

REQUEST FOR QUALIFICATIONS

This is a Request for Qualifications to provide architectural services for the design of a building addition to the Barren County Family YMCA building, 1 YMCA Way, Glasgow, KY 42141. The design will be for a facility to host kitchen and senior meal program activities. The City of Glasgow, KY is applying for funds from the Kentucky Community Development Block Grant (CDBG) program for the construction of the YMCA addition.

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 the design, cost estimate, bidding, and construction inspection services required for the project. (Note: Pre-engineered metal buildings are not allowed for KY CDBG-Funded Projects.)

You are invited to submit a proposal, to be received no later than 4 p.m. local time on Friday, June 16, 2023. Six (6) copies of your proposal should be submitted to Mayor Henry Royse, P.O. Box 278, Glasgow, KY 42142.

Proposals will be evaluated on Tuesday, June 20, 2023, by a committee consisting of the City of Glasgow Grant Writer, a City Council Member, YMCA Representatives, and a Barren River Area Development District Representative, with the committee's recommendations being submitted for approval by the Mayor of the City of Glasgow no later than seven business days from the RFQ submission deadline stated herein.

This Request for Qualifications consists of the following attachments, which can be obtained by contacting Emily Hathcock at Barren River Area Development District, 177 Graham Avenue, Bowling Green, KY, 42101, (270-781-2381, or by email at emily.hathcock@bradd.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 Barren County Family YMCA and the City of Glasgow. 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 City of Glasgow is an Equal Opportunity Employer. The attention of offerors is particularly called to the requirements as to conditions of employment to be observed under the contract, Section 3, Segregated Facility, Section 109, Title VI, and EO 11246. Local, minority and female-owned firms are encouraged to respond.

ATTACHMENTS

A. PROBLEM STATEMENT

The City of Glasgow, KY, in Community Development Block Grant (CDBG) application partnership with the Barren County Family YMCA, is seeking to build an addition to the current YMCA structure at 1 YMCA Way, Glasgow, KY. The addition would accommodate a senior citizens' meal program, which is already in place and operational but utilizes other parts of the building that were not designed for it. (This includes a gymnasium that the YMCA could be used for its other community programs.) The addition's design shall also include fully ADA-compliant handicapped accessibility and must conform to all relevant building codes, standards, and guidelines for construction. This RFQ is for the design and should the CDBG grant proposal be approved bidding and construction/inspection services are required for the project.

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 the CDBG grant process). The architect will have a maximum of 60 days from the notice to proceed to have the project plans and specifications prepared and ready. Once CDBG funding is approved and released, 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 Barren County Family YMCA and the City of Glasgow.

E. PROPOSAL CONTENTS

The proposal must contain the following elements:

1. Qualification - Information reflecting the qualification(s) 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 state and federally funded programs. The information submitted should include as a minimum: (1) a Name of the project, (2) a Description of the project (including client, address, phone number, and name of the person who can provide a reference), (3) Type of State or Federal 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 the project, completion date, or current status of the project.
3. Capacity of Performance - Identify personnel to be assigned to the project, their titles, and their role(s). Demonstrate the ability of personnel to meet initial project budget and timelines.

4. Timetable for Completing Project – A 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 a committee comprised of City of Glasgow Officials, YMCA Management and Members, and a Barren River Area Development District Staff Member.

Questions concerning this RFQ should be addressed to Barren County Family YMCA CEO Tara Bailey (270-651-9622) or BRADD Associate Director of Planning and Development Emily Hathcock (270-781-2381, or email emily.hathcock@bradd.org).