

**REQUEST FOR PROPOSALS
GENERAL CONTRACTOR TO MANAGE DESIGN-BUILD PROCESS FOR CITY
COURTROOM-OFFICE BUILDING PROJECT**

Background

The City of Forsyth is in the process of preparing new construction for the City's Courtroom and Office building. The city is seeking a general contractor with broad experience to provide design and construction management for this project. All project activities will be coordinated with Will Campbell, the City of Forsyth Project Manager, on behalf of the City of Forsyth.

Scope

The initial work documents required of the selected individual or firm will consist of initial building designs and cost estimates. These must be prepared in close communication with the City of Forsyth. Once the City completes demolition work, the general contractor managing the design-build process will be responsible for assuming design and construction risk from the owner leaving a turnkey product. The City of Forsyth expects an emphasis on cost control under this project. The contact for the project is Will Campbell, who can be reached at (478) 663-0765 or by e-mail at wcampbell@cityofforsyth.com

The following design-build services must be provided at a minimum:

1. Pre-construction assessment of facility needs, site surveys (as needed), and the community's project-specific goals.
2. Development of preliminary building drawings into detailed building design and schematics. This process should result in a guaranteed maximum price for the City of Forsyth, a set project schedule and final contract drawings.
3. The securing of all necessary permits and clearances as applicable to comply with state and federal mandates. Plans and design drawings should reflect current design standards.
4. Job site preparations and selection of all appropriate subcontractors and quality vendors of building materials.
5. Complete construction management services including supervision/administration of construction, review, and submission of payment requests, change orders, and other coordination with the construction team, including all subcontractors.
6. Construction close-out, final inspection, project certification, and coordination with the City of Forsyth to ensure all City requirements are met.
7. Please see Appendix A for building specifications from the Police Department.

Schedule

To be considered, proposals must be received by Will Campbell, at Forsyth City Hall, 23 E. Main Street, Forsyth, GA 31029 by December 12, 2025 by 4:00 pm. All proposals must be sealed and should be clearly labeled. All submissions should include three hard copies of the proposal and one digital copy on a USB flash drive. Any proposals received after December 12, 2025 at 4:00 pm or at any location other than Forsyth City Hall, 23 E. Main Street, Forsyth, GA 31029 will not be considered.

Proposal Contents

Responses are to be returned to Forsyth City Hall where an initial evaluation of the proposals will be completed. Those evaluations will be submitted to the City of Forsyth City Council for final selection.

Respondents are requested to include letterhead pages immediately behind the cover letter that briefly, directly, and exactly answers the following evaluation criteria questions.

1. Your individual or firm's experience, particularly with projects similar to this one. Please refer to specific pages in the proposal that answer each category of experience. References must include the names and telephone numbers of local governments, personnel involved, and a brief description of the projects.
2. Your individual or firm's prior experience with the City of Forsyth. Please refer to specific pages in the proposal that answer each category of experience.
3. Proposers shall develop the City's preliminary building concept into a complete and detailed building design package, including drawings, schematics, and other design documents sufficient to illustrate the proposed design approach, materials, and key features of the facility.
4. At a minimum, the individual or firm's proposal should also provide the following information:
 - a. A brief history of the individual or firm and principal personnel including resumes of the principals.
 - b. The length of time the individual or firm has been providing the specific kind of design-build construction delivery services requested herein.
 - c. The name(s) and professional experience of the individual or firm's key personnel who will be assigned to this project. The proposal must also state how much direct experience the personnel assigned to this project has had with similar projects.
 - d. Cost schedules for general services, in addition to cost schedules for additional services.
 - e. Fees for reimbursable expenses, if applicable.
 - f. The individual or firm must provide a sample professional services contract.
 - g. A proposed plan to implement the project.
 - h. A written release authorizing all investigations necessary.

Selection

Procedures for selection of an individual/firm will be in accordance with the RFQ package and local procurement requirements. All proposals will be evaluated in terms of experience (20 percent), cost for completed project (40 percent), capacity to complete the project in a timely manner (20 percent), and project approach (20 percent). Past performance on other projects may be assessed in terms of timeliness, completion within budget, and other factors.

Disclaimer

The City of Forsyth reserves the right to accept or reject any or all proposals. The City of Forsyth is an Equal Opportunity Employer.

APPENDIX A

Building Specifications

Building Size: 6,400 Square feet, 100 feet long x 64 feet' wide minimum. A larger size is acceptable if needed for design & engineering.

Building Structure: Steel preferred, Stick built, or Concrete block will be considered

Exterior: Faux rock or brick wainscot.

Awning, overhang or gable should cover the four exterior doors.

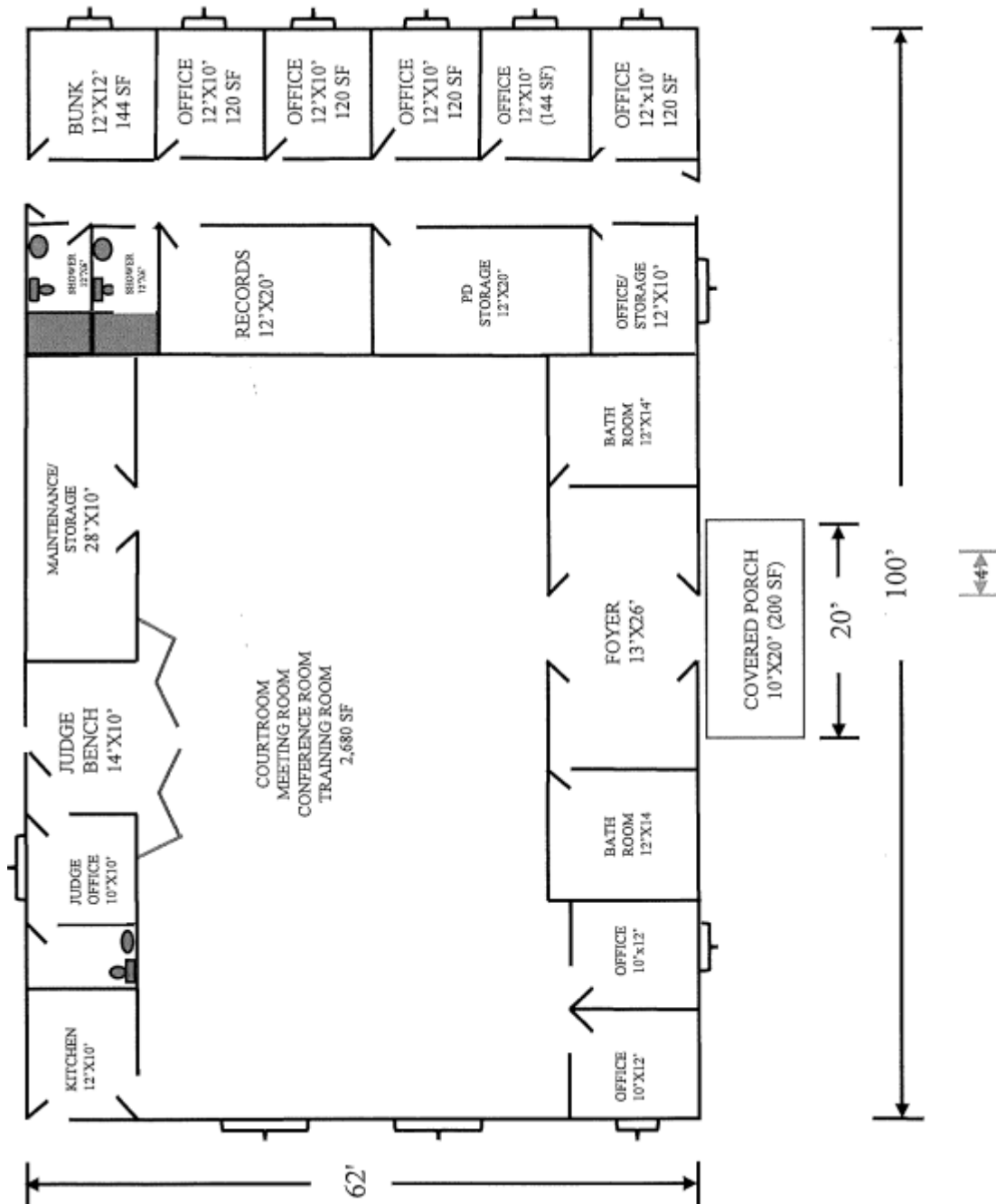
Interior: One court/meeting room, eight offices, two record rooms, one maintenance/storage room, one office/storage room, two large restrooms, one kitchen area, one judge's bench, two unisex showers, one bunk room, one half bath, one foyer, one covered porch, and five covered door openings.

The building should be split to be used as court/meeting room on the left and office space on the right side. Both sides should have their own exterior doors.

Please Note

The attached floor plan and building renderings are for reference. These are to help provide a visualization of the proposed building and its purpose. Any design improvements or changes are encouraged.

APPENDIX B

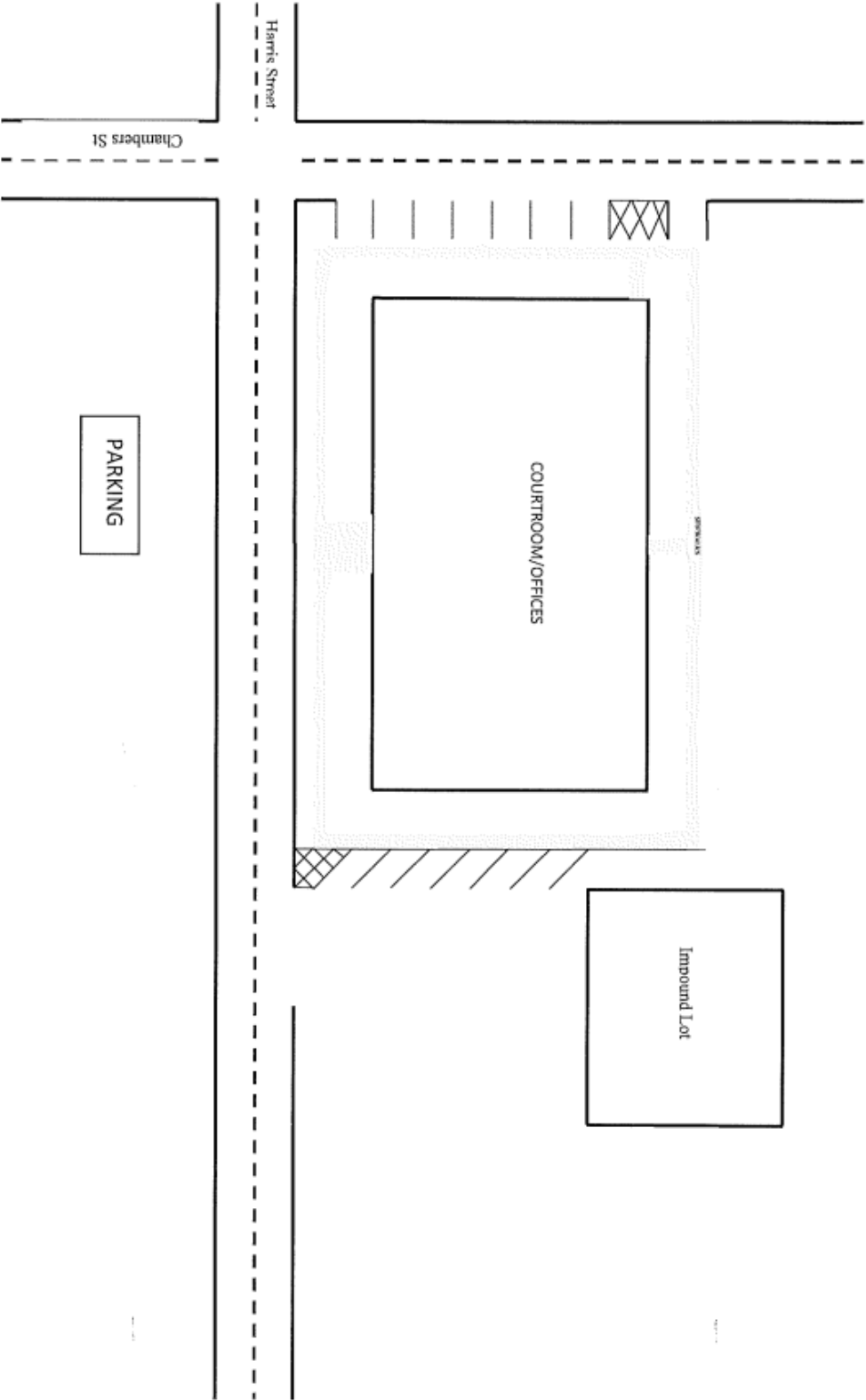


APPENDIX C

SQUARE FOOTAGE ESTIMATES

Courtroom Meeting Room	2,684
Judge Bench	140
Judge Office	100
Judge ½ Bath	60
Kitchen	120
Maintenance/Storage	280
Foyer	338
Offices (7 Total)	840
Bunk Room	144
Showers (2 Total)	144
Hallway	174
City Records Room	240
Police Records/Storage	240
Office/Storage	120
Main Restrooms (2 Total)	336
Total (Indoor)	6,000

APPENDIX D



APPENDIX E



APPENDIX F

Summary

Parcel Number F36 015
Location Address 52 E CHAMBERS ST
Legal Description LD 6
(Note: Not to be used on legal documents)
Class E1-Exempt
(Note: This is for tax purposes only. Not to be used for zoning.)
Tax District FORSYTH (District 02)
Millage Rate 29.015
Acres 0.13
Homestead Exemption No (50)
Landlot/District N/A

[View Map](#)



Owner

[THE CITY OF FORSYTH](#)
P O BOX 1447
FORSYTH, GA 31029

Land

Type	Description	Calculation Method	Square Footage	Frontage	Depth	Acres	Lots
Exempt	FF: 100.000	Front Feet	5,555	55	101	0.13	1

Commercial Improvement Information

Description SHOP COMMERCIAL
Value \$12,700
Actual Year Built 1945
Effective Year Built 1975
Square Feet 2000
Wall Height 10
Wall Frames Bearing Wall
Exterior Wall Concrete Block
Roof Cover Asphalt Shingle
Interior Walls Unfinished
Floor Construction Reinforced Concrete
Floor Finish Concrete
Ceiling Finish Plywood
Lighting Standard FF
Heating No Heating
Number of Buildings 1

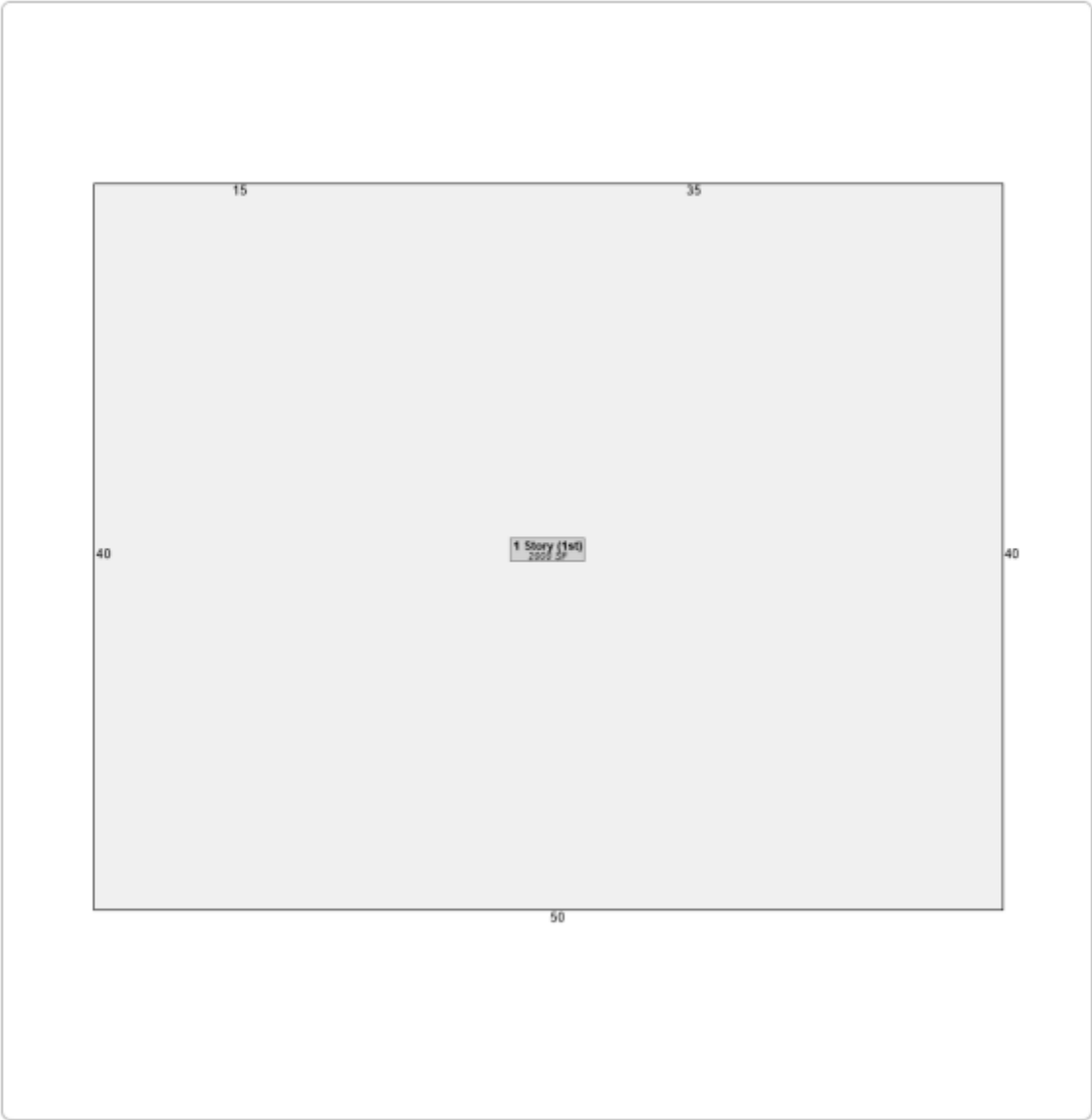
Accessory Information

Description	Year Built	Dimensions/Units	Identical Units	Value
CLF2 CHAIN LINK FENCE 6' LF	2007	1x330 /0	0	\$720

Photos



Sketches



APPENDIX G

Summary

Parcel Number F36 014
Location Address 61 E CHAMBERS ST
Legal Description LD 6
(Note: Not to be used on legal documents)
Class E1-Exempt
(Note: This is for tax purposes only. Not to be used for zoning.)
Tax District FORSYTH (District 02)
Millage Rate 29.015
Acres 0.13
Homestead Exemption No (S0)
Landlot/District N/A

[View Map](#)



Owner

[THE CITY OF FORSYTH](#)
P O BOX 1447
FORSYTH, GA 31029

Land

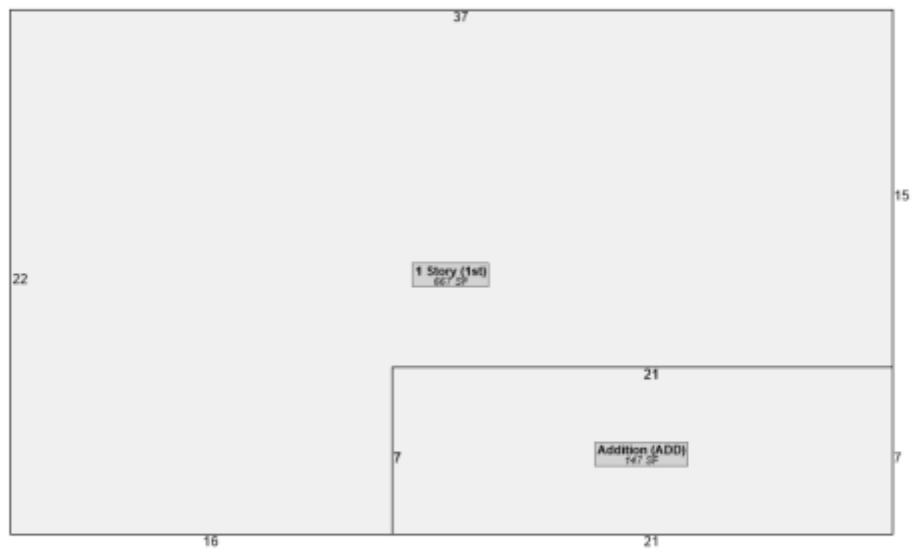
Type	Description	Calculation Method	Square Footage	Frontage	Depth	Acres	Lots
Exempt	BROOKLYN AVE (MAP F35)	Front Feet	5,880	60	98	0.13	1

Residential Improvement Information

Style One Family
Heated Square Feet 814
Interior Walls Sheetrock
Exterior Walls Masonry
Foundation Masonry
Attic Square Feet 0
Basement Square Feet 0
Year Built 1973
Roof Type Asphalt Comp Shingles
Flooring Type Carpet
Heating Type No Heat
Number Of Rooms 0
Number Of Bedrooms 0
Number Of Full Bathrooms 1
Number Of Half Bathrooms 0
Number Of Plumbing Extras 0
Value \$24,600
Condition Average
House Address 61 E CHAMBERS ST

Photos





APPENDIX H

Summary

Parcel Number F36 016
Location Address SHARRIS ST
Legal Description N/A
Class E1-Exempt
(Note: This is for tax purposes only. Not to be used for zoning.)
Tax District FORSYTH (District 02)
Millage Rate 29.015
Acres 0
Homestead Exemption No (S0)
Landlot/District N/A

[View Map](#)



Owner

[CITY OF FORSYTH GEORGIA](#)
P O BOX 1447
FORSYTH, GA 31029

Land

Type	Description	Calculation Method	Square Footage	Frontage	Depth	Acres	Lots
Exempt	BROOKLYN AVE (MAP F35)	Front Feet	0	115	115	0	1

Commercial Improvement Information

Description UNKNOWN COMMERCIAL BLDG
Value \$2,438
Actual Year Built 1965
Effective Year Built 1980
Square Feet 960
Wall Height 12
Wall Frames Wood
Exterior Wall Plywood
Roof Cover Galvanized Metal
Interior Walls Plywood
Floor Construction Open Wood Joists
Floor Finish Pine
Ceiling Finish Plywood
Lighting Standard FF
Heating 1% No Heating
Number of Buildings 1

Accessory Information

Description	Year Built	Dimensions/Units	Identical Units	Value
CLF2 CHAIN LINK FENCE 6' LF	1950	1x200 / 0	0	\$650

Photos



Sketches

