

REQUEST FOR PROPOSALS  
Design Professional Services  
For  
Wilcox County Jail Complex/Sheriff Office  
(RFP No. 26-A002)

The WILCOX COUNTY BOARD OF COMMISSIONERS, as "Owner" or the "County," is seeking proposals from firms interested in providing design professional services for a project Wilcox County Jail Complex /Sheriff Office. These Instructions ("Instructions") seeks to select the most qualified provider who will design the new Jail Complex/Sheriff Office. Owner reserves the right to reject any or all proposals, and to waive technicalities and informalities at the discretion of Owner.

**RESTRICTION OF COMMUNICATION:**

Other than responses to the Owner's designee as required herein, from the issue date of these Instructions until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate for any reason with any members of the County elected officials, employees or agents, except for submission of questions and proposals as instructed in these Instructions, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the Proposal of the offending proposer.

**GENERAL PROJECT INFORMATION GENERAL PROJECT INFORMATION:**

The County desires to retain a design professional for the following new construction to the Jail Complex/Sheriff Office facilities:

- (a) Design, bid, & construct a (30) individual jail complex compacity with the ability to have a future expansion on phase II.
- (b) Design, bid, & construct a booking and sally port area.
- (c) Design, bid, & construct a kitchen and laundry area with the ability to add on with phase II.
- (d) Deign, bid, & construct a new sheriff office for administrative use with the ability to add on with phase II.

**Project Delivery Method:**

The delivery method for this Project will be construction manager at-risk (CM/GC), and, at a minimum, will employ the services of a Design Professional, in addition to the services of a CM/GC.

**Project Budget**

The preliminary stated (construction) cost limitation (SCL) for the Project is estimated to be \$4,500,000.00. to \$7,500,000.00. The final SCL may differ due to actual program requirements, funding, and other circumstances.

**Project Schedule:**

Design is anticipated to start in the first/second quarter of 2026 with the completion of construction documents by the third/fourth quarter. Construction will be delayed depending on utilizing USDA Rural Facilities Direct Loan & Grant Program process. The start of construction is contingent on the availability of funding. Construction duration to reach substantial completion is estimated at approximately 12 to 18 months and will be conducted in phases in order to minimize disruption to the jail operations/sheriff office. (All of the dates above are estimates which are subject to change.)

## Design Professional Requirements

The Owner is seeking the services of an architectural firm (the “Design Professional” or “DP”) to provide all design services, including the development of plans and specifications. The DP will perform programming and provide the complete schematic, design development, and construction documents and will be expected to attend design review meetings. In addition, the DP will provide construction contract administration services which include, but are not limited to, attendance at meetings. This should represent the scope of work included in the project. The successful Design Professional will be expected to contract with the Owner in a timely manner. The offering firm shall be the primary contracting firm as the individual firm held responsible for fulfilling all contractual obligations. The primary contracting firm shall perform a minimum of the architectural design services (exclusive of engineering and specialty consultants). The Project will be constructed by a general contractor to be selected and contracted with separately by the Owner. It is expected the Design Professional will work closely with the selected contractor and any other consultants engaged by the Owner and in the best interest of the Owner and the project.

## 2. SELECTION PROCESS

Review of the proposals will be made by the Wilcox County Board of Commissioners consisting of representatives of the Owner. The Wilcox County Board of Commissioners will receive and review proposals submitted in response to these Instructions using the criteria listed below and may conduct interviews of finalists.

### Criteria for the Evaluation of Project Proposals

25% Factor: Experience and Qualifications: Stability of the firm, including the firm’s corporate history, growth, resources, form of ownership, litigation history, financials, etc. Firm’s relevant project experience and qualifications, including the demonstrated ability of firm in creating effective design of projects comparable in complexity, size, and function to the contemplated hereby. Experience with owners such as the County and/or other local governments. This includes relevant experience and qualifications of the principal Design Professional(s) and lead staff, and evidence of relevant competencies for this project. Evaluators may also consider personal or agency past experience with firms.

20% Factor: Methodology Presented: The firm’s ability to assure success to complete the project within the time and cost budgeted. The firm’s presentation of the proposed design Plan, and the WCBOC overall impression of the firm and key team members (lead designer, project manager, project director, project executive, etc.)

25% Factor: Overall price for design professional services fee proposal from Exhibit D.

15% Factor: Firm’s suitability to provide services for project, including the firm’s apparent fit to the project type and/or needs of the Owner, any unique qualifications for the project, current and projected workloads, the proximity of office to project location and/or the ability for the firm’s representative to arrive on location in a timely manner as needed, non-discrimination policies, and record of addressing public safety, social, environmental concerns, accessibility for persons with disabilities and special needs, and special services for project-related concerns.

15% Factor: Previous Performance of the firm including level of quality of the services of the firm to previous customers, customer’s statements of that quality, the firm’s ability to meet established time requirements, the firm’s response to project needs during design and construction, the firm’s control of design schedule, quality and budget. The Wilcox County Board of Commissioners may use references from stakeholders from previous projects of the finalists, among other information as necessary.

### 3. SCHEDULE OF EVENTS

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. The Owner reserves the right to adjust the schedule as needed.

	Date	Time
Issuance of RFP	Monday, January 5, 2026	
Deadline for submission of written questions and requests for clarification	Friday, January 24, 2026	2:00p.m.
County responds to written questions	Friday, January 31, 2026	2:00p.m.
Deadline for submission of proposals	Thursday, February 6, 2026	2:00p.m.
Interviews of finalists "Wilcox County Board of Commissioners"	Monday, February 10, - Friday, February 14, 2026	TBD
WCBOC makes selection	Tuesday, March 4, 2026	6:30p.m.

### 4. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION:

It is the responsibility of each proposer to examine the entire Instructions, to seek clarification in writing, and review their submittal for accuracy before submitting the document. Once the submission deadline has passed, all submissions will be final. The Owner reserves the right to ask for additional information from all parties who have submitted Proposals. Questions about any aspect of the Instructions, or the project, shall be submitted in writing via e-mail to:

Michael Pomirko  
County Manager  
Wilcox County Board of Commissioners Office  
103 North Broad Street  
Abbeville, Georgia 31001  
[mpomirko@wilcoxcountygeorgia.com](mailto:mpomirko@wilcoxcountygeorgia.com)

The deadline for submission of questions relating to the Instructions is the time and date shown in the Schedule of Events. All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled, and answers will be delivered to all proposers.

### 5. INSTRUCTIONS FOR PREPARING PROPOSALS

Interested firms shall submit the complete proposal package to THE Wilcox County Board of Commissioners Office, Abbeville, Georgia 31001 on or before 2:00 p.m. Eastern Standard Time on Thursday, February 6, 2026. After which time and date they will no longer be accepted. Late proposals will be returned unopened and will not be considered. To be accepted, all proposals must be submitted in a sealed package marked "Proposal for Design Services for Wilcox County Jail Complex/Sheriff Office." Ten (10) copies of each proposal must be forwarded or delivered to:

Michael Pomirko  
County Manager  
Wilcox County Board of Commissioners Office  
103 North Broad Street  
Abbeville, Georgia 31001  
[mpomirko@wilcoxcountygeorgia.com](mailto:mpomirko@wilcoxcountygeorgia.com)

(The entire response shall not exceed 50 pages. All pages count, no exceptions.) Proposals of more than one firm shall not exceed the page limits. Emphasis should be on completeness, relevance, and clarity of content. To expedite the review of submittals, it is essential that proposers follow the format and

Instructions outlined below. The County reserves the right to request follow-up information or clarification from any and all proposers under consideration.

THIS SUBMITTAL SHALL INCLUDE THE FEE PROPOSAL (EXHIBIT D). THE FEE PROPOSAL INCLUDED IN YOUR SEAL PACKET.

PROPOSALS (DELIVERABLES “A,” “B,” “C”, and “D”)

A. Description and Resources of Firm

A1 - Provide basic company information: Company name, address, name of primary contact, the year the company was established, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which the project will be managed, its proximity to the project site, the year the local office was established and the number of persons staffing that office and their disciplines. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the proposer a sole proprietorship, partnership, corporation, limited liability company (LLC), joint venture, or other structure?

A2 - Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers and classifications of employees, and locations and staffing of offices.

A3 - Has the firm, an associate firm, or any of their principals been involved in any litigation or settlement of a claim based upon professional services in the past ten years? Describe your experience with litigation or claims with Owners and/or Contractors. For any such active or pending litigation or claims state (a) the name of the parties involved, (b) the nature of the lawsuit or claim, and (c) the current status, adjudication or settlement of said lawsuit or claim. Proposers with current or past litigation or claims involving professional services with the County will not be eligible.

A4. Has any principal, officer, or director of your firm or any associated firm entered a plea of guilty to or been convicted of a felony?

A5 - Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.

A6 - List the firm's annual revenue for each of the past 5 years. Provide a copy of the most recent firm's audited financials if available; or if not available provide the Income Statement and Balance Sheet for most recent fiscal year end.

A7 - Supply financial references and main banking references.

A8 - Has the firm ever been removed from a design services contract or failed to complete a contract as assigned?

A9 - Provide the firm's Federal Employer Identification Number on an IRS Form W-9.

A10 - Firm has 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. Provide copies of relevant licenses. (i.e., Registered Architect, Professional Engineer, etc.)

A11 - Complete the Certification Form (Exhibit “A” enclosed with Instructions), and provide a notarized original with response as section “A11” of the firm’s Proposal.

A12 - Complete and submit the “Contractor Affidavit Under O.C.G.A. § 13-10-91(b)(1)” (Exhibit “B”) with response as Section “A12” of the firm’s Proposal. Failure to submit this form with Proposal will result in the firm being eliminated from consideration for this project.

A13 - Complete and submit the “Disclosure Statement” (Exhibit “C”) with response as Section “A13” of the firm’s Proposal.

## B. Experience and Qualifications

B1 - Provide professional qualifications and description of the level of experience for principal Architect or Engineer personnel in the design of projects similar to this project. All Consultants should provide a similar level of information particularly any specialized engineers or designers that may be on the team. Please provide detailed information on the exact proposed design team and their relevant experience.

B2 - Provide information of the firm’s experience on projects of similar type, size, function, and complexity. Describe no more than ten (10) in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. (If a project listed was performed by an employee that previously worked at another firm, please indicate as such.) For each project, the following information should be provided:

- a. Project name, location and dates during which services were performed.
- b. Project delivery method (e.g., construction manager at risk, design-build, or design-bid-build).
- c. Brief description of project and physical description (final construction cost, square footage, number of stories, site area).
- d. Services performed by your firm. Identify the key personnel that participated in the project and state whether or not they are still with the firm.
- e. Owner’s stated satisfaction in design and service of your firm.
- f. Owner’s current contact information.
- g. Contractor’s current contact information.
- h. Provide construction budget and final construction cost for each project.
- i. Describe in detail the reasons for any cost increases that may have occurred (Change orders, unforeseen conditions, Owner directed scope increases, errors/omissions, etc).

## C. Statement of Suitability

C1 - Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Suitability may include, but is not limited to, the firm’s fit to the project and/or needs

of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and any techniques or methodologies offered by the firm that may be particularly suitable for this project type.

C2 - Describe non-discrimination policies and the firm's record and methodologies of addressing public safety, social, environmental, historical preservation, accessibility for persons with disabilities and special needs, or other related concerns.

C3 - Provide evidence of experience and proficiency with design of public buildings with regard to the areas of public safety, accessibility for persons with disabilities and special needs, and environmental concerns.

#### D. Qualifications and Experience of Proposed Project Team

D1 - Describe your firm's proposed organization for the design team. Please designate all specific individuals and their roles on your team by submitting an organizational chart for the project: At a minimum, the project organization chart shall show the names of key designers and staff; descriptions of responsibilities for all proposed staff.

D2 - Please provide for each of the above personnel current resumes listing relevant project experience and percentage of the person's time to be committed to this project.

D3 - Please identify the individual who, from project start to finish, will be the leader of your team and the principal point of contact between your firm and the Using Agency. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the firm. This individual's competence, his/her leadership, and his/her ability to achieve customer satisfaction will be heavily considered in the selection.

D4 - Provide examples of your team's recent experience in similar projects, including the following information:

a. Provide detailed information on the three most recent relevant projects your firm has completed with proposed team members working together. Include the total value of the project, dates of the project, quantity of change orders or amendments to the contract and net total cost increase. Summarize the actual schedule performance relative to the initial project schedule. For each project, provide the name of Client's representative (with a current phone number) who is most familiar with your performance on the project. Summarize successes achieved and problems encountered with the project.

b. Provide a reference from the Client and any other stakeholders (with current phone numbers) familiar with your performance on each of the above projects.

c. List the individuals who served as the Principal Architect/Executive/Director, lead designers, project manager, and other key roles on the projects. Please note whether these individuals are still employed with your firm. Identify and provide detailed information on projects in which all or any combination of members of the proposed team has worked together on.

d. Provide detailed information on the level of experience team members have incorporating environmentally friendly/sustainable designs and principles into past projects, if applicable.

D5 – Subconsultants - All subconsultants shall be subject to the prior approval of the Owner. Please provide qualifications of proposed subconsultants, including resumes.

## E. Design Plan

E1 - Provide a statement of your definition of your firm's proposed overall role in this project, your anticipated level of management responsibility and accountability for project concerns. Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the Using Agency and others as applicable. Provide detailed procedures for routine solving of complex project issues without compromising your team commitments. Provide your proposed methods and plans of communication.

E2 - Provide your proposed timeline covering the scope of design, and a detailed work plan for the project. Each milestone must include the detailed steps describing the tasks to be done. Describe systems and procedures your firm uses to manage the design schedule. Describe alternatives that may be explored to shorten the schedule.

E3 - Please explain your process for construction administration.

E4- Provide your detailed plan for applying sustainable design and principles into the project or any services not specifically mentioned herein. Explain the relevance of these services to this project and how they benefit the project.

**Be sure to include the following completed exhibits in your submission. (Forms located at the end of this document):**

Exhibit A – Certification Form.

Exhibit B – Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

Exhibit C – Disclosure Statement.

Exhibit D – Proposal Fee

## 6. CONTRACT INFORMATION

Upon completion of evaluations/awarding process by the Wilcox County Board of Commissioners, and the determination that the project is feasible and acceptable to the County, document with the Contract will be furnished at that moment.

## 7. INTERVIEW / PRESENTATION TO WILCOX COUNTY BOARD OF COMMISSIONERS

### Interview Format

Firms selected to make presentations to the Wilcox County Board of Commissioners shall be notified of a place and time for the interview session by the County Manager.

The interviews will last a total of 30 minutes (20 minutes for the presentation, 10 minutes reserved for questions and answers). The Wilcox County BOC will consist of representatives and agents of the Owner.

- The presentation may involve visual aids, along with the oral presentation.
- Electronic presentations, such as PowerPoint presentations are allowed.
- Firms are not allowed to address any questions, prior to the interview, to anyone other than the designated contact.

Any requests for electronic equipment of visual aids must be requested at least one business day prior to the meeting by notifying the County Manager listed above.

### Interview Requirements

The primary intent of the formal interview process is to provide the Wilcox County Board of Commissioners with in-depth and clarifying information about the firm. Information provided should assist in making an informed decision as to the proposer best suited for the work. Firms should focus their presentations on:

- a. Specific roles of your team members
- b. Describing their detailed plan for designing and administrating the construction, schedule, and quality on the project
- c. Unique characteristics or services the firm offers

Firms are discouraged from reviewing general company history and past experience as submitted in Project Proposals unless this information is particularly relevant to the presentation. All key personnel should be present at the interview to discuss how the team will successfully complete the project. Evaluation by the Wilcox County Board of Commissioners, the firms will be ranked in descending order.

### 8. Final Selection by Board of Commissioners

The final selection of the Design Professional shall be approved by the Wilcox County Board of Commissioners in its sole discretion.

### 9. Fee Proposal; Negotiations

All proposals submitted to the Board of Commissioners must include their fee proposal (EXHIBIT D) in the same SEALED BID PACKAGE. Please reference the table (Schedule of events) for submitting proposal by the required date and time.

### 10. Additional Terms and Conditions to the Instructions

#### Submittal Costs and Confidentiality

All expenses for preparing and submitting proposals (EXHIBIT D) are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential," or any other designation of restricted use will not protect the information from public view.

#### Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive noncompliance with any requirements of these Instructions and to reject any or all proposals submitted in response. Upon receipt and review of proposals, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein.

#### Evaluation of Proposals

Evaluation of Proposals will be conducted by a Board of Commissioner. Based upon the predetermined rating criteria contained in the Instructions, the committee will assign a composite rating to the deliverables of each proposal submitted. Proposers understand and accept that by



responding to this solicitation they are willingly participating in a process that consists to some degree of subjectivity on the part of determining the firm(s) capable of providing the best overall solution.

#### Joint-Venture Proposals

Owner does not desire to enter into “joint-venture” agreements with multiple firms.

#### Statement of Agreement

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Instructions, and the Proposer agrees that it is the Proposer’s responsibility to request clarification on any issue(s) in any section of the Instructions with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements in the therein. With submission of a proposal, the Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that Proposer has not directly or indirectly included or solicited any other Proposer to put in a false or insincere proposal; (c) that Proposer has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.

#### Debarred, Suspended or Ineligible Firms

Contracts will not be executed and bids or proposals will not be solicited or considered from debarred, suspended or ineligible persons or firms during the period of debarment.

EXHIBIT "A"  
CERTIFICATION FORM

I, \_\_\_\_\_, being duly sworn, state that I am \_\_\_\_\_  
(title) of \_\_\_\_\_ (firm) and hereby duly certify that I have read and understand the  
information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the Instructions  
is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer have not, in the  
immediately preceding five years, been convicted of any crime of moral turpitude or any felony  
offense, nor has had their professional license suspended, revoked or been subjected to disciplinary  
proceedings.

I further certify that the proposer has not, in the immediately preceding five years, been suspended or  
debarred from contracting with any federal, state or local government agency, and further, that the  
proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer has not in the immediately preceding five years been defaulted in  
any federal, state, or local government agency contract and further, that the proposer is not now under  
any notice of intent to default on any such contract. I acknowledge, agree and authorize, and certify  
that the proposer acknowledges, agrees and authorizes, that the Owner and/or Owner may, by means  
that either deems appropriate, determine the accuracy and truth of the information provided by the  
proposer and that the Owner may contact any individual or entity named in the Proposal for the  
purpose of verifying the information supplied therein.

I acknowledge and understand the successful Proposer will be required to certify compliance with the  
Immigration Reform Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration  
Compliance Act OCGA 13-10-90 et seq. by meeting or having complied with the provisions in the  
Act and by executing any affidavits required by the rules and regulations issued by the Georgia  
Department of Labor set forth at Rule 300- 10-1-.01: Contractor will also be required to warrant that  
Contractor has included a similar provision in all written agreements with any subcontractors engaged  
to perform services under this Contract.

I acknowledge and agree that all of the information contained in the Proposal is submitted for the  
express purpose of inducing the Owner to award a contract.

A materially false statement or omission made in conjunction with this proposal is sufficient cause for  
suspension or debarment from further contracts, or denial of rescission of any contract entered into  
based upon this proposal thereby precluding the firm from doing business with, or performing work  
for, the State of Georgia. In addition, such false statement or omission may subject the person and  
entity making the proposal to criminal prosecution under the laws of the State of Georgia of the  
United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Name: Sworn and subscribed before  
me this \_\_\_\_ day of, 2026.

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

NOTARY SEAL

EXHIBIT "B"  
Contractor Affidavit under O.C.G.A. § 13-10-91(b)(l)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any Contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, 2026 in \_\_\_\_\_ (County), Georgia.

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Print Name and Title of Authorized Officer

Subscribed and sworn before me  
this \_\_\_\_ day of, 2026.

\_\_\_\_\_  
Notary Public My Commission Expires:  
[NOTARY SEAL]

EXHIBIT "C"  
DISCLOSURE STATEMENT

All proposers should be aware that the project you are submitting a proposal on is a public project, and Wilcox County Board of Commissioners (Owner) is a local government. Pursuant to the state and local laws, rules and regulations, Owner shall make every effort to avoid even the appearance of a conflict of interest or any impropriety in both the selection process for this project and the negotiation and performance of any resulting contract. As part of any submittal, you intend to make for this project, you must include this Disclosure Statement with your submittal that answers or addresses the following specific statements:

1. Describe any business transactions occurring within the prior two years between your firm and Owner.
  
2. Describe any gift, hospitality, or benefit of any sort that your firm has provided to Owner within the prior one-year period.
  
3. A conflict of interest or potential conflict of interest is defined as any action, decision, or recommendation by a person acting in a capacity as a public official, the effect of which is or could be to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or a relative of the person is associated. The potential conflict of interest is viewed from the perspective of a reasonable person who has knowledge of the relevant facts. Based upon this definition, describe any conflict of interest or potential conflict of interest that your firm has with Owner.

This Disclosure Statement should be dated and signed by an authorized signatory for the Proposer and submitted with the Proposer's Submittal.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Date

EXHIBIT "D"  
CONTRACT ADDENDUM  
2026 Wilcox County Jail Complex/Sheriff Office Design Professional Service

PROPOSER SUPPLIED INFORMATION (DESIGN/BID/BUILD PROJECT)

Proposer Name: \_\_\_\_\_

Proposer Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Proposer Email Address: \_\_\_\_\_

Architectural Service for design \$ \_\_\_\_\_

CAAD TECH \$ \_\_\_\_\_

Clerical \$ \_\_\_\_\_

Mechanical/Electrical Engineer \$ \_\_\_\_\_

Structural Engineer \$ \_\_\_\_\_

Drawing fees: \$ \_\_\_\_\_

Other Fees \_\_\_\_\_ \$ \_\_\_\_\_

Other Fees \_\_\_\_\_ \$ \_\_\_\_\_

Total overall cost for design & bid \$ \_\_\_\_\_

Total cost for build process \$ \_\_\_\_\_

Architect Construction Fee Percentage (Construction) \_\_\_\_\_ %

The undersigned, having carefully read and considered the Request for Proposals for the 2026 Jail Complex/Sheriff Office design professional service, does hereby offer to perform such services on behalf of the County of Wilcox, in the manner described and subject to the terms and conditions set forth in the Request for Proposal. The undersigned further states that this proposal is made in good faith and is not founded on, or in consequence of, any collusion, anti-competitive agreement, or other type of anti-competitive activities between themselves and any other interested party in restraint of free competition.

Contractors Name Name/Adress: \_\_\_\_\_

Authorized Representative's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Wilcox County Board of Commissioners (USE ONLY)  
 2026 Wilcox County Jail Complex/Sheriff Office Design Professional Services  
 Evaluation of Project Proposals

Commissioner: \_\_\_\_\_ Company: \_\_\_\_\_ Date: \_\_\_\_\_

Section	Score Awarded	Maximum possible score
25% Factor Experience and Qualifications: <ul style="list-style-type: none"> <li>Stability of the firm, including the firm's corporate history, growth, resources, form of ownership, litigation history, financials, etc.</li> <li>Firm's relevant project experience and qualifications, including the demonstrated ability of firm in creating effective design of projects comparable in complexity, size, and function to the contemplated hereby.</li> <li>Experience with owners such as the County and/or other local governments. This includes relevant experience and qualifications of the principal Design Professional(s) and lead staff, and evidence of relevant competencies for this project.</li> <li>Evaluators may also consider personal or agency past experience with firms.</li> </ul>		25
20% Factor: Methodology Presented: <ul style="list-style-type: none"> <li>The firm's ability to assure success to complete the project within the time and cost budgeted.</li> <li>The firm's presentation of the proposed design Plan, and the WCBOC overall impression of the firm and key team members (lead designer, project manager, project director, project executive, etc.)</li> </ul>		20
25% Factor: Overall price: <ul style="list-style-type: none"> <li>Overall price for design professional services fee proposal from Exhibit D.</li> </ul>		25
15% Factor: <ul style="list-style-type: none"> <li>Firm's suitability to provide services for project, including the firm's apparent fit to the project type and/or needs of the Owner, any unique qualifications for the project, current and projected workloads, the proximity of office to project location and/or the ability for the firm's representative to arrive on location in a timely manner as needed, non-discrimination policies, and record of addressing public safety, social, environmental concerns, accessibility for persons with disabilities and special needs, and special services for project-related concerns.</li> </ul>		15
15% Factor: <ul style="list-style-type: none"> <li>Previous Performance of the firm including level of quality of the services of the firm to previous customers, customer's statements of that quality, the firm's ability to meet established time requirements, the firm's response to project needs during design and construction, the firm's control of design schedule, quality and budget. The Wilcox County Board of Commissioners may use references from stakeholders from previous projects of the finalists, among other information as necessary.</li> </ul>		15
Total Maximum Marks		100