

Request for Statements of Qualification for Architectural Services

Project: McLean County Senior Center

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I. ANNOUNCEMENT

- A. The McLean County Fiscal Court is soliciting statements of qualification from architect firms for design services for the proposed McLean County Senior Center.
- B. The intended project includes construction of a facility to replace the Senior Center lost to fire at the end of 2020. The building’s design must be in compliance with all ADA requirements. The structure will be located in Calhoun, Kentucky.
- C. An authorized representative of the McLean County Fiscal Court will receive architect statements until **12:00 Noon (CST) on Friday, April 16, 2021. Statements received after this time and date will not be accepted.**
- D. Statements shall be enclosed in envelopes that clearly indicate a Statement of Qualification for Architect Services and are labeled McLean County Senior Center”.
- E. Proposing Architects will be required to meet certain qualifications set out in the RFQ, include the following:

1.	Experience and qualifications	35
2.	Past Performance	25
3.	Capacity for performance	25
4.	Familiarity with locality and project	5
5.	Location/Proximity to project	5
6.	Women and Minority Firms	<u>5</u>
		100 points

Questions concerning Requests for Qualification for the project should be addressed to:

*Curtis Dame
McLean County Judge/Executive
P.O. Box 127
Calhoun, KY 42327
270-273-3213
cdame@mcleanky.com*

II. INSTRUCTIONS TO ARCHITECTS:

- A. Preparation of Statements of Qualification:
 - 1. The proposer is expected to comply with all specifications, terms, conditions, and instructions contained in the Request for Qualification (RFQ). Failure to do so will be cause for rejection.

2. The proposal should be prepared simply and economically, providing a straightforward concise description of the proposer’s capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content. Each copy of the statement, and all documentation submitted with the statement, should be bound in a single volume where practical. **The Owner will not be responsible for any costs incurred by proposer in preparing or presenting statements.**
3. Any exceptions taken to the terms and conditions of this RFQ must be clearly identified. If no exceptions are listed, it will be concluded that the proposer will meet, in every detail, the conditions stipulated in this RFQ.

B. Submission of Statement of Qualification:

Statements shall be addressed to:

*Hon. Curtis Dame
P.O. Box 127
Calhoun, KY 42327*

C. Number of Copies:

The proposer shall furnish **ten (10)** copies of the statement.

IV. TENTATIVE PROJECT SCHEDULE:

May 7, 2021	Select Architect
June 18, 2021	Design Complete

V. GOALS FOR THE ARCHITECT:

- A. To participate as a responsible, cooperative, and contributing member of the design and construction team.
- B. To manage and complete the design within the defined time schedule, approved budget, and the quality guidelines.
- C. To represent the best interests of the owner in the performance of services toward the expeditious and efficient completion of the project.

VI. ARCHITECT QUALIFICATIONS

- A. Knowledge of current applicable statutes and codes related to projects in Kentucky.

- B. Proof of Professional Liability Insurance.
- C. Ability to prepare and submit, to appropriate State and Local approval agencies, all necessary documents in proper form and in a timely manner.

VII. ARCHITECT'S RESPONSE

NOTE: *If more than one firm is involved in a joint venture, a complete response from each firm is required.*

Statements of Qualifications should include the following information:

1. The experience and qualifications of the firm and the individual(s) to be assigned to the project.
2. Description of past record of performance with the locality. Description of past record with other clients in the development of similar projects utilizing public funding assistance. Include the name and number of a contact person for each reference project.
3. The firm's capacity for performance. Describe the timeframe for services to be provided and staffing consideration such as availability, workload, etc. Indicate availability and any restrictions for attendance at any onsite meetings or presentations.
4. Description of the degree of familiarity with locality.
5. A map of the firm or organization's location and how close it is to the project.
6. A listing of women and minority firms that will be involved with the project.

VIII. TITLE VI PROVISIO:

The county will adhere to the provisions of Title VI of the Civil Rights Act of 1964, Executive Order 11246 as Amended, Section 3 and Section 109 of the Housing and Community Development Act of 1974 in the implementation of this project.

No person shall be excluded from participation in, denied benefits of, or subjected to discrimination in the implementation of this program on the grounds of race, color, national origin, or sex.

Attention is particularly called to the requirements as to conditions of employment to be observed under the contract, Section 3, Segregated Facilities, Section 109, Title VI of the Civil Rights Act of 1964, E.O. 11246, the Anti-Kickback Act and Section 504.