. SCOPE OF SERVICES (FULL-SERVICE DELIVERY REQUIRED)

The selected firm shall provide **comprehensive architectural and engineering services from project initiation through construction completion**, including preparation of complete construction documents, bidding support, and construction phase services.

### A. Pre-Design & Programming

- Space needs assessment (10–20 year horizon)
- Existing conditions evaluation
- Code review
- Operational and workflow analysis
- Renovation feasibility analysis

### B. Design & Construction Document Services

The selected firm shall prepare a **complete, sealed set of construction documents suitable for public bidding and construction**, including all contractual, architectural, structural, mechanical, electrical, plumbing, and civil components.

Services shall include:

- Schematic design
- Design development
- Construction documents and cost estimates
- Structural, MEP, and civil engineering

Design shall incorporate:

- Separation of public and secure access
- Police Department facilities including locker rooms and showers
- Secure evidence and storage areas
- Public service counters and waiting areas
- Conversion of sanctuary into Council Chambers with AV and accessibility upgrades
- Interior and exterior architectural improvements

The firm shall provide:

- **A full set of construction drawings and technical specifications**
- Coordination of all disciplines into a complete bid-ready package
- Compliance with all applicable codes and regulations

The City intends to engage a firm capable of providing **end-to-end project delivery**, from initial programming through final construction completion and closeout.

### **C. Bidding & Procurement Support**

The selected firm shall assist the City through the construction procurement process, including:

- Preparation of bid packages and front-end documents
- Assistance with advertisement and distribution of bid documents
- Responding to Requests for Information (RFIs) during bidding
- Issuance of addenda as required
- Assistance with bid tabulation and evaluation
- Recommendation of award

### **D. Construction Administration (Standard A/E Services)**

The selected firm shall provide **construction administration services typical of A/E professional practice** to ensure the project is constructed in accordance with the design intent.

Services shall include:

- Periodic site visits to observe construction progress
- Review of shop drawings and submittals for conformance with design intent
- Responses to contractor RFIs during construction
- Participation in project coordination meetings as needed
- Review and recommendation of change orders
- Observation of substantial completion
- Development of punch list items
- Final inspection and project closeout coordination

## **8. MINIMUM QUALIFICATIONS**

Firms must demonstrate:

- Experience with municipal buildings
- Experience with public safety facilities (preferred)
- Licensure in the State of Georgia
- Ability to deliver projects on schedule and within budget

## **9. SUBMITTAL REQUIREMENTS**

Firms shall submit:

- One (1) hard copy
- One (1) electronic copy on USB

Submittals must include:

- Firm overview
- Project team and key personnel
- Relevant experience (minimum of 3 projects)
- Project approach and understanding
- References
- Proof of licensure

Submittals must be sealed and labeled:

**“Statement of Qualifications – Springfield City Hall & Police Department RFQ 26-001”**

## **10. EVALUATION CRITERIA**

Submittals will be evaluated based on:

- Relevant experience (0-10 Points)
- Project team qualifications (0-10 Points)
- Understanding of project (0-10 Points)
- Design approach and civic character (0-10 Points)
- Experience with growth-oriented municipalities (0-5 Points)
- References (0-5 Points)

## **11. SELECTION PROCESS**

The selection process will include:

- Review of qualifications
- Shortlisting of top firms
- Interviews and fee proposal requests (May 5, 2026 – time TBD)
- Final ranking and negotiation

Final selection will be made by the City Council at the **May 12, 2026 Council Meeting at 6:00 PM.**

## **12. FEE PROPOSAL & NEGOTIATIONS**

Firms shall not submit fees with initial qualifications.

The City will:

- Shortlist the top three (3) firms
- Request sealed fee proposals
- Negotiate with the highest-ranked firm

If negotiations fail, the City will proceed to the next firm.

### **13. SCHEDULE**

- Advertisement: April 1 & April 8, 2026
- Optional Site Visit: April 14<sup>th</sup>, 2026 at 10:00 AM (Onsite Contact: Ted Goudeau)
- Questions Deadline: April 24, 2026 at 2:00 PM
- SOQs Due: May 1, 2026 at 2:00 PM
- Interviews & Fee Proposals: May 5, 2026 (Time TBD)
- Council Selection: May 12, 2026 at 6:00 PM
- Design Phase: 2026–2027
- Construction Start: Mid–Late 2027

### **14. SUBMITTAL INFORMATION**

Submit to:

City of Springfield  
Attn: City Manager  
130 S. Laurel Street  
Springfield, GA 31329

Submittals will be publicly received at the date and time listed above; however, contents will not be read aloud.

### **15. QUESTIONS**

All questions shall be submitted **via email only** to:

Lauren Eargle, City Manager  
LEargle@springfieldga.org

Responses will be issued via the Springfield Website and Georgia Procurement, if necessary.

### **16. RESTRICTION OF COMMUNICATION**

From the date of issuance of this RFQ until a final selection is made, all communication regarding this solicitation shall be limited to the contact listed above.

Unauthorized communication with City officials or staff may result in disqualification.

## **17. RESERVATION OF RIGHTS**

The City reserves the right to:

- Reject any or all submittals
- Waive technicalities and informalities
- Request additional information
- Negotiate with the firm deemed most qualified

This RFQ is not an offer to contract and does not obligate the City to award a contract.

## **18. FEDERAL, STATE, AND LOCAL COMPLIANCE REQUIREMENTS**

### **A. General Compliance**

The selected firm shall comply with all applicable **federal, state, and local laws, regulations, and ordinances**, including but not limited to those governing procurement, professional licensing, building codes, and public works.

### **B. Georgia Law Compliance**

This RFQ is issued in accordance with the **Georgia Local Government Professional Services Selection Act** and applicable provisions of Georgia law. Selection shall be based on qualifications, and fees shall be negotiated with the highest-ranked firm.

### **C. Non-Discrimination**

The selected firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, or any other protected classification under applicable law.

### **D. Equal Opportunity Employment (EEO)**

The selected firm shall comply with all applicable **Equal Employment Opportunity (EEO)** requirements and shall take affirmative action to ensure nondiscrimination in employment practices.

### **E. Federal Funding Requirements (If Applicable)**

If any portion of this project is funded in whole or in part by federal funds, the selected firm shall comply with all applicable federal requirements, including but not limited to:

- **2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)**
- **Davis-Bacon Act (if applicable)**
- **Contract Work Hours and Safety Standards Act**
- **Clean Air Act and Federal Water Pollution Control Act**

- **Debarment and Suspension (Executive Order 12549 and 12689)**
- **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**

#### **F. Immigration Compliance (E-Verify)**

The selected firm shall comply with the **Georgia Security and Immigration Compliance Act**, including participation in the federal **E-Verify program**, if applicable.

#### **G. Conflict of Interest**

Firms shall disclose any potential conflicts of interest. The City reserves the right to determine whether such conflicts disqualify a firm from consideration.

#### **H. Open Records Act**

All materials submitted in response to this RFQ are subject to the **Georgia Open Records Act (O.C.G.A. § 50-18-70 et seq.)**. Confidential or proprietary information must be clearly identified; however, the City makes no guarantee that such information will be exempt from disclosure.

#### **I. Insurance Requirements**

The selected firm shall maintain insurance coverage as required by the City, including but not limited to:

- Professional Liability
- General Liability
- Workers' Compensation

Proof of insurance shall be provided prior to contract execution.

#### **J. Indemnification**

The selected firm shall agree to indemnify and hold harmless the City of Springfield, its officers, and employees from and against all claims, damages, losses, and expenses arising out of or resulting from the performance of services.