



# **REQUEST FOR QUALIFICATIONS**

## **(RFQ) POLICE-01**

ARCHITECTURAL/ENGINEERING SERVICES FOR OLDHAM COUNTY

POLICE HEADQUARTERS

**OLDHAM COUNTY FISCAL COURT**  
**LA GRANGE, KENTUCKY**

Closing Date/Time:

March 29, 2024 at 1pm (EST)

Oldham County Fiscal Court  
Attention: Patrick Meador, Treasurer  
100 West Jefferson, Suite 4  
LaGrange, KY 40031

Phone: (502)222-9357 Fax: (502) 222-3210

**STATEMENT OF INTENT:**

Oldham County has recently purchased an existing building formally used as a gun shop/showroom and shooting range located at 6401 Cross Keys Boulevard, Crestwood, KY 40014. The building is a single story, concrete foundation, pre-engineered, metal and block walls with a metal roof. It was constructed in 1981 and contains about 35,334 square feet of gross building area on the main floor in addition to 9,857 square feet of mezzanine space. Oldham County is soliciting qualifications from Architectural/Engineering (A/E) firms for renovation and adaptive reuse of the facility for the Oldham County Police Headquarters. Upon completion, the Oldham County Police will relocate from their existing offices located in two buildings in Buckner, Kentucky. The shooting range will remain for use by Oldham County law enforcement and other law enforcement agencies. The solicitation will be publicly advertised in the legal section of the local newspaper, The Oldham Era and on line at Demand Star. The solicitation shall also be available electronically at website [www.oldhamcountyky.gov](http://www.oldhamcountyky.gov).

The County would prefer a firm with staff that has project experience that includes 2 or more law enforcement facilities and gun ranges. Proposals, comprising two or more A/E Firms, as a joint venture or similar teaming arrangement may be considered.

**SCOPE OF WORK:**

The Oldham County Fiscal Court is soliciting qualifications from qualified firms to provide Full –scope A/E services to design/create construction drawings/biddable package and oversee and inspect the construction of the police facility and indoor shooting range. The County is interested in a firm’s ability to design an energy-efficient police facility within the existing footprint that compliments and blends into the existing architecture. Interior and any new exterior materials for the new Police Headquarters should be strong and durable, as the building will need to last many decades. The Firm will address employee areas, visitor areas, spaces for target/pistol/rifle practice range, training, property rooms, interview rooms and appropriate accommodations for all areas of police functions. The Firm will address also the outside needs of building such as parking for pool vehicles, on duty patrol vehicles, visitor parking ,and general security of the building. Submissions shall include evidence of bidding projects of similar size and scope and information regarding construction inspection and construction support experience.

**PRE-SUBMITTAL MEETING AND SITE TOUR:**

The County will conduct a pre-submittal meeting and site tour. The meeting will be held at 6401 Cross Keys Boulevard, Crestwood, Kentucky 40014 (Open Range) on Wednesday, March

13,2024 at 1:00 PM EST. Attending the pre- submittal meeting provides the opportunity to tour the Project site to familiarize yourselves with site conditions and constraints for preparing a request for qualifications proposal. Please email [sclark@oldhamcountyky.gov](mailto:sclark@oldhamcountyky.gov) of your intention to attend the pre-submittal meeting and site tour. Please do so by end of day, Monday, March 11, 2024.

**SUBMISSION INFORMATION:**

RFQ's must be submitted in the format prescribed herein. Failure to comply with the directions listed in this RFQ, or omission of requested information, could result in disqualification. RFQ's are to be submitted in a sealed package, clearly marked with the following:

**RFQ POLICE-01**

**"ARCHITECTURAL/ENGINEERING SERVICES FOR OLDHAM COUNTY POLICE HEADQUARTERS"**

**Closing Date/Time: March 29, 2024 at 1 pm (EST)**

The RFQ's will be received at the offices of the Oldham County Fiscal Court.

**Oldham County Fiscal Court  
ATTN: Patrick Meador, Treasurer  
100 West Jefferson Street, Suite 4  
LaGrange, KY 40031**

One (1) original, five (5) copies, and a flash drive with the complete RFQ as a PDF; the RFQ must be received at the Office of Oldham County Judge-Executive by 1pm (EST) March 29, 2024. No RFQ's will be accepted after 1pm (EST). Faxed or emailed RFQ's are not acceptable. RFQ's received after the deadline will be returned to the sender unopened.

RFQ's received will become the property of Oldham County. All information contained in the RFQ's will remain confidential until after the award and signing of contract. Oldham County reserves the right to cancel the RFQ or to reject any and all responses received, to waive any technicalities or other conditions if it determines, in its sole discretion, that such cancellation or rejection is in the best interest of Oldham County.

**CONTACT WITH THE CLIENT:**

All questions are to be submitted to Stan Clark, CFO, [sclark@oldhamcountyky.gov](mailto:sclark@oldhamcountyky.gov). Questions are to be received no later than 5pm (EST) March 15, 2024. Responses to questions will be provided

to all firms who have requested RFQ information. All questions will be answered no later than 5pm (EST) March 22, 2024.

**COST OF QUALIFICATION:**

Oldham County assumes no responsibility or liability for the costs incurred by the submitting firm to prepare and/or submit a RFQ. The entire cost of preparing and submitting RFQ's, including oral presentations if required, or any work in connection therewith, will be borne by the submitting firm.

**RESPONSIBILITY OF SUBMITTING FIRMS:**

RFQ's must be signed by an authorized official to bind the firm. All signed RFQ's will be considered binding for a 90 day period after the receipt deadline.

**PROHIBITION OF GRATUITIES:**

Firms shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the Oldham County Fiscal Court for the purpose of influencing consideration of this RFQ.

**OWNERSHIP OF MATERIAL:**

Ownership of all data, material, and documentation originated and prepared for Oldham County pursuant to this RFQ shall belong exclusively to Oldham County.

**SELECTION AND NOTIFICATION:**

It is anticipated that the schedule for A/E selection will be as follows:

RFQ Issued and Advertised	March 7, 2024
Pre-Submittal Meeting and Site Tour	March 13, 2024
Deadline for written questions	March 15, 2024

Responses to questions no later than	March 22, 2024
Deadline to submit RFQ	March 29, 2024
Finalist selected and notified by	April 5, 2024
Interviews (if needed) completed by	April 12, 2024
Contract Negotiations	April 19, 2024

The firm selected will be notified by the Oldham County Judge-Executive. This project may be awarded in whole or in part at the sole discretion of the County. The County will negotiate and execute a contract prior to the beginning of the actual services. Should contract negotiations fail, Oldham County will negotiate with one of the highly ranked firms. In general, the contract will comply with applicable laws and standard provisions and shall contain the following terms: Detailed scope of services, schedule for providing services, and cost of services.

**INSURANCE:**

Prior to commencing work, the A/E firm shall furnish proof of insurance satisfactory to Oldham County Fiscal Court. Coverage shall include Worker's Compensation, Errors and Omissions, Professional Liability, an overall Umbrella Policy to supplement all underlying policies and such other coverage as fiscal court may deem necessary. Oldham County Fiscal Court must be named as an additional insured in all certificates of insurance.

**GENERAL:**

The A/E Firm agrees that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Firm further agrees that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.

RFQ's submitted are not publicly available until after award by Oldham County Fiscal Court. All RFQ's and supporting materials, as well as correspondence relating to this RFQ becomes the property of Oldham County.

**PROPOSAL REQUIREMENTS:**

The RFQ must be organized into a booklet with numbered pages and provided in a clear and concise 8 1/2" x 11" format. Foldouts of 11"x17" will be permitted.

- Transmittal or Cover Letter to include firm name, address, contact name, email address and telephone number. The submittal should also include contact name, email address and telephone number for primary person assigned to the project. The submittal must also include any addenda issued and state whether the firm has been involved in any litigation within the past five (5) years arising out of firms' performance - explain fully. List all exceptions to this RFQ.
- Provide an organizational chart of the Project Team. Provide brief resumes and state the relevant experience of each team member.
- Provide Firm's Qualifications. Identify the primary firm and contact person including address, e-mail and telephone number. Provide basic information about the background of the firm. For a multi-office firm, state the amount and type of staff resources available at each location.
- If the RFQ involves multiple firms, provide a concise identification of all firms which will be utilized. Include the nature of those firm's practices, and the extent of their respective roles in providing the proposed work for the County.
- Provide examples of at least two successful projects (no more than five (5)) that demonstrate the firm's expertise in designing and constructing Law Enforcement Headquarters or similar centers. Within this section provide the following information:
  - Project Name and Scope
  - Projected & Final Project Cost, if over or under budget, why?
  - Was Project Completion Date Met? If not, why?
  - Architect of Record
  - Project Manager
  - Name of project owner, contact name, email address and telephone number for reference

While every effort has been made to ensure the accuracy and completeness of information in the RFQ, it is recognized that the information may not be complete in every detail and that all work may not be expressly mentioned herein.

#### **EVALUATION PROCESS:**

The Selection Committee will review each RFQ received utilizing the following criteria. At the County's discretion, presentations may be requested as part of the evaluation process.

- Related experience on Enforcement Headquarters, indoor gun ranges or similar centers
- Respective qualifications of proposed Project Manager and Consultants (if any)
- Demonstrated experience in completing projects on time
- Demonstrated ability to meet cost control objectives
- Demonstrated ability to maintain quality control
- References from other completed projects

The Selection Committee will review the RFQ's and make recommendations to the Oldham County Fiscal Court.

#### **ASSIGNMENT OF CONTRACTURAL RIGHTS:**

It is agreed that the successful firm will not assign, transfer, convey, or otherwise dispose of a contract that results from this RFQ or the right, title, or interest in or to the same, or any part thereof, without prior written consent by Oldham County.

#### **STANDARD TERMS AND CONDITIONS:**

- Form of Agreement shall be AIA Standard Form of Agreement between Owner and Architect B101, 2017 Edition.

END