

REQUEST FOR QUALIFICATIONS - RFQ
Architectural Services - Versailles Pavilion & Outdoor Market Place

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 associated engineering services to assist the City in design work for a new Pavilion and Outdoor Market Place. The Architect selected will work with the City to develop design documents for these features. The proposed site areas are located on City-owned land within the vicinity immediately west of the historic square in Versailles.

Pedestrian connectivity shall be incorporated between the area in which the new Pavilion and Outdoor Marketplace are located and Big Spring Park. Appropriate fencing and/or markings for pedestrian safety and security are to be integrated, based on code requirements. Various features of interest may be incorporated, along with a small amount of parking. Other components may include: Landscaping and a water feature for an existing stream; Lighting, signage, rest rooms and parking accommodations; Drainage; Existing utilities and relocation of same if deemed necessary; Secondary smaller pavilion on neighboring location.

Depending upon schedule and funding, this project may or may not be divided into different phases; the City, at its sole discretion, reserves the right to choose any such method as it deems appropriate.

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.

CONTRACT

The selected Architect 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.

The City reserves the right to include additional project elements in the initial and/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.

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.
- B. Discuss past relationship with each proposed Consultant(s). Identify the location of each proposed Consultant(s) offices.
- C. Firm Experience - The experience record of the firm(s) shall demonstrate experience with the design of similar public facilities. Provide a description of not more than three (3) similar projects, completed by the respondent. Information on each project should include: the client, location, summary of the scope of work, and contact information of the owner of each project described.
- D. Staff Experience – Provide resumes of key managerial and technical staff who will be assigned to the project including their technical skills and relevant experience.
- E. Statement of Assurance - 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 or any other personnel, unless the assigned personnel leaves the company. And, in that event and the personnel

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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).

- F. Team's experience with the City of Versailles – Explain your past experience with the City.
- G. Approach / Familiarity - Explain your familiarity with the project and the proposed steps to be accomplished during the design process.

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 Architecture 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. 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. 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 Architect 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.

SUBMISSION DEADLINE

The Request for Qualifications must be received by 4:00 p.m. on Wednesday April 25, 2018. RFQ's received after that date and time **will not** be accepted. **No RFQ's will be accepted by oral communication or telephone.** 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.

The submittal shall be clearly labeled "City of Versailles Request for Qualifications for Architectural Services for the Versailles Pavilion & Market Place". RFQ's will not be returned. The RFQ should be kept as concise as possible.

The applicant shall submit 10 bound copies and one electronic copy of their proposal to:

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

SCORING CRITERIA

Team's Relevant Experience	Up to 20 Points Possible
Experience of the Firms Working Together	Up to 20 Points Possible
Individual Team Member's Experience	Up to 20 Points Possible
Experience with City of Versailles	Up to 20 Points Possible
Project Understanding / Familiarity	Up to 20 Points Possible