

Request for Proposal
For
Architect Services for
Construct Arts and Humanities Building
Somerset Community College
808 Monticello Street
Somerset, Kentucky

Solicitation No.: RFP-785-1500000103
Request for Proposal No.: RFP-537

Issued by The
Finance and Administration Cabinet

Kelly Hawkins, CPPB, Strategic Procurement Specialist I
Division of Engineering and Contract Administration
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**REQUEST FOR PROPOSALS
TO PROVIDE PROFESSIONAL SERVICES
Architect Services for
Construct Arts and Humanities Building
Somerset Community College
808 Monticello Street
Somerset, Kentucky
RFP-537**

Principal Design Professional: Architect

Project Name and Location: Architect Services for
Construct Arts and Humanities Building
Somerset Community College
808 Monticello Street
Somerset, Kentucky

Project Budget: \$2,000,000.00

Requested by: KCTCS

Response Deadline (Proposals Due): November 12, 2014, 3:00 PM ET

Short List Meeting: November 26, 2014. 9:00 AM ET
403 Wapping Street, 1st Floor, Frankfort, KY

Interviews: December 10, 2014. 9:00 AM, 10:00 AM, 11:00
AM
403 Wapping Street, 1st Floor, Frankfort, KY

Selection Process: SHORTLIST WITH INTERVIEWS - KRS
45A.825(8)

Selection Committee Members for this project: (Do NOT contact the Committee members!)

Finance and Administration No. 1: Bernard Engelman
Finance and Administration No. 2: Carroll McGill
User Agency No. 1: Ron Roberts
User Agency No. 2: Larry Abbott
At-Large: TBD, Terry Parker OR Byron Romanowitz OR
David Banks

Division of Engineering and Contract Administration Contact:

- Paul Gannoe, Div of Engineering, 403 Wapping Street, 2nd Floor, Frankfort, KY 40601, Phone: (502) 564-3155 EXT. 236, Email: Paul.Gannoe@ky.gov

Agency Contact:

- Jeff Callender, Somerset Community College, 808 Monticello St., Somerset, KY 42501, Phone: (606) 451-6675, Email: jeff.callender@kctcs.edu

General Procurement Information: Kelly Hawkins, CPPB: Phone: (502) 564-4414 Ext. 239. E-mail: Kelly.Hawkins@ky.gov

PROJECT DESCRIPTION

Somerset Community College is one of the fastest-growing community colleges in the nation. Their mission, as a member of the Kentucky Community and Technical College System, is to offer a high-quality, targeted education to meet the professional and personal goals of all Kentuckians.

Somerset Community College offers daytime, evening and weekend classes at six convenient campus locations. More information about Somerset Community College can be found at <http://www.somerset.kctcs.edu/>

As part of Kentucky Community College's BuildSmart initiative Somerset Community College will be planning and designing a new Arts and Humanities Building to be located on their North Campus. It will house the Art, Music, Theater and Culinary Arts programs. This selection will be for the programming, design and construction administration of the building. This facility will include a full Performing Arts Theater / Auditorium, Workshops, Seminar and Conference Space, an Art Gallery, Public Exhibition area, some classrooms, faculty offices and an administrative support area. It would also house the Culinary Arts program, including kitchen and dining area, perhaps with a separate entrance.

The design will be for an approximately 70,000 gross sq. ft. facility. Somerset Community College is interested in the design to include green sustainability elements and optimized energy performance.

The project shall be designed, built, and submitted for certification to comply with the applicable version of the state's High Performance Building Standards.

It is a goal of the college that the project should achieve a minimum rating of Certified using the LEED v4- New Construction and Major Renovation Project Scorecard. In addition they would like the project to achieve a minimum of 7 points for new and for existing buildings under the LEED Energy and Atmosphere Credit 1, Optimize Energy Performance.

The consultant team for this project should include an experienced group of planning and design professionals who can build upon the work of the college as well as work collaboratively with a Commissioning firm to be a state of the art facility. The consultants should include design professionals with extensive experience in postsecondary education planning, particularly community college planning, including the ability to facilitate discussions with faculty and staff. Consultants should have an understanding of and experience in academic space planning and utilization. The consultant team should include Audio Visual and Security Design professionals and BICSI RCCD certified designers. The intent of these two members is to provide detailed telecommunications and data communications infrastructure design for integration into the construction documents. The consultant team for this project should include members that can take this project from the planning stage through the construction phase of the project.

Initial funding will only include the Phase A development plan. The Phase A plan will be used by the College for fund raising activities and for use to gather support for the 2016-2018 biennium budget. It is anticipated that this project will be funded for construction in July of 2016.

CONSULTANT TEAM COMPOSITION

The consultant team shall include, at a minimum, the following professional design Disciplines/Expertise. Disciplines/Expertise may be reside in one or multiple persons/firms. The consultant team may include other expertise in additional to that listed below.

- Architect
- Mechanical Engineer
- Electrical Engineer
- Structural Engineer
- Site Design Professional
- Special Inspections

INDICATION OF KENTUCKY REGISTRATION

This project requires the services of an Architect and/or Engineer registered in Kentucky. Respondents are to provide, in their response submittal, Kentucky Architectural Registration or Kentucky Board of Registration for Professional Engineers numbers for each Architect and/or Engineer that will be providing services for this project.

RESPONDENTS ARE TO PROVIDE REFERENCES

Respondents are to provide a minimum of three (3) references from similar projects. These references are to include: name of project, address of project, date project completed, Construction amount, current contact person and phone number.

PROJECT SCHEDULE

Phase A Design 90 days

The balance of the project schedule will be developed (based on available funding) at the conclusion of Phase A design.

SPECIAL NOTES

Respondent's attention is called to the Requirement of Affidavits included in this RFP, **must be submitted with each proposal**. Failure to submit could result in your proposals not being scored.

A Federal Standard Form 330 Part II is not required to be on file **but must be included in your proposal. The minimum submittal requirement is for a 330 Part II for the lead firm of the consultant team**. A 330 Part II for each consultant team member is optional, but is often helpful to the Selection Committee in their review. The form is located at the following link:

<http://finance.ky.gov/services/stateplan/Pages/ConstructionFormsandInformation.aspx>

REGISTRATION WITH SECRETARY OF STATE:

Domestic and foreign corporations shall be registered with the Kentucky Secretary of State and declared to be in “good standing” prior to award of contract. Offerors should verify status at the following website: <http://www.sos.ky.gov> and click on “Business Services”. Failure to comply with this requirement within (5) days after notification may render your bid non-responsive.

REGISTRATION WITH SECRETARY OF STATE BY A FOREIGN ENTITY:

Pursuant to KRS 45A.480(1)(b), an agency, department, office, or political subdivision of the Commonwealth of Kentucky shall not award a state contract to a person that is a foreign entity required by [KRS 14A.9-010](#) to obtain a certificate of authority to transact business in the Commonwealth (“certificate”) from the Secretary of State under [KRS 14A.9-030](#) unless the person produces the certificate within fourteen (14) days of the bid or proposal opening. Therefore, foreign entities should submit a copy of their certificate with their solicitation response. If the foreign entity is not required to obtain a certificate as provided in [KRS 14A.9-010](#), the foreign entity should identify the applicable exception in its solicitation response. Foreign entity is defined within [KRS 14A.1-070](#).

For all foreign entities required to obtain a certificate of authority to transact business in the Commonwealth, if a copy of the certificate is not received by the contracting agency within the time frame identified above, the foreign entity’s solicitation response shall be deemed non-responsive or the awarded contract shall be cancelled.

Businesses can register with the Secretary of State at <https://secure.kentucky.gov/sos/ftbr/welcome.aspx>.

REGISTRATION with eMars (eProcurement):

In order to receive a contract in the State’s electronic procurement system (eMars/eProcurement), a vendor/contractor shall be registered to conduct business therein. Business entities not already registered may register by visiting the eProcurement website at (<https://emars.ky.gov/online/vss/AltSelfService>) and complete the registration information. The website has phone numbers and email addresses to facilitate answering any questions you may have with the registration or update process. Failure to comply with this requirement within (5) days after notification may render your submittal non-responsive.

INSTRUCTIONS FOR SUBMISSION OF PROPOSALS TO PROVIDE PROFESSIONAL SERVICES COMMONWEALTH OF KENTUCKY FINANCE AND ADMINISTRATION CABINET

I. STATUTORY AUTHORITY:

Selection of firms to provide professional services to the Commonwealth of Kentucky are governed by the provisions the Kentucky Revised Statutes, Section 45A from KRS 45A.800 to KRS 45A.835.

Procedural authority for this selection process can be found at KRS 45A.825 (8) (a-g).

A copy of the applicable Kentucky Revised Statutes may be requested from the office and address listed in Section IX, herein.

The Instructions set forth herein are applicable only to selections for professional services sought by the Finance and Administration Cabinet, and do not include any professional services selections made by the Transportation Cabinet.

II. RESPONSIVENESS:

The mission of the selection process is to provide a uniform methodology for the Commonwealth of Kentucky to procure professional architectural and/or engineering services.

The purpose of seeking responses is to afford the members of the Selection Committee the opportunity to fairly evaluate and compare your firm's qualifications with the project requirements. Selections will be determined through the unbiased and independent interaction of the members of the Committee. Therefore, it will be in your firm's best interest to be specifically responsive to the requirements of this solicitation. Given the number of selections presently being made within a short period of time, it will be in your firm's responsibility to carefully consider how to fulfill this requirement. To that end, the Selection Committee is asking the Respondents to submit a cover letter setting forth the Respondent's interest, capabilities, talents and expertise in complying with the project requirements.

The cover letter and Attachments are to be bound information submitted and incorporated therein. The cover letter shall be single sided, single-spaced 8 ½" x 11" paper using a minimum of 10 pt. Type and not exceeding four pages in length. This letter will serve as an introduction for the Selection Committee of the Respondent's qualifications and capabilities. It is not meant to limit a Respondent's submittal of other, supplementary and/or supporting information as described hereinafter. The imposed page limit will not be counted to include all Attachments, additional and/or supplementary information specifically sought by the Committee. **Results of shortlist meeting and interviews will be sent by e-mail. Please include your e-mail address in your letter.**

Respondents shall be limited to one (1) proposal **(to be bound entirely in one document)** per Respondent per Project. **(NOTE: In total provide six (6) identical copies of the bound document)** For the purposes herein, a "Respondent" means that legal entity which submits a proposal. Multiple Respondent proposals per Project will be deemed as being non-responsive.

The goal of the selection process is to match the requirements of the service to be provided with the most appropriate professional firm.

III. FIRM EXPERIENCE:

ATTACHMENT “A” - Provide a list of representative projects completed by your firm that would assist the Selection Committee’s consideration of the firm’s experience. While the number of projects presented is within your sole discretion, the list should focus on projects of similar scope and technical complexity sought by this solicitation. This list shall be appended to the cover letter and identified as **Attachment “A”**. The list of representative projects shall include the following specific information:

- A. Project Name and Location:
- B. Name and Address of Owner/Client:
- C. Project Description (including cost, size and present status, i.e. completed, etc.).

IV. PERSONNEL AND EXPERIENCE:

ATTACHMENT “B” - Provide an explicit list of the proposed Project team that will be assigned to this Project, should your firm be selected. The list shall identify the principal in charge, project manager/captain, key professional and technical staff. The list shall include any special consultants and/or business entities that the submitting firm proposes to engage and use for the Project. This list shall be appended to the cover letter and identified as **Attachment “B”**. Individual resumes are to be included in the supplementary supporting information submitted by the responding firm and should be designed to demonstrate personal and professional qualifications, experience and training that would be germane to this Project. Provide a brief outline of each individuals anticipated duties relative to this Project.

Project team members identified in Attachment “B” shall include registration or certification number(s) or other information evidencing current professional licensure in the Commonwealth of Kentucky when law requires such licensing. Provide this information on the attached form entitled “Individual Registrations/Firm Permits”.

Additional relevant information may be submitted by the Respondent that might assist the Selection Committee in the assessment of your firm’s qualifications.

Any known, or anticipated, changes in the composition of the proposed Project team shall be made known to the Selection Committee Administrator, in writing, prior to the completion of the selection process. Non-compliance with this requirement may be deemed as sufficient reason for disqualification.

ATTACHMENT “B-1” - The utilization of minority owned design professional firms is encouraged, wherever possible, in the selection of architects and/or engineers to provide design professional services to the Commonwealth.

To that end, respondents shall undertake a full good faith effort to identify and incorporate minority business enterprises (MBE) firms as a part of their proposed design professional team. For assistance with identifying potential small business vendors or subcontractors, contact the Cabinet for Economic Development’s Procurement Assistance Program at ced.kpap@ky.gov or call (800) 838-3266

For assistance in identifying minority design professional firms, respondents may contact the Office of Equal Employment Opportunity/Contract Compliance, Room 370, Capitol Annex, Frankfort, KY 40601; Phone: 502-564-2874. For the purposes of this submittal requirement MBE firms are those firms that have been certified by one of the following:

Commonwealth of Kentucky's SMALL BUSINESS CONNECTION website:

<https://secure.kentucky.gov/sbc/default.aspx>

Kentucky Transportation Cabinet Disadvantaged Business Enterprise directories:

<http://transportation.ky.gov/Civil-Rights-and-Small-Business-Development/Pages/Certified-DBE-Directory.aspx>

Finance and Administration Cabinet, Office of EEO/Contract Compliance: email

Finance.ContractCompliance@ky.gov or call 502-564-2874

U.S. Small Business Administration, Dynamic Small Business Search website:

http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm

Louisville/ Jefferson County Metropolitan Sewer District website:

<http://www.msdlouky.org/insidemsd/diverse/find.html>

Evidence of respondent's full good faith efforts is to be submitted as ATTACHMENT "B-1" briefly setting forth what efforts were made to seek and obtain the participation of a minority owned design professional firm on their proposed team.

V. QUALIFICATION REQUIREMENTS

Respondent shall be a lawfully qualified to do business with and within the Commonwealth of Kentucky.

A Federal Standard Form 330 Part II is not required to be on file but must be included in your proposal. The minimum submittal requirement is for a 330 Part II for the lead firm of the consultant team. A 330 Part II for each consultant team member is optional, but is often helpful to the Selection Committee in their review. The form is located at the following link:

<http://finance.ky.gov/services/stateplan/Pages/ConstructionFormsandInformation.aspx>

EQUAL EMPLOYMENT AND NONDISCRIMINATION

a. The Commonwealth of Kentucky is committed to a policy of providing equal job opportunities on public contracts and prohibiting discrimination based on race, creed, color, sex, age, religion, national origin, or disability in employment.

b. The utilization of minority Architects and Engineers and sub-consultants is encouraged, whenever possible, on public works contracts.

For assistance in identifying minority consultants, respondents to this RFP may contact the Kentucky Office for Minority Business Enterprises, 2329 Capital Plaza Tower, Frankfort, Kentucky 40601, or Office of Equal Employment Opportunity and Contract Compliance, Capitol Annex, Frankfort, Kentucky 40601.

c. Unless exempted in accordance with KRS 45.590, the provisions of KRS 45.560 to 45.640, known as the Kentucky Equal Employment Act of 1978, shall be binding upon the selected Architect-Engineer and the resulting contract shall contain the provisions set out at KRS 45.570(2).

d. Any respondent not exempted from the affirmative action or reporting requirements of KRS 45.560 to 45.640 shall, within five (5) calendar days after being selected submit to the Office of Equal Employment Opportunity and Contract Compliance, Finance and Administration Cabinet,

through the purchasing agency, the information required by KRS 45.600, on forms provided by the purchasing agency, and submitted in the manner prescribed on the forms.

VI. SUPPLEMENTAL INFORMATION SUBMITTAL:

In order to give each candidate firm equal and fair opportunity for consideration by the Selections Committee, please supply the following specific information as part of your Project submittal:

ATTACHMENT “C” - Address of the office(s) where the principal amount of Work of this Project will be performed.

Brief description and percentage of the work product that will be performed in-house by the Respondent.

Brief description and percentage of the work product that will be performed by others, not in-house.

Concise and succinct evidence of the Respondent’s present manpower utilization, and/or a brief statement how the manpower requirements of this solicitation would be met.

A complete listing of the following work load:

E.1. Current contracts with the Commonwealth of Kentucky, Finance and Administration Cabinet. Response is for Respondent firm only, and does not include Consultants. (Include Project Name, Scope and present status of the Project.)

E.2. Commonwealth of Kentucky contracts within the previous two years. Response is for Respondent firm only, and does not include Consultants. (Include Project Name, Scope and present status of the Project.)

E.3. Contracts with other design consultants as a retained Consultant on Commonwealth of Kentucky Contracts held by others for the above time periods. (Include Project Name, Scope and present status of the Project.)

VII. Access to Records

The contractor, as defined in KRS 45A.030 (9) agrees that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this contract for the purpose of financial audit or program review. Records and other prequalification information confidentially disclosed as part of the bid process shall not be deemed as directly pertinent to the contract and shall be exempt from disclosure as provided in KRS 61.878(1)(c). The contractor also recognizes that any books, documents, papers, records, or other evidence, received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS 61.870 to 61.884.

In the event of a dispute between the contractor and the contracting agency, Attorney General, or the Auditor of Public Accounts over documents that are eligible for production and review, the

Finance and Administration Cabinet shall review the dispute and issue a determination, in accordance with Secretary's Order 11-004. (See attachment)

VIII. REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS:

Respondent's attention is called to the Requirement of Affidavits included in this RFP, must be submitted with each proposal. Failure to submit could result in your proposals not being scored.

IX. RECIPROCAL PREFERENCE FOR KENTUCKY RESIDENT BIDDERS:

Best Value scoring is subject to **Reciprocal preference for Kentucky resident bidders and Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries (KAR 200 5:410).**

KRS 45A.490 Definitions for KRS 45A.490 to 45A.494.

As used in KRS 45A.490 to 45A.494:

- (1) "Contract" means any agreement of a public agency, including grants and orders, for the purchase or disposal of supplies, services, construction, or any other item; and
- (2) "Public agency" has the same meaning as in KRS 61.805.

KRS 45A.492 Legislative declarations.

The General Assembly declares:

- (1) A public purpose of the Commonwealth is served by providing preference to Kentucky residents in contracts by public agencies; and
- (2) Providing preference to Kentucky residents equalizes the competition with other states that provide preference to their residents.

KRS 45A.494 Reciprocal preference to be given by public agencies to resident bidders -- List of states -- Administrative regulations.

- (1) Prior to a contract being awarded to the lowest responsible and responsive bidder on a contract by a public agency, a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder.
- (2) A resident bidder is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:
 - (a) Is authorized to transact business in the Commonwealth; and
 - (b) Has for one (1) year prior to and through the date of the advertisement, filed Kentucky corporate income taxes, made payments to the Kentucky unemployment insurance fund established in KRS 341.490, and maintained a Kentucky workers' compensation policy in effect.
- (3) A nonresident bidder is an individual, partnership, association, corporation, or other business entity that does not meet the requirements of subsection (2) of this section.
- (4) If a procurement determination results in a tie between a resident bidder and a nonresident bidder, preference shall be given to the resident bidder.
- (5) This section shall apply to all contracts funded or controlled in whole or in part by a public agency.
- (6) The Finance and Administration Cabinet shall maintain a list of states that give to or require a preference for their own resident bidders, including details of the preference given to such bidders, to be used by public agencies in determining resident bidder preferences. The cabinet shall also promulgate administrative regulations in accordance with KRS Chapter 13A establishing the procedure by which the preferences required by this section shall be given.
- (7) The preference for resident bidders shall not be given if the preference conflicts with federal law.
- (8) Any public agency soliciting or advertising for bids for contracts shall make KRS 45A.490 to 45A.494 part of the solicitation or advertisement for bids.

The reciprocal preference as described in KRS 45A.490-494 above shall be applied in accordance with 200 KAR 5:400.

Determining the residency of a bidder for purposes of applying a reciprocal preference

Any individual, partnership, association, corporation, or other business entity claiming resident bidder status shall submit along with its response the attached Required Affidavit for Bidders, Offerors, and Contractors Claiming Resident Bidder Status. The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

A nonresident bidder shall submit, along with its response, its certificate of authority to transact business in the Commonwealth as filed with the Commonwealth of Kentucky, Secretary of State. The location of the principal office indentified therein shall be deemed the state of residency for that bidder. If the bidder is not required by law to obtain said certificate, the state of residency for that bidder shall be deemed to be that which is identified in its mailing address as provided in its bid.

Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries (KAR 200 5:410).

Pursuant to 200 KAR 5:410, and KRS 45A.470, Kentucky Correctional Industries will receive a preference equal to twenty (20) percent of the maximum points awarded to a bidder in a solicitation. In addition, the following "qualified bidders" will receive a preference equal to fifteen (15) percent of the maximum points awarded to a bidder in a solicitation: Kentucky Industries for the Blind, any nonprofit corporation that furthers the purposes of KRS Chapter 163 and any qualified nonprofit agencies for individuals with severe disabilities as defined in KRS 45A.465(3). Other than Kentucky Industries for the Blind, a bidder claiming "qualified bidder" status shall submit along with its response to the solicitation a notarized affidavit which affirms that it meets the requirements to be considered a qualified bidder- affidavit form included. If requested, failure to provide documentation to a public agency proving qualified bidder status may result in disqualification of the bidder or contract termination.

Past Vendor Performance may be considered in the award of this Contract. Vendors with a record of poor performance in the last 12 months may be found non-responsible and ineligible for award.

X. RESPONSE FORMAT, TIME AND PLACE:

Six (6) copies of the responses shall be complete and submitted to:

Kelly Hawkins, CPPB, Strategic Procurement Specialist I
Department for Facilities and Support Services
Division of Engineering and Contract Administration
403 Wapping Street, 2nd Floor
Frankfort, KY 40601

local Frankfort time the date established as the Response Deadline on the cover page of this solicitation. Any submittals received after the end of the solicitation period will not be given

consideration. **Submittals received without the required number of copies shall be deemed non-responsive.**

XI. RESPONSE EVALUATION CRITERIA:

All proposal responses will be afforded equal consideration by the members of the Architectural/Engineering Selection Committees as created by KRS 45A.810.

The Selection Committee will review your firm's previously submitted qualifications for firm size, organization, professional capabilities, location(s), workload(s) and general experience.

All proposals received will be evaluated using a numerical rating system designed to afford each Selection Committee member a reasonable, individual, objective standard to equate the qualifications of the Respondents. Criteria for evaluation is included in FAP-220-14-00 which is located at the following link:

<http://finance.ky.gov/services/eprocurement/Pages/LawsPrefReqsPolicies.aspx> An evaluation form is included herein for your review. Evaluation factors will include the reciprocal preference for resident bidders as required by KRS 45A.494.

Each Selection Committee member will review, consider, evaluate and assign a numerical score to each proposal. All proposals will be graded, then the three highest numerical scores will be ranked in order with the Respondent having the highest score in first place, the second highest score in second place, followed by the third highest score. Each Committee Member shall then indicate, in writing, their choices for first, second and third place. Each named first choice firm will receive three points followed by each second choice firm receiving two points and each third choice firm receiving one point.

The selection process will then follow either KRS 45A.825 (7) – Short Listing Without Interviews or KRS 45A. 825(8) – Short Listing With Interviews.

Short Listing Without Interviews - KRS 45A.825(7): The Committee shall then determine which firm received the highest score based on the points associated with the ranking of each members first, second and third choices. The Committee will notify the Director of Engineering and Contract Administration of the firm receiving the highest score and the Director of Engineering and Contract Administration shall then begin negotiations with the top-ranked firm.

Short Listing With Interviews - KRS45A.825(8): The Committee shall then determine the firms receiving the three highest scores based on the points associated with the ranking of each members first, second and third choices. The Committee will reconvene at a second executive session meeting to interview the three finalists. The finalists will be interviewed as prescribed by the statute and each Committee member rank the firms in the same two-tiered scoring described above.

KRS 45A.825 (9) & KRS 45A.825 (10) set forth the remaining steps in the selection process.

INQUIRIES AND ELECTRONIC COMMUNICATIONS:

Any and all inquiries pertaining to this solicitation shall be addressed to the Selection Committee Administrator - Kelly.Hawkins@ky.gov.

Electronic information related to the advertisement and solicitation for professional services may be viewed at: <http://finance.ky.gov/services/stateplan/Pages/default.aspx>

SPECIAL NOTICE:

Interested firms shall have no contact with any member of the Selection Committee about any matters relating to this solicitation. Any breach of this provision will be grounds for disqualification from the selection process.

SUBMITTAL CHECKLIST:

The following is a list of the required submittals for this solicitation:

- Cover Letter
- Attachment "A"- FIRM EXPERIENCE
- Attachment "B"- PROJECT TEAM
- Attachment "B-1" - MBE PARTICIPATION
- Attachment "C"- WORK PLACE AND WORK LOAD
- Attachment "D"- FEDERAL STANDARD FORM 330 Part II
- Attachment "E"- REQUIRED AFFIDAVITS
- Attachment "F"- KENTUCKY PERMIT AND REGISTRATION FORM

END OF INSTRUCTIONS

ATTACHMENTS: REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS
 SELECTION COMMITTEE STANDARD GRADING FORM

Solicitation/Contract #: _____

REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS PAGE 1 OF 2

FOR BIDS AND CONTRACTS IN GENERAL:

- I. Each bidder or offeror swears and affirms under penalty of perjury, that:
 - a. In accordance with KRS 45A.110 and KRS 45A.115, neither the bidder or offeror as defined in KRS 45A.070(6), nor the entity which he/she represents, has knowingly violated any provisions of the campaign finance laws of the Commonwealth of Kentucky; and the award of a contract to the bidder or offeror or the entity which he/she represents will not violate any provisions of the campaign finance laws of the Commonwealth.
 - b. The bidder or offeror swears and affirms under penalty of perjury that, to the extent required by Kentucky law, the entity bidding, and all subcontractors therein, are aware of the requirements and penalties outlined in KRS 45A.485; have properly disclosed all information required by this statute; and will continue to comply with such requirements for the duration of any contract awarded.
 - c. The bidder or offeror swears and affirms under penalty of perjury that, to the extent required by Kentucky law, the entity bidding, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sales and use tax imposed by KRS Chapter 139, and will remain registered for the duration of any contract awarded.
 - d. The bidder or offeror swears and affirms under penalty of perjury that the entity bidding is not delinquent on any state taxes or fees owed to the Commonwealth of Kentucky and will remain in good standing for the duration of any contract awarded.

FOR “NON-BID” CONTRACTS (I.E. SOLE-SOURCE; NOT-PRACTICAL OR FEASIBLE TO BID; OR EMERGENCY CONTRACTS, ETC):

- II. Each contractor further swears and affirms under penalty of perjury, that:
 - a. In accordance with KRS 121.056, and if this is a non-bid contract, neither the contractor, nor any member of his/her immediate family having an interest of 10% or more in any business entity involved in the performance of any contract awarded, have contributed more than the amount specified in KRS 121.150 to the campaign of the gubernatorial slate elected in the election last preceding the date of contract award.
 - b. In accordance with KRS 121.330(1) and (2), and if this is a non-bid contract, neither the contractor, nor officers or employees of the contractor or any entity affiliated with the contractor, nor the spouses of officers or employees of the contractor or any entity affiliated with the contractor, have knowingly contributed more than \$5,000 in aggregate to the campaign of a candidate elected in the election last preceding the date of contract award that has jurisdiction over this contract award.

Solicitation/Contract #: _____

REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS PAGE 2 OF 2

- c. In accordance with KRS 121.330(3) and (4), and if this is a non-bid contract, neither the contractor, nor any member of his/her immediate family, his/her employer, or his/her employees, or any entity affiliated with any of these entities or individuals, have directly solicited contributions in excess of \$30,000 in the aggregate for the campaign of a candidate elected in the election last preceding the date of contract award that has jurisdiction over this contract.

As a duly authorized representative for the bidder, offeror, or contractor, I have fully informed myself regarding the accuracy of all statements made in this affidavit, and acknowledge that the Commonwealth is reasonably relying upon these statements, in making a decision for contract award and any failure to accurately disclose such information may result in contract termination, repayment of funds and other available remedies under law.

Signature Printed Name

Title Date

Company Name _____
Address _____

Taxpayer Number: _____

Subscribed and sworn to before me by _____
(Affiant) (Title)

of _____ this ____ day of _____, 20__.
(Company Name)

Notary Public
[seal of notary] My commission expires: _____

Solicitation/Contract #: _____

**REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS CLAIMING
RESIDENT BIDDER STATUS**

FOR BIDS AND CONTRACTS IN GENERAL:

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:

1. Is authorized to transact business in the Commonwealth;
2. Has for one year prior to and through the date of advertisement
 - a. Filed Kentucky income taxes;
 - b. Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
 - c. Maintained a Kentucky workers' compensation policy in effect.

The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

Signature Printed Name

Title Date

Company Name _____
Address _____

Subscribed and sworn to before me by _____
(Affiant) (Title)

of _____ this ____ day of _____, 20__.
(Company Name)

Notary Public
[seal of notary]

My commission expires: _____

**MUST BE SUBMITTED WITH PROPOSAL
KENTUCKY PERMIT AND REGISTRATIONS**

Provide the Kentucky Permit for any Firm providing Engineering Services as defined under KY Law

Firm Name	Discipline	Permit #	Permit Expire Date

Provide the Kentucky Registration # of each individual listed in your proposal that is providing Architectural an/or Engineering services as defined under Kentucky Law.

Firm Name	Individual	Discipline	Registration #	Registration Expire Date

STATEMENT OF COMPLIANCE

I certify, under penalty of perjury, that I have provided all pertinent information required by this form and this information is true and accurate. I also certify that I have completely read and understand this form and will comply with these requirements during the life of any contract awarded.

AUTHORIZED SIGNATURE Printed Name

Title Date

**ARCHITECTURAL SELECTION COMMITTEE
INDIVIDUAL EVALUATION SUMMARY**

**Architect Services for
Construct Arts and Humanities Building
Somerset Community College
808 Monticello Street
Somerset, Kentucky
RFP-537**

RFP GRADING CRITERIA: **Firms will be scored on points available in each category.
WHOLE NUMBERS ONLY**

FIRM:

Firm's experience and capability to perform required services. (NOTE: Disciplines/Expertise may be combined in single firms where such expertise exists. Scoring shall be by discipline or expertise listed.)

Architect	25	Score _____
Mechanical Engineer	25	Score _____
Electrical Engineer	15	Score _____
Structural Engineer	15	Score _____
Site Design Professional	15	Score _____
Special Inspections	05	Score _____
Related Experience	30	Score _____
Ability to comply with Construction Budget	10	Score _____
Ability to meet Project Schedule	10	Score _____
Geographical Location with respect to project	05	Score _____
Work to be performed in Kentucky	05	Score _____
Responsiveness to Proposal	30	Score _____
TOTAL SCORE		_____

Reviewer: _____

Date: _____

**ARCHITECTURAL SELECTION COMMITTEE
SUPPLEMENTAL RANKING FORM**

**Architect Services for
Construct Arts and Humanities Building
Somerset Community College
808 Monticello Street
Somerset, Kentucky
RFP-537**

RFP GRADING CRITERIA:

For the purpose of arriving at the best qualified firm for this Project, as set forth in the Selection process criteria for this Project, each voting member of the Selection Committee shall rank their first, second and third choices based on the numerical scoring on the Grading Sheet. Based on the following formula, the firm with the highest number of points will be considered the Committee's collective first choice, etc. In the event of a numerical tie, consult the Selection Committee Member's Guide.

Reviewer's

First Choice: 3 Points
Second Choice: 2 Points
Third Choice: 1 Point

This method of ranking will determine both the listing of the three firms to be interviewed as well as for determining which firm will ultimately be recommended for the Project.

REVIEWER: _____

FIRST CHOICE: _____

SECOND CHOICE: _____

THIRD CHOICE: _____

Reviewer Signature: _____

Date: _____

ELECTRONIC RESPONSES ARE NOT PERMITTED
END OF RFP