

RFQ - REQUEST FOR QUALIFICATIONS
Architectural Services - Versailles Police Department Complex

I. INTRODUCTION

The City of Versailles, Kentucky, hereinafter referred to as "City", invites architectural design firms, hereinafter referred to as "Architect", to submit their qualifications for architectural and engineering services to assist the City of Versailles in design work for the new Versailles Police Department Complex. The Architect selected will work with the City to develop design documents for a new Police Department Complex. The proposed site is located at 239 N. Main St., Versailles Kentucky.

This Request for Qualifications does not commit the City to award a contract, to pay any cost incurred in the preparation of the submittal, or to procure or contract for services. The City reserves the right to negotiate with all qualified respondents, or to cancel in part or in its entirety this Request for Qualifications, if it is in the best interest of the City to do so.

SCOPE OF WORK

1. The selected Architect(s) will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon selection of a firm with whom negotiations will proceed, a Scope of Work will be developed.

However the City reserves the right to include additional project elements in the initial or subsequent professional services agreements as the City may (in its sole discretion) deem appropriate.

The Architect is also required to identify and select the appropriate sub-consultants; however, the City reserves the right to approve proposed sub-consultants that will be associated with the Project.

2. The City may use the services of either a Construction Manager-at-Risk or a Construction Manager. Either type of construction manager, if chosen, will serve as an integral team member from the inception of the programming and design efforts. Furthermore, either type of construction manager, if chosen, may be used, in conjunction with the design team, as the cost estimator, project scheduler, and the implementation of phasing alternatives for the projects upon completion of plans sufficient to estimate the project. The Architect will coordinate and cooperate fully with the either of the above construction manager services chosen. Initial planning phase cost estimates will be provided by the Architect.

II. SUBMISSION REQUIREMENTS

Interested parties must submit their qualifications using the following format:

- A. A brief history of the firm and any sub-consultants indicating the ability of the firm or team to provide the personnel and disciplines required for the project. If a team or sub-consultant is to be used, identify the proposed contractual structure of the team (e.g. joint venture, prime consultant with subcontractors, etc.) and provide a clear identification of the functional responsibilities of each firm. Provide identification of the project manager who will be assigned to the project. Identify the location of the proposed office.

- B. Summary of Related Experience

The experience record of the firm or any subcontractors shall demonstrate experience with the design of governmental and police facilities.

Provide an outline and description of not more than three (3) equivalent projects completed by the respondent. Information on each project should include: the client, location, associated firms used, key participating individuals and the project roles for the individuals who are proposed for

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the City project, summary of the scope of work, total fee received, implementation status, and contact information of the owner of each project described.

C. Content

1. The names of key managerial and technical staff who will be assigned to the project including their technical, planning and public relations/ communications skills shall be provided.
2. The submission should include a statement assuring that, once management and technical staff have been assigned to the project, there will be no replacement by Architect of any other personnel, unless the assigned personnel leaves the company. And, in that event and the personnel originally assigned to the project is replaced; the change of personnel who will hold equal qualifications to the personnel replaced will all be subject to the concurrence of the City's project manager(s).
3. Provide the proposed project methodology related to, or presented in the form of a series of tasks to be accomplished during the project.
4. The scope of architectural, engineering and related services for the project described in this RFQ may include some or all of the following services:

Development Studies: Conduct or participate in planning, parking and traffic, zoning, geotechnical, on-site and off-site utility and related utilization studies required for site consideration and acquisition and for project development and approvals;

Functional Programming and Detailed Space Planning: Conduct functional programming, design definition and space planning for police functions, and develop or assist in the development of building project requirement documents, including complete site, functional and space requirements, conceptual building and test fit studies;

Planning and Building Code Analyses: Conduct and/or participate in all building and planning code analysis and reviews;

Cost Analysis and Schedule Planning: Provide, conduct and/or participate in all aspects of project cost estimating and schedule planning, including construction estimating, life cycle costing, value engineering, constructability reviews, critical path and special scheduling;

Development of Construction Documents: Provide, in a phased manner, to include but not limited to schematic design, design development, programming, production of computer generated renderings, cost estimations and construction documents.;

Design Services for Furniture, Fixtures and Equipment: Provide all services required to properly plan, design, specify and coordinate furniture, fixtures, special finishes and equipment, including but not necessarily limited to: interior design, including millwork and furniture planning, finish development and specification;

Site Planning and Landscape Architecture: Provide all services required to properly plan, design, specify and coordinate exterior site design, including grading, parking lots, roads, driveways, hardscape, landscape, irrigation and coordination of underground utilities and or building structures with landscape and hardscape elements. This will also include the pedestrian friendly bridge option connecting the site to Park Street.

Construction Contract Administration: Construction contract administration services, including field observations, submittal review, review of testing and inspection reports required by the bid documents (testing laboratory or construction inspection services are not part of this RFQ), coordination of finishes, furnishings and equipment, evaluation of specialized pricing and

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consideration/negotiation of changes, and project contract completion, including punch list, warranty review, preparation of record drawings and closeout;

5. The submittal shall be clearly labeled "City of Versailles Request for Qualifications for Architectural Services for the Versailles Police Department Complex". RFQ's will not be returned.
6. The applicant shall submit eight (8) bound copies and one electronic copy of their proposal to:

City of Versailles
196 S. Main St.
Versailles, Kentucky 40383
Attention: Ms. Ann Miller - amiller@versaillesky.com

The RFQ should be kept as concise as possible.

D. Submission Deadline

The Request for Qualifications must be received by 3:00 p.m. on April 21, 2017. RFQ's received after that date and time **will not** be accepted. **No RFQ's will be accepted by oral communication, telephone, only electronic mail, or facsimile transmission.** Submissions may be withdrawn prior to the above scheduled time set for closing. Anything received after the date and hour specified will be rejected and returned unopened to the submitter. The City of Versailles reserves the right to postpone the date and time for accepting and/or opening the RFQ's through an addendum.

E. ADDITIONAL INSTRUCTIONS NOTIFICATIONS AND INFORMATION

1. No Gratuities — Architect will not offer any gratuities, favors, or anything of monetary value to any official or employee of the City of Versailles for the purpose of influencing this selection. Any attempt by an Architect firm to influence the selection process by any means other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process.
2. Interviews — after the initial evaluation of the statements of qualifications, Architect(s) will be notified of their status in the selection process. Architect(s) who are "short-listed" should expect and anticipate subsequent interviews which will most likely focus not only on the firm's program approach, but on an appraisal of the design professionals who would be directly involved in the Project. "Short listed" respondents may be asked to make a presentation to the City Council. If a presentation to the Council is requested, it will be necessary that additional RFQ response submittals be provided by the "short listed" Architect(s).
3. Inquires — Do not contact the Mayor, City Council, Police Department personnel or any City Staff to make inquiries about the progress of this selection process. Architect(s) will be contacted when it is appropriate to do so. Process inquiries may be directed to Ms. Ann Miller, City Council Member, by e-mail at amiller@versaillesky.com
4. No Obligation — The City reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; and reject any or all Architect(s) submitting responses, should it be deemed in the City's best interest; or cancel the entire process.
5. Professional Liability Insurance — The Architect firm shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Kentucky.
6. In connection with the performance of work under the contract, the contractor agrees to comply with the Fair Labor Standards Act, Equal Opportunities Employment Act, and all other applicable Federal, State and local laws, regulations and executive orders to the extent that the same may be applicable.