

To: Carroll County Chair and Board of Commissioners  
From: Theron Gay  
Subject: RFP Design Professional Services for Carroll County Administration Facility  
Date: April 20, 2022

On March 2, 2022 Carroll County issued a Request for Proposal (RFP) for Design Professional Services as the next step toward design and construction of Carroll County's future administration facility. The RFP document outlined the project background, delivery method, preliminary budget, and project schedule. The RFP also covered the selection process and provided instructions for preparing the proposal.

In preparation for review of the proposals, Carroll County established a Selection Committee consisting of Tax Commissioner Vickie Bearden, Chief Appraiser Hubert Sparks, Purchasing Agent Janice Duff, IT Manager Jacob Parson, Community Development Director Ben Skipper, and Finance Director Alecia Searcy. David Goodhead was also an invaluable asset serving in a consulting role. Chief Deputy Clerk Kristy McAdams did a fantastic job of scheduling the various meetings and interviews, providing everyone with documents and needed information, and making sure everything was well organized. Kristy's efforts kept everything on schedule and minimized the time needed for the evaluation process. Thanks also to Sunday Cook who received, recorded, and distributed the proposals.

As previously noted, the RFP was issued on March 2, 2022 and advertised on the Georgia procurement site. The proposal deadline was 2pm March 31, 2022. At the close of the proposal deadline, Sunday Cook, Alecia Searcy, Kristy McAdams, and I opened and recorded the proposals. Carroll County received proposals from eleven very qualified firms.

On April 1, 2022 copies of the proposals were provided to all Committee members. We discussed the planned procedure and provided an evaluation form to assist with their review and ranking. The Selection Committee met again on April 12th, reviewed and discussed the proposals, and unanimously selected four firms to interview for consideration as one of the two finalists. The interviews were scheduled for April 14th. One of the firms declined the interview, and the Committee moved forward with interviewing the remaining three semi finalists.

Upon completion of the interviews, the Committee unanimously selected Robertson Loia Roof, and Jericho Design Group as the two finalists to present to the Board of Commissioners at your April 28th meeting. While I served as facilitator and did not vote, I do agree with the Committee's selection.

It is important to note that the Selection Committee's process did not include a fee proposal from the firms. The fee proposal from the two finalists will be provided to the Board for your further consideration after the presentations.

Robertson Loia Roof and Jericho Design Group have both been advised of their selection as finalist and will be prepared for presentation of their services to you on April 28th. I will be at your meeting to recognize the Committee members who served as part of this important process, to answer any questions you may have, and to help introduce the representatives from the two firms.