



Request for Proposal

For Architectural Design Services - Raven Rock Resort Cabins

Contact Name: Jeffery Justice

Email: Jeffery@ekyheritage.foundation

RFP Issuance:
Monday, May 19, 2025

Due Date:
Friday, June 6, 2025, by 4 pm (local time)



I. Introduction

EKY Heritage Foundation is a Kentucky non-profit organization and an approved charitable 501(c)(3) organization developed to build a more diverse economy centered around our natural resources in building tourism assets to be enjoyed by all. EKY Heritage Foundation seeks to develop destination locations in the southeastern Kentucky coal fields to attract visitors to our Region and provide economic opportunities to our citizens.

In accordance with the mission above, EKY Heritage Foundation is creating the Raven Rock Resort Lodge, an event venue capable of hosting more than one hundred (100) guests for a variety of events including corporate retreats, conferences, weddings, and educational field trips. When completed, Raven Rock Resort will also include over thirty (30) miles of mountain bike and mixed-use hiking trails all located on an eight hundred-fifty (850) acre tract of land located on Pine Mountain situated on the Kentucky / Virginia border in Letcher County, Kentucky. The Birch Knob Section of the Pine Mountain State Scenic Trail, a twenty-eight (28) mile contiguous trail from the Breaks Interstate Park to US 23 crosses the Raven Rock property near the terminus at US 23.

This project includes the strategic planning, location, design, and construction of twelve (12) cabins on the property.

II. Invitation To Submit Proposals

EKY Heritage Foundation invites Architectural Firms (“Design Teams”, “Contractor”) to submit proposals for architectural and engineering services for construction of cabins on the Raven Rock Resort property. The cabins will provide lodging for visitors using the hiking / mountain biking trails, as well as the future Lodge / Conference Center and restaurant. Design must meet the requirements of EKY Heritage Foundation and the Commonwealth of Kentucky - Tourism, Arts and Heritage Cabinet.

Participation in this selection process shall be at no cost or obligation to EKY Heritage Foundation.

Design teams may be interviewed prior to the Contract Award. EKY Heritage Foundation maintains the right to adjust the schedule at its discretion.



Schedule of RFP issuance and award shall be as follows:

- Request for Proposal Publication May 19, 2025
- Site Visits, on request and by appointment May 19 - June 5, 2025
- Proposals Due Friday, June 6, 2025, by 4 pm.
- Complete Review of Proposals June 2025
- Interviews with Design Teams (if needed) July 2025
- Design Team Selection July 2025

III. Project Description

The project location is an approximately eight hundred-fifty (850) acre tract of land on the Kentucky / Virginia border in Letcher County, Kentucky. The project involves planning, designing, determining the location, and construction of five (5) small – (1 bedroom,) four (4) medium (2 bedroom), and three (3) large (3 or larger bedroom) cabins on the Raven Rock Resort property.

The Design Team will be responsible for coordination with licensing and/or permitting authorities.

This RFP is not an offer to enter into a contract. EKY Heritage Foundation reserves the right to reject any and all responses resulting from this RFP. EKY Heritage Foundation is not liable for any cost incurred in responding to this RFP.

IV. Scope

EKY Heritage Foundation is seeking professional Architectural services to design cabins for the Raven Rock Resort. The primary focus of the cabin designs is to provide luxury accommodations to visitors without detracting from the natural beauty of the mountain.

Proposals will be considered only from companies who can demonstrate the following minimum qualifications and construction requirements.

1. Architect(s) is licensed to practice architecture in the Commonwealth of Kentucky and is able to effectively provide the required professional services.
2. The individual, individuals or sub-consultants who will be assigned responsibility to the project shall have significant experience in design and construction consulting.



3. Architect and staff shall be knowledgeable of all applicable building codes, American with Disabilities Act / Facilities and Public Works Projects (Prevailing Wage).
4. Architect(s) shall be able to meet the schedule set by the EKY Heritage Foundation.
5. Architects must provide a bid that meets the minimum requirements but may also submit another bid which includes your professional ideas and/or suggestions.

Additional Project Information

Architect(s) are expected to include proof of all required business and contractor certifications/licenses and be in compliance with the equipment, construction, and insurance requirements. All paperwork for project permitting, construction, and interconnection agreements shall be managed by the Architect(s) in compliance with all applicable laws, regulations, ordinances, and industrial best practices.

V. Responding To This RFP

Interested Architect(s) are encouraged to respond to this RFP with the requested information and documentation in accordance with the response deadline specified in Section II. Prior to submitting the RFP response, companies have the opportunity to submit questions. After collecting responses to this RFP, the EKY Heritage Foundation evaluation team will review the responses as described below.

Prior to Submission

Architect(s) may obtain additional information as follows:

- **RFP Questions.** Questions about this RFP shall be submitted to the email address on the cover of this RFP with a subject line that reads: "Raven Rock Resort Cabins RFP Questions". Questions will be promptly answered via email.
- **Property Visit.** Interested Architectural firms are encouraged to schedule a site visit to the property and will be provided an opportunity to ask questions and discuss the project with the EKY Heritage Foundation employees.
- **Proposal Submittal Date, Format, and Method.** Full responses to this RFP must be received no later than the response deadline specified in Section II. All responses may be submitted electronically in PDF format as an attachment to an email sent to the email address shown above or by hardcopy via mail. The subject line of the email should be: "Raven Rock Resort Cabins RFP Response".



All official notifications and communications will be made via email or phone.

All costs associated with responding to this RFP will be borne by the Architect(s).

Evaluation of Responses

Review of responses submitted to this RFP will be managed by EKY Heritage Foundation's evaluation team. Responses will be reviewed based on a variety of factors, including:

- **Organizational Capabilities.** EKY Heritage Foundation is interested in companies that have strong organizational capabilities and an experienced team to provide innovative solutions and services over the long term.
- **Experience with Government Agencies.** EKY Heritage Foundation is interested in Architect(s) who have demonstrated experience working with the government agency sector on Architectural Services.
- **Development Approach.** EKY Heritage Foundation is looking for a strategic approach to developing the cabins. The overall quality, reasonableness, and efficiency of development plans for the Raven Rock property are important.
- **Contracting Processes.** EKY Heritage Foundation is interested in favorable, standardized contract terms with a streamlined contracting process.

The organization selected will represent the best value for EKY Heritage Foundation, combining price, qualifications and proposed scope of work. At the discretion of the evaluation team, companies responding to the RFP may be invited to provide additional information and/or make a presentation to the evaluation team to further refine their proposals for evaluation.

RFP Terms and Conditions

This RFP is not a contract offer and should not be construed as intent, commitment, or promise to acquire products or services presented by any Respondent.

Information received from responses to this RFP will be used in the evaluation of potential cabin designs. EKY Heritage Foundation reserves the right to discontinue or modify the RFP process at any time and makes no commitments, implied or otherwise, that this process will result in a business transaction or negotiation with one (1) or more companies.

EKY Heritage Foundation will not pay for any information herein requested, nor will they be liable for any costs incurred by Architect(s).



Based on Architect(s) responses, meetings may be scheduled between Architect(s) and EKY Heritage Foundation in person and/or remotely to expedite the review, evaluation, and potential contract discussions.

Exclusive or concurrent negotiations may be conducted with the responsible Architect(s) for the purpose of altering or otherwise changing the conditions, terms, and price of the proposed development agreement.

VI. Information to submit in the Proposal

Architect(s) interested in this RFP should provide proposals with straightforward information that clearly communicates the information requested below.

All Architect(s) information will only be shared with the EKY Heritage Foundation evaluation team and NOT shared publicly until the EKY Heritage Foundation has selected an Architect(s) unless required by law.

The proposal must have a complete package of information, strictly organized in the format and the order of information described below. Proposals with a different organization may be rejected.

The following information must be submitted in the proposal in the order shown.

Cover Page

Each proposal must include a cover page that includes “EKY Heritage Foundation Cabin RFP Response”, business name, primary address, contact person, contact information, and table of contents using the section numbers shown below.

Section I: Company Background and Qualifications

Architect(s) should provide a summary of background information about its company in this section. RFP responses shall include:

- Description of Architect(s) capabilities in providing its products and/or services.
- Organizational background and experience working on similar projects that represent the EKY Heritage Foundation portfolio.
- Brief bios of the key team members who will work on this project.
- Three (3) examples of similar projects with references and contact information.
- Description of experience with government agencies.



- List a brief description of planned sub-contactors and/or partners, along with description of how Architect(s) has worked with the sub-contractors and partners in the past.
- Brief description of any bankruptcies or legal proceedings against the Architect(s) or its planned sub-contractors in the past three (3) years.

Section II: Development Approach

Architect(s) must describe its overall strategy and approach to designing the cabins located on the Raven Rock Property.

Architect(s) should include any prior or current experience as a development partner in the government sector along with results achieved.

Architect(s) should describe the ongoing support, management, and resources that will be provided to EKY Heritage Foundation throughout the development agreement contract period, including any unique value-added services that it wishes to highlight.

This section should be no more than five (5) pages.

Section III: Proposed Description

- A detailed technical description of the proposed cabins including basic location diagrams and designs.
- Supporting information that includes technical specifications.
- Major inclusions and exclusions in bid.

Section IV: Cost Proposal

Cost proposals should be made based on estimates using the requirements defined in this RFP and must be consistent with the responses in Section III above and the requirements in the Attachments.

Architect(s) pricing shall be all-inclusive of fees and services costs.

Architect(s) can indicate the duration over which the proposed costs will be held constant, but that period should not be less than thirty (30) days. Cost information will only be shared with the EKY Heritage Foundation evaluation team and NOT shared publicly or with other companies.

Please provide a firm fixed price per square foot fee structure for this project, inclusive of relevant engineering and consultant services, based upon phases as listed above.



VII. Site Visit

Proposing firms may conduct a site visit. To schedule an appointment, contact: Claude Little, Project Manager at (606) 634-7859, or by email at claudel@ekyheritage.foundation .

VIII. Submission Deadline and Method

Responses to this RFP must be received on or before 4:00 pm, June 6, 2025. **Response must be submitted by email to Jeffery Justice at jeffery@ekyheritage.foundation** . All responses will be acknowledged. If you do not receive an acknowledgement of your response within four (4) business hours, please call Jeffery Justice at (606) 775-3438.

This RFP is not an offer to enter into a contract. EKY Heritage Foundation reserves the right to reject any and all responses resulting from this RFP. EKY Heritage Foundation is not responsible for any cost incurred in responding to this RFP.

IX. Selection Criteria

The organization selected will represent the best value for EKY Heritage Foundation, combining price, qualifications and proposed scope of work. EKY Heritage Foundation may ask one (1) or more bidders to provide an in-person presentation and/or to provide their best and final offer.

X. GENERAL PROVISIONS:

Submittal Ownership/Costs:

Upon submission, all information becomes the property of EKY Heritage Foundation which has the right to use any or all ideas presented in any submission in response to this RFP, whether or not the submittal results in a contract with the submitting Consultant. All costs for development of the written submittal and the oral presentation are entirely the obligation of the Consultant and shall not be remunerated in any manner by EKY Heritage Foundation.

Non-Warranty of Request for Qualifications:

Due care and diligence have been used in preparing this RFP. However, the EKY Heritage Foundation shall not be responsible for any error or omission in this RFP, nor for the failure on the part of the Consultants to ensure that they have all information necessary to affect their submittals.



Request for Clarification:

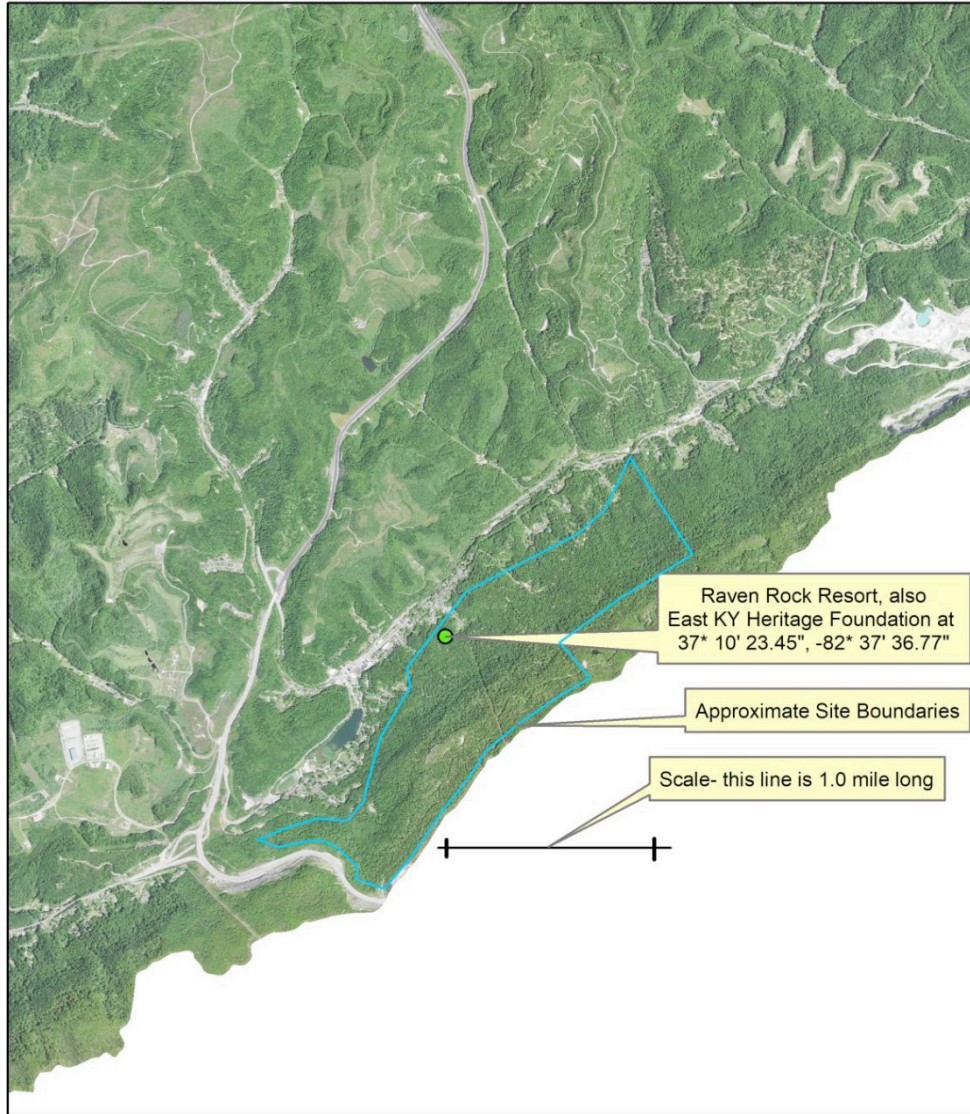
EKY Heritage Foundation reserves the right to request clarification of information submitted and to request additional information about one (1) or more Consultants, either orally or in writing.

Acceptance/Rejection of Submittals:

EKY Heritage Foundation reserves the right to accept or reject any or all submittals in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof which, in the Foundations judgment, best serve the interest of the EKY Heritage Foundation. EKY Heritage Foundation reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services any time during the period of contracts which result from this RFP. A response to this RFP should not be construed as a contract nor an indication of a commitment of any kind on the part of the Foundation nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract. The Foundation will reserve the right to dismiss any part or all of the contracted team when, in the Foundation's opinion, the project is not moving as scheduled or is hindered in any way by the actions or personalities of team members.

Equal Employment Opportunity:

EKY Heritage Foundation does not discriminate in administering any of its programs and activities. The consultant awarded the contract for work will be required to ensure that no person shall be denied employment, fair treatment or be discriminated against on the basis of race, sex, religion, age, national origin, or handicap. Minority and historically underutilized businesses are encouraged to respond.



2020 photo

RAVEN ROCK RESORT
Conceptual Master Plan



- 1. CONNECTOR TRAIL TO JENKINS
- 2. BIKE TRAIL (25 MILES)
- 3. 4 - TWO BEDROOM CABINS
- 4. ADMINISTRATION BUILDING, LODGE, AND OVERLOOKS
- 5. 20 - ONE BEDROOM CABINS
- 6. MAINTENANCE BUILDING

EKY HERITAGE FOUNDATION

THRASHER

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