



REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL SERVICES
INTERGENERATIONAL FACILITY
HAZARD, KY

RFQ – Request for Qualifications

Architectural Services – LKLP Intergenerational Facility

I. INTRODUCTION

Leslie Knott Letcher Perry Community Action Council, Inc., hereinafter referred to as LKLP, invites architectural design firms to submit their qualifications for architectural and engineering services to assist LKLP in designing the new LKLP Intergenerational Facility. This facility will be designed to house LKLP's Adult Daycare Program along with the Perry County LKLP Headstart classrooms. The proposed site for the new facility is 1440 East Main Street, Hazard, Kentucky.

The Request for Qualifications does not commit LKLP to award a contract, to pay any cost incurred in the preparation of the submittal, or to procure or contract for services. LKLP 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 LKLP to do so.

II. SCOPE OF WORK

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.

However, LKLP reserves the right to include additional project elements in the initial or subsequent professional services agreements as LKLP may deem appropriate. The Architect is also required to identify and select the appropriate sub-consultants; however, LKLP reserves the right to approve proposed sub-consultants that will be associated with the project.

LKLP may use the services of a Construction Manager. The Construction Manager, if chosen, will serve as an integral team member from the inception of the programming and design efforts. Furthermore, the Construction Manager may be used, in conjunction with the design team, as the cost estimator, project scheduler, and the implementation planner. The Architect will coordinate and cooperate fully with the Construction Manager. Initial planning phase cost estimates will be provided by the Architect.

III. 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 and provide a clear identification of the functional responsibilities of each firm. Provide identification of the project manager who will be assigned to the project. Identify the location of the proposed office.

- B. Ability to prepare and submit, to appropriate State and Local approval agencies, all necessary documents in proper form and in a timely manner.
- C. Ability to participate as a responsible, cooperative and contributing member of the design and construction team.
- D. To represent the best interests of the Owner in the performance of services toward the expeditious and efficient completion of the project.
- E. Provide an outline and description of not more than three (3) equivalent projects completed by the firm. Information on each project should include: the client, location, associated firms used, key participating individuals and the project roles for the individuals who are proposed for the LKLP project, summary of the scope of work, total fee received, implementation status, and contact information of the owner of each project described. Pictures of the completed projects are encouraged.
- F. The names of key managerial and technical staff who will be assigned to the project including their technical, planning, and public relations/communications skills shall be provided. A detailed summary of related experience should be included.

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 of any other personnel, unless the assigned personnel leaves the company. In that event, the firm will provide replacement personnel who will hold equal qualifications to the personnel replaced.

- G. An estimated fee proposal shall be submitted with the understanding that negotiations will begin after the selection is made.
- H. The firm shall provide the proposed methodology in the form of a series of tasks to be accomplished during the project including a timeline of proposed completed tasks. The following tasks may be included in the proposed methodology.
 - 1. **Development Studies:** Conduct or participate in planning, parking and traffic, zoning, geotechnical, environmental, on-site and off-site utility and related utilization studies required for site consideration and acquisition and for project development and approvals.
 - 2. **Functional Programming and Detailed Space Planning:** Conduct functional programming, design definition and space planning for playgrounds, and develop or

assist in the development of building project requirement documents, including complete site, functional and space requirements, conceptual building and test fit studies.

3. **Planning and Building Code Analyses:** Conduct and/or participate in all building and planning code analysis and reviews.
 4. **Cost Analysis and Schedule Planning:** Provide, conduct and/or participate in all aspects of project cost estimating and schedule planning, including construction estimating, life cycle costing, value engineering, constructability reviews, critical path and special scheduling.
 5. **Development of Construction Documents:** Provide, in a phased manner, to include but not limited to schematic design, design development, programming, production of computer generated renderings, cost estimations and construction documents.
 6. **Site Planning and Landscape Architecture:** Provide all services required to properly plan, design, specify and coordinate exterior site design, including grading, parking lots, roads, driveways, hardscape, landscape, irrigation and coordination of underground utilities and/or building structures with landscape and hardscape elements. This will also include the necessary playgrounds for children and outside areas for adult daycare clients.
 7. **Construction Contract Administration:** Construction contract administration services, including field observations, submittal review, review of testing and inspection reports required by the bid documents, coordination of finishes, furnishings and equipment, evaluation of specialized pricing and consideration/negotiation of changes, and project contract completion, including punch list, warranty review, preparation of record drawings and closeout.
 8. **Bidding Phases:** Estimated timeline and details regarding the bidding phases throughout the project.
- I. The submittal shall be clearly labeled “**LKLP RFQ for Architectural Services for the Intergenerational Facility**”. RFQ’s will not be returned.
- J. The applicant shall submit four (4) bound copies and one electronic copy of their proposal to:
LKLP CAC, Inc.
398 Roy Campbell Drive
Hazard, KY 4170
Attn: Cena Whitaker
cena.whitaker@klp.net
- K. ***Submission Deadline:*** The Responses from this Request for Qualifications must be received by 3:00 p.m. on March 23, 2018. Responses received after that date and time **will not** be accepted. No responses will be accepted by oral communication, telephone, only electronic mail, or facsimile transmission. 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. LKLP reserves the right to postpone the date and time for accepting and/or opening the responses through an addendum.

L. Additional Instructions and Information:

1. No Gratuities – Architect will not offer any gratuities, favors, or anything of monetary value to any member of the LKLP management team for the purposes of influencing this selection. Any attempt by an Architect 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. Inquiries – Process inquiries may be directed to Cena Whitaker by e-mail at cena.whitaker@lklp.net.
3. No obligation – LKLP 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 LKLP's best interest; or cancel the entire process.
4. 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.
5. In connection with the performance of work under the contract, the contractor agrees to comply with the Fair Labor Standards Act, Equal Opportunities Employment Act, and all other Federal, State and local laws, regulations and executive orders to the extent that the same may be applicable.
6. The expense of preparing and submitting a response is the sole responsibility of the consultant.

IV. **SELECTION CRITERIA**

The criteria used to evaluate the RFQ responses will include, but not limited to, the following:

1. Qualifications of Firm, specifically as they relate to this project.
2. Firm's experience on similar projects.
3. Available resources to complete the project.
4. Responsiveness to the RFQ, specifically the submission of a complete proposal with all elements required by the RFQ.
5. Professional References.
6. Ability to complete projects within budget and according to schedule.
7. Ability to comply with all regulatory and insurance requirements.
8. Quality and clarity of the proposal and creativity/thoroughness in addressing the scope of work.