

**Request for Qualifications (RFQ) for Professional Architectural Design Services
For the City of Fort Thomas Municipal Building Improvements**

The City of Fort Thomas (City) is requesting Statements of Qualifications (SOQ) from professional architectural firms for the purpose of providing professional services for the "Program of Requirements", including planning, preliminary design and cost estimating for the City of Fort Thomas Municipal Building Improvements.

Project Description:

The purpose of this solicitation is to receive SOQs from qualified Architect/Engineering (A/E) Firms to assess needs, perform programming and conceptual studies, develop preliminary designs and prepare a preliminary opinion of project costs for improvements to the existing City Building. The City intends to make interior and exterior improvements to the existing City Building located at 130 N Fort Thomas Avenue, Fort Thomas, Kentucky 41075. Working alongside staff to develop the Program of Requirements is part of the Request for Qualifications. In general, the project will consist of interior and exterior building renovations that will also include electrical and mechanical systems.

The City of Fort Thomas will contract with the selected Firm for the preliminary planning and design efforts identified above. The City will reserve its option with the selected Firm to continue forward with final design and construction phase services for the Project.

Submittals:

Each respondent must submit eight (8) copies of its response to this RFQ by Friday, September 20, 2019 at 4:00 pm. (local time) to:

Ron Dill, City Administrative Officer
City of Fort Thomas
130 N Fort Thomas Avenue
Fort Thomas, Kentucky 41075

Write on the outside of the sealed envelope or box: "Statement of Qualifications for the Fort Thomas Municipal Building Improvements"

Anticipated Schedule:

The desire of the City is to have the selected Architect in place with a successfully negotiated contract for Programming Services by November 1, 2019.

Questions, Clarifications, and Addenda:

Information and questions about the project can be made in writing up to September 12, 2019 by contacting:

Ron Dill, City Administrative Officer
City of Fort Thomas
130 N Fort Thomas Avenue
Fort Thomas, Kentucky 41075
859.441.1055
rdill@ftthomas.org

Responses will be posted no later than September 16, 2019 at www.ftthomas.org. No oral questions or requests will be accepted by the City.

Qualifications:

Submittals shall be limited to 20 pages (8-1/2" x 11" one-sided printing), not including a one-page cover letter, Cover and Back, Table of Contents, and tabs, and shall include the following sections:

1. Information about the firm's history.
2. Education and experience of key personnel working on the project.
3. List of prior work completed by key staff within the following categories:
 - a. Municipal Facilities Design
 - b. Direct experience on other community facilities, including parks, schools, etc.
4. List of subconsultants used to provide any services not performed by the prime design firm.
5. List five relevant projects involving similar services performed for governmental clients which includes the following information for each project:
 - a. Project owner, name of project and location
 - b. Brief description of the project
 - c. Reference contact person and phone number
6. The firm shall demonstrate its use of design programs (REVIT and Civil 3D) through all phases of design and construction.
7. The firm/team's location and proximity to the site for purposes of attending meetings.
8. Project approach including firm's procedures for preparing budget estimates, performing design reviews, constructability reviews, and value engineering.

Following this evaluation, the individual project teams from the firms determined to be most qualified may be asked to meet with City representatives to present the firm's qualifications and proposed approach for the Project before final selection is made. Following this evaluation, the City will enter into contract negotiation with the firm deemed to be the most qualified.

Advertise: August 29, 2019