

REQUEST FOR QUALIFICATIONS

This is a Request for Qualifications to provide architectural services for the design of a building addition to the historic Halcomb House at 253 Franklin Road in Scottsville, KY. The non-profit Halcomb House Foundation (www.halcombhouse.org) intends to apply for grant funding from project-eligible sources for the construction of a parking lot and renovations to the home, to include office/greeting lobby space for use as a regional tourism and attractions promotional center.

The project will include assisting the client with the design of wanted facilities to meet space requirements and assure ADA/building code compliance. The RFQ is for pricing a professional services package to include the design, detailed cost estimate, bidding and construction inspection services required for the project.

You are invited to submit a proposal, to be received no later than 4 p.m. local time on Tuesday, November 21, 2023. Ten (10) copies of your proposal should be submitted to Mayor David Burch, 201 West Main Street, Scottsville, KY 42164 (270-237-3238). Proposals will be evaluated by the Halcomb House Foundation, and the winning offeror notified within five days of the approval decision.

This Request for Qualifications consists of the following attachments, which can be obtained by contacting Matt Pedigo at Barren River Area Development District, 177 Graham Avenue, Bowling Green, KY, 42101, (270-306-4254, or by email at matt.pedigo@bradd.org) or Mayor David Burch, 201 West Main Street, Scottsville, KY 42164, (270) 237-3238 or email david.burch@cityofscottsville.org. TTY: 1-800-648-6056 (for hearing impaired only).

Attachment A - Problem Statement

Attachment B - Scope of Work

Attachment C - Project Schedule

Attachment D - Contract Type

Attachment E - Proposal Contents

Attachment F - Factors for Award/Evaluation of Criteria

Attachment G – Area Map

Minimum requirements include previous experience in engineering design and inspection on similar projects. The contract will be awarded to the responsible offeror whose proposal is determined to be the most advantageous to the Halcomb House Foundation. The factors to be considered and the method to be utilized in the evaluation of qualifications and selection of the architect are set forth in Attachment F.

The Halcomb House Foundation is an Equal Opportunity Employer.

ATTACHMENTS

A. PROBLEM STATEMENT

The Halcomb House Foundation is seeking to convert a portion of the historic Halcomb House, 235 Franklin Road in Scottsville, KY, into office/greeting lobby space to be used as a regional tourism center that would promote Scottsville and Allen County history and sites of interest as well as those of nearby counties. Exterior work will also include a parking lot. The designs for both phases of the project shall include fully ADA-compliant handicapped accessibility and must conform to all relevant building codes, standards and guidelines for construction. This RFQ is for a priced professional services package to including the design, bidding and construction/inspection services required.

B. SCOPE OF WORK

To provide all architectural services necessary for the completion of the project. Architectural work is to include, but is not limited to, the following:

1. Design plans for construction as described above. Obtain all necessary permits required for construction and occupancy of the facility.
2. Prepare plans, specifications and bid documents necessary for the award of a construction contract in accordance with state and local codes and other applicable Federal, State and local requirements. Assist in the evaluation of construction bids.
3. Provide all field architectural services, surveying and construction inspection. Upon completion of construction, furnish two sets of as-built drawings.

C. PROJECT SCHEDULE

The owner anticipates an approximate 365-day period of performance for the project (this could be longer, depending on grant processes). The selected architect will have 90 days from issuance of the notice to proceed to have the project plans and specifications prepared and ready. We anticipate a 6-month construction period, though this can vary based on weather and other factors.

D. CONTRACT TYPE

Fixed price as determined through negotiation with the Halcomb House Foundation.

E. PROPOSAL CONTENTS

The proposal must contain the following elements:

1. Qualification - Information reflecting qualification of persons to be assigned to provide the service.
2. Experience - Information regarding the experience of the firm in providing architectural services on the design of community facilities, historic structures, and local, state and federally-funded programs. The information submitted should include as a minimum: (1) Name of project, (2) Description of project (including client, address, phone number, and name of person who can provide a reference), (3) Type of State Federal or other grant program, (4) Project number, (5) Amount of funds involved, (6) Types of project activities undertaken, (7) Initial and final project budget, (8) Architect assigned to project and (9) Start date of project, completion date, or current status of project.
3. Capacity of Performance - Identify personnel to be assigned to the project, their titles, and their role(s). Demonstrate ability of personnel to meet initial project budget and timelines.
4. Timetable for Completing Project - Timetable outlining milestones to be accomplished must be submitted.

F. CRITERIA FACTORS FOR EVALUATION AND AWARD

1. Qualifications of the firm and its personnel in connection with the type of services to be provided. 20 points
2. Specialized experience in connection with the type of services to be provided. 35 points
3. Past record of performance on contracts, including quality of work, timeliness, and cost-control. 35 points
4. Familiarity with local conditions. 10 points

Proposals will be reviewed by the Halcomb House Foundation.

Questions concerning this RFQ package should be addressed to Scottsville Mayor David Burch (270-237-3238, david.burch@cityofscottsville.org) or BRADD Community Development Specialist Matt Pedigo (270-306-4254, email matt.pedigo@bradd.org).