

# **Request for Statements of Qualification for Architectural Services**

Project: Webster County Regional Training Center

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**I. ANNOUNCEMENT**

- A. The Webster County Fiscal Court is soliciting statements of qualification from architect firms for design services for the proposed Webster County Regional Training Center.
- B. The project includes construction of an 8,000-10,000 sq. ft. regional training facility to include but not be limited to: lineman, CDL and advanced manufacturing training. The Fiscal Court is working in conjunction with the Webster County Industrial Development Authority, Madisonville Community College and Henderson Community College. The building’s design must be in compliance with all ADA requirements. The structure will be located within the Sebree South Industrial – 2300 US Hwy. 41 S., Sebree KY 42455.
- C. An authorized representative of the Webster County Fiscal Court will receive architect statements until 10:00 a.m. CST on Wednesday, March 11, 2020. **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 “Webster County Regional Training 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 5100 points

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

*Judge Steve Henry*  
*Webster County Fiscal Court*  
*25 US 41-A South*  
*Dixon, KY 42409*  
*270.639.5042*  
[steve.henry@websterco.org](mailto:steve.henry@websterco.org)

**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:

*Joanna Shake  
Green River Area Development District  
300 GRADD Way  
Owensboro, KY 42301*

C. Number of Copies:

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

**III. TENTATIVE SCHEDULE:**

April 1, 2020	Select Architect
July 15, 2020	Design Complete

**IV. 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.

**V. 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.

**VI. 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.

**VII. 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, and 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, religion, sex, sexual orientation, gender identity, or national origin.

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.