

CITY OF RINGGOLD, GEORGIA
RINGGOLD MAYOR AND COUNCIL

REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL ARCHITECTURAL SERVICES

Date of RFQ Released – April 28, 2026

General

The City of Ringgold is issuing this Request for Qualifications (RFQ) to Architectural Firms with a strong record in successfully assisting local governments with architectural services for Federally Assisted Projects. Responding firms should be qualified to provide a Preliminary Architectural Report (PAR), design, construction administration, and related services for a Downtown Streetscape project and Commercial and Residential building projects utilizing federal funds.

Scope of Work

Plans are to contract, within a year from the date of this notice, a reputable Architect for a Preliminary Report, Design, and Construction Administration services for a Federally Funded Projects related to tourism and economic development. Current needs include preparation of a preliminary architectural report for a grant application for Appalachian Regional Commission (ARC) and/or U.S. Economic Development Administration (EDA) funding related to development of a Downtown Streetscape Project and other site improvements along with Commercial and Residential building projects. The proposed projects will make improvements to city or DDA-owned parcels in the city limits of Ringgold, Georgia. Designs should incorporate significant placemaking enhancements to the site and adhere to commercial and residential building code. If awarded, the selected firm would be expected to provide architectural services including design, construction administration, and related services involved with a Federally Funded Project. This procurement action may also lead to additional project contracts and/or contract addendums for planning, administrative and other related services.

Architectural services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the ARC and EDA grant program. Immediate needs include:

1. Preparing and approval of the Preliminary Architectural Report (PAR) prior to the submission of the grant applications (the PAR must meet the standards established by the Georgia Department of Community Affairs (DCA) for the ARC program and standards established for a PER(Professional Engineering Report) by the U.S. Economic Development Administration (EDA).)
2. Preparing Environmental Review documentation for the EDA grant program, including completion of the Environmental Review Form to be submitted to the Georgia Historic Preservation Division.

Upon the approval of the application for grant assistance, the following scope of work is required:

1. Preparing the final design and construction bid package in conformance with applicable regulations and requirements
2. Supervising the construction bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting pre-bid meeting, conducting bid opening, and issuing the notice to proceed
3. Conducting the pre-construction conference

Surveying, field staking, on-site construction observation and inspection consistent with standard architectural practice, and preparing inspection reports

4. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body
5. Ensuring all labor laws are followed by Contractors as required for Federally Assisted Projects
6. Providing reproducible plan drawings to the City of Ringgold upon project completion
7. Conducting final inspection and testing
8. Submitting certified “as-built” drawings to appropriate authorities

PROPOSAL FORMAT

All proposing firms shall submit an original + digital PDF (USB) of their qualifications that include the following information and documents in this order:

Cover

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Qualifications

- A brief history and overview of the firm and its general areas of practice. If a firm has multiple office locations, please identify the office location from which this project will be undertaken. Please include the number of years the company has been in existence, and the firm’s specific experience with Federally Assisted Projects. During the scoring process, the City of Ringgold will weigh experience with the ARC, CDBG, and EDA programs heavily.
- Firm’s experience with Downtown Streetscape projects or similar design and list of references (including at least two references from counties or cities that the firm has recently assisted). List contact names and contact information for each reference.
- Firm’s experience with Commercial Building Rehabilitation/Remodel projects or similar design and list of references (including at least two references from counties or cities that the firm has recently assisted). List contact names and contact information for each reference.
- Firm’s experience with New Residential Building or similar design and list of references (including at least two references from counties or cities that the firm has recently assisted). List contact names and contact information for each reference
- Resumés of key personnel that will be working on projects for the City of Ringgold, if selected, including their architect qualifications and relevant experience working on state and federally funded projects.

- Listing of consultant team members that are not part of the company that will be a part of this project (if any) and their relevant experience.

Scope and Methodology

- Scope and level of service proposed.
- Timeline for completion of the PAR and, if awarded funding, general timeline for the design phase of the project.
- Methodology and approach for design and construction administration.
- Organizational chart which identifies the project manager, Key Team Leaders, support personnel, and reporting structure.

Ability to Complete the Project

- Statement of current workload and availability for this project.
- Statement of the company's financial strength to perform the project. *(Please provide suitable documentation to establish financial stability. Acceptable documentation includes audited or reviewed financial statements, partnership or corporation tax returns, bank or financial institution commitments, or other verifiable information demonstrating financial stability.)*
- Statement concerning any previous projects that the firm was unable to complete, unable to complete in a timely manner, or unable to complete as budgeted in the last ten years.
- Statement of any previous, existing, or pending litigation of the company.

Fees

Fees are reviewed for reasonableness, not scored competitively, consistent with qualifications-based selection (QBS), especially for federally assisted projects.

- Fee (if any) associated with the Preliminary Architectural Report (PAR) for the application.
- Rate Schedule for Design and Construction Administration Services should the City be awarded the grant. Rate schedule must be appropriate for ARC projects and EDA projects.
- Other information regarding firms approach to establishing project cost.

Additional

- Proof that the firm is authorized to do business in the State of Georgia. Firm MUST have all the necessary, valid and current licenses to do business in the State of Georgia as issued by the respective State Boards and Government Agencies responsible for regulating and licensing the services to be provided and performed.

- In an Appendix, please provide any other pertinent information you believe will assist the City in assessing the capability of your firm to undertake the project (i.e. letters of recommendation, certifications or awards, etc.).

EVALUATION CRITERIA

The City of Ringgold shall at its sole discretion select the most qualified firm(s) for each project, based on the best value evaluation of the following criteria:

- Relevance and amount of previous experience providing architectural services for similar projects (including experience working with local, state, and federal agencies in Georgia) – (30%)
- Relevance and amount of previous experience with Federally Assisted Projects (extra consideration will be given for experience with the Appalachian Regional Commission (ARC) and/or Community Development Block Grants (CDBG) in the state of Georgia) – (25%)
- Scope and level of services; including construction administration (extra consideration will be given for firms that can complete the PAR and design in a timely manner) – (25%)
- Approach for design – (10%)
- Other elements requested this solicitation (including demonstrated capacity to complete assignments in a timely manner and manage complex projects; cost effectiveness of proposed remuneration schedule; ect.) – (10%)

GENERAL TERMS AND CONDITIONS

There are no expressed or implied obligations for the City of Ringgold to reimburse responding companies for any expenses incurred in preparing proposals in response to this RFQ.

The City reserves the right to request clarifications regarding information submitted as well as request additional information from one or more company's submitting qualifications.

By submitting qualifications, a company certifies that it has fully read and understands this RFQ and has full knowledge of the nature, scope, quantity, and quality of the work to be performed; the detailed requirements of the services to be provided and the conditions under which the services are to be performed. Failure to do so will not relieve the successful proposing company of its obligation to enter into a contract and to completely perform the contract in strict accordance with this RFQ.

Any proposal submitted shall constitute an irrevocable offer for a period of 120 calendar days.

Ownership of all data, materials, and documentation prepared for and submitted in response to this RFQ shall belong exclusively to the City of Ringgold and will be considered a public record and subject to public inspection in accordance with the Georgia Open Record Act, O.C.G.A. 50-18-70 et. seq. unless otherwise provided by law.

The City reserves the right to reject any or all proposals, extend the deadline for submission of proposals, call for new proposals, to waive any informalities in a proposal, or to award a contract to the next most qualified company if the selected company does not execute a contract within 30 days after notification of the award. The City reserves the right to accept, reject and/or negotiate any and all proposals or parts of proposals deemed by the City Council to be in the best interest of citizens of the City of Ringgold.

The contract between the City and the successful proposing firm will be on the form approved by the City.

This RFQ and any resulting contract shall be governed in all respects by the laws of the State of Georgia and the successful proposing company shall comply with all applicable federal, state, and local laws and regulations.

By submitting their qualifications, all proposing companies certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their proposals, and that they have not conferred with any City of Ringgold employee having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged.

The proposing companies specifically certify that by submitting their qualifications that they are not in violation of O.C.G.A. §§ 16-10-2 and 16-10-22 for acts of bribery, and/ or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.

By submitting their qualifications, all proposing companies certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

ASSIGNMENT

The successful firm shall not assign or transfer any interest in the contract or subcontract any part of the contract without prior written approval of the City of Ringgold.

INQUIRIES ABOUT THIS RFQ

All inquiries and questions regarding this RFQ shall be in writing and directed to:

Mark Vaughn, City Manager
citymanager@cityofringgoldga.gov

The deadlines for submission of any questions shall be **Tuesday, June 30, 2026** at 3:00 p.m. and no questions shall be answered until after receiving an award by the City Council on July 6, 2026. Do not call or email any employee or elected official seeking answers to questions. If a person or entity violates the prohibition against calling or emailing with questions, the City of Ringgold reserves the right to immediately remove said person or entity from consideration.

QUALIFICATIONS SUBMITTAL

Qualifications are due no later than 3:00 p.m. on **Tuesday, June 30, 2026**. An original and four (4) copies of the proposal must be enclosed in a sealed envelope clearly marked, “Qualifications for Professional Architectural Services – City of Ringgold.” All proposals must be delivered to the City of Ringgold City Hall Attn: Mark Vaughn, City Manager, 150 Tennessee Street Ringgold, Georgia 30736 by the deadline date and time. A representative of the City of Ringgold government will publicly read the names of the companies submitting qualifications at 3:05 p.m. on **Tuesday June 30, 2026**. Any proposals received after the deadline date and time will be returned unopened. Incomplete proposals may not be considered if the omissions are determined to be significant.

OTHER INFORMATION

The City of Ringgold also abides by the following laws as they pertain to Federally Assisted Projects: Title VI of the Civil Rights Act of 1964; Section 109 of the HCD Act of 1974, Title 1; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.