



## City of Nicholls, Georgia

### Request for Qualifications Architectural and Engineering Services

The City of Nicholls, Georgia is requesting responses to this Request for Qualifications (RFQ) from qualified firms interested in providing architectural and engineering services in connection with Hurricane Helene. The type of work expected to be performed is those with design and oversight of work for the Nicholls Gymnasium located at 201 North Liberty Street, Nicholls, GA 31554. Work performed will comply with all federal and state requirements and guidelines including FEMA PA Program and Policy Guide FP 104-009-02. Any contract entered into will contain all required clauses as found at

[https://www.fema.gov/sites/default/files/2020-07/fema\\_pdat\\_contract-provisions-template.pdf](https://www.fema.gov/sites/default/files/2020-07/fema_pdat_contract-provisions-template.pdf)

Qualifications and required forms must be submitted online to the DFS Procurement Portal (hereinafter "DFS Portal" or "Portal") at [dfs.bonfirehub.com](https://dfs.bonfirehub.com) no later than **June 10th, 2026 at 2:00 PM**, local time (EST). Any responses received after the specified deadline will not be considered. Multiple submittals from the same entity will not be accepted. Submission is electronic only through the DFS Portal. Hard copy qualifications and required forms or offers by telephone, fax, or email will not be accepted.

Responses will be evaluated and the top ranked firms or professionals will be contacted for further negotiations.

Questions regarding the scope or RFQ should be submitted in the Portal by **May 29th, 2026 at 5:00 p.m. EST**. For questions regarding vendor registration or navigation in the portal, please email: [procurement@erassist.com](mailto:procurement@erassist.com). Addenda regarding this RFQ will be posted to the DFS Portal at [dfs.bonfirehub.com](https://dfs.bonfirehub.com). Proposers are responsible for obtaining addenda and are advised to check the website frequently.

Exact format of the technical qualification response is at the discretion of the respondent. Overly complex or lengthy response packages should be avoided.

The City of Nicholls, Georgia will have final decisions in all matters regarding acceptance of qualifications and required forms and issuance of awards.

The City of Nicholls reserves the right to reject any or all responses and to solicit again at a later date. The City of Nicholls reserves the right to refuse and reject any or all qualifications and to waive any or all formalities or technicalities or to accept the firm(s) who the City, in its sole discretion, determines to be most qualified.

Successful respondents must be compliant with all applicable Federal, State, and Local laws.

The City of Nicholls may waive any irregularities in the qualifications and required forms or negotiate variances from specifications.

Contractors must include a signed, notarized affidavit from the contractor pursuant to O.C.G.A. § 13-10-91(b)(l), or the response may not be considered. The affidavit is provided in [dfs.bonfirehub.com](https://dfs.bonfirehub.com)

Requested information through the DFS Portal ('Requested Information' section) is as follows; items marked with an asterisk (\*) are required for submission, additional information can be uploaded in the 'Alternate/Additional' Submission section.

1. Qualification Package (Technical Response) \*
2. References \*
3. List of Subcontractors \*
4. Basis of Pricing\*
5. Contractor Affidavit under O.C.G.A. § 13-10-91(b)(l) \*

In addition, the following forms are provided in this RFQ. In lieu of signatures, Proposers must review each form and enter their response as directed in the Required Information section of the Portal. The confirmation or declaration statement respondents will be required to respond to for each form, as well as any documentation requirements, are provided in a gray box at the bottom of each Attachment. All responses must be true and accurate.

- Attachment 1: NON-COLLUSION DECLARATION
- Attachment 2: CERTIFICATION REGARDING LOBBYING
- Attachment 3: FORM 200.321 AFFIRMATIVE STEPS
- Attachment 4: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY and VOLUNTARY EXCLUSION
- Attachment 5: CONFLICT/NON-CONFLICT OF INTEREST STATEMENT
- Attachment 6: DRUG FREE WORKPLACE
- Attachment 7: CONFIRMATION OF INSURANCE

POINT OF CONTACT for The City of Nicholls: Shawana Bonaparte: [sbonaparte@cityofnichollsga.gov](mailto:sbonaparte@cityofnichollsga.gov) and [procurement@erassist.com](mailto:procurement@erassist.com).

RFQ Evaluation Criteria

Criteria	Total 100 Points
<p>Experience</p> <ul style="list-style-type: none"> <li>● Degree to which the respondent demonstrates prior experience in similar projects</li> <li>● Experience with federal grant projects</li> </ul>	30
<p>References</p> <ul style="list-style-type: none"> <li>● Responses from references submitted as part of the RFQ but can include clients not submitted</li> <li>● Degree to which respondent demonstrates a strong ability to engage the customer in scheduling, deadlines, and meeting expectations</li> </ul>	30
<p>Staff</p> <ul style="list-style-type: none"> <li>● Degree to which the respondent demonstrates capability and availability of professional staff</li> <li>● The overall strength of the proposed key personnel including education and professional certifications and credentials</li> </ul>	40

**City of Nicholls Gymnasium**

**201 N LIBERTY ST**

Nicholls, Georgia 31554  
(31.516480, -82.635755)

**Replacement of Nicholls Gymnasium**

The City of Nicholls is soliciting responses from qualified and experienced individuals or firms to provide the professional services as listed below to assist the City in the design and construction of the City's Gymnasium.

The types of professional services and their disciplines that may be required under this RFQ is anticipated to include, but not limited to:

**Architectural Services**

Qualified firms shall have significant and demonstrated experience and qualifications in delivery of professional services in the field of architectural engineering. All submittals of qualifications shall be for principal consultant and may include all sub-consultants. The Scope of work may include general architectural design services and aspects of project design for the construction of the City's Gymnasium. Anticipated services included, but are not limited to:

- Projects, Studies and Master Planning
- Design Services and Development
- Project Management
- Feasibility Studies
- Building Condition Audits
- Interior Design
- CADD/Drafting

**Engineering Services**

Qualified firms shall have significant and demonstrated experience and qualifications in delivery of professional engineering services. All submittals of qualifications shall be for principal consultant and may include all subconsultants. The Scope of work may include, but is not limited to, such disciplines as follows:

- Structural Design
- Lighting Design
- Construction Engineering Inspection including Contract Administration
- Software Analysis and Maintenance
- PD&E and /or PE Studies
- General Engineering Consulting ( GES )
- Program Management ( PM ) Services
- Bid Package Development
- Public Involvement, Public Meeting preparation and participation
- CADDI Drafting
- Mechanical/Electrical/Plumbing

[Link to Gymnasium Photos](#)

## ATTACHMENT 1: NON-COLLUSION DECLARATION

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder.

All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the applicable laws that the foregoing is true and correct.

### **DFS Portal Confirmation / Declaration:**

Do you confirm that you have read the Non-Collusion declaration and therefore declare under penalty of perjury under the applicable laws that the Non-Collusion Declaration is true and correct? (Y/N)

## ATTACHMENT 2: CERTIFICATION REGARDING LOBBYING

The undersigned certifies that, to the best of his or her knowledge and belief, that:

1. No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instruction.
3. The undersigned shall require that the language of this certification be included in the award document for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees the provisions of 31 U.S.C. Chap 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

### **DFS Portal Confirmation / Declaration:**

Do you, the Contractor, confirm that you have read the Certification Regarding Lobbying form and certify or affirm the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any. (True/False)

**ATTACHMENT 3: FORM 200.321 AFFIRMATIVE STEPS**

**CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS 2 CFR §200.321**

The City of Nicholls is required to take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. If contractors (including engineers) use subcontractors, they are required to take the following affirmative steps:

- Place qualified enterprises on solicitation lists
- Assure that enterprises are solicited whenever they are potential sources
- Divide total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by enterprises
- Establish delivery schedules, where the requirement permits, which encourage participation by enterprises
- Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce

**DFS Portal Confirmation / Declaration:**

Do you confirm that you have read the 200.321 Affirmative Steps Confirmation and agree to take the listed affirmative steps when using subcontractors. (Y/N)

**ATTACHMENT 4: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
and VOLUNTARY EXCLUSION**

Neither the entity or its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

**DFS Portal Confirmation / Declaration:**

Do you confirm that neither the entity nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency? (Y/N)

**ATTACHMENT 5: CONFLICT/NON-CONFLICT OF INTEREST STATEMENT**

To the best of our knowledge the bidder has no potential conflict of interest due to any other clients, contracts, or property interest for this project. [ SELECT YES IF TRUE ]

OR

The bidder, by attachment, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project. [ SELECT NO IF TRUE & UPLOAD DOCUMENTATION ]

Failure to answer appropriately may result in disqualification of your bid.

**DFS Portal Confirmation / Declaration:**

Do you confirm that to the best of your knowledge the undersigned proposer has no potential conflict of interest due to any other clients, contracts, or property interest for this project? (Y/N)

If answered no, documentation must be uploaded containing information regarding what may be a potential conflict of interest due to other clients, contracts, or property interest for this project

## DRUG-FREE WORKPLACE AFFIDAVIT

The undersigned certifies that the responding firm has taken steps to :

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the drug-free workplace statement.
4. In the statement specified in drug-free workplace statement, notify the employees that as a condition of working on the commodities or contractual services that are under bid the employee will abide by the terms of the statement and will notify the employer of any conviction of or plea of guilty or nolo contendere to any violation of any controlled substance law of the United States or any state for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

### **DFS Portal Confirmation / Declaration:**

Do you confirm that you have read the Drug-Free Workplace Affidavit and certify that the responding company complies fully with the listed requirements? (Y/N)

If answered Yes, please upload Drug-free workplace policy

## INSURANCE COVERAGE DECLARATION

Proposing firm shall confirm that they do have the insurance requirements below. Failure to do so, may result in a rejected proposal.

1. Professional Liability/Error and Omission Insurance with limits of \$2,000,000.00 each claim and \$2,000,000.00 in the aggregate.

**DFS Portal Confirmation / Declaration:**

Do you confirm that you have read the Insurance Coverage Declaration and agree to provide copies of the insurance policies prior to contract award. (Y/N)