

# **REQUEST FOR PROPOSALS**

**FOR**

## **ARCHITECTURAL SERVICES**

The McCracken County Fiscal Court is seeking proposals to provide architectural services for the design of a 130-bed low-risk type jail facility. The facility to be designed is to be constructed on property owned by the McCracken County Fiscal Court. Said property is located at Seventh and Adams Street in Paducah, Kentucky. For further information please contact Jailor Bill Adams, 400 South Seventh Street, Paducah, Kentucky 42003, Phone (270) 444-4730. Sealed proposals that are mailed or hand delivered should be submitted to the attention of Jailor Bill Adams (address above). Sealed proposals will be received until 3:00 pm local time on November 23, 2009.

### **Criteria for Selection**

Firms responding to this request for proposal must prepare their responses to the following items in the exact order listed below.

1. Name of firms, address, telephone number, fax number.
2. Name, title, phone and fax numbers of firm's contact person
3. Provide an organizational description of your firm. List all key members of the team you propose will work on this project. Include a brief resume for all key team members.
4. Include a list of your five most recent completed projects.
5. Identify any legal proceeding (arbitration, complaint or court action) filed by an owner against your firm for any project for which you provide architectural service during the last three years.
6. Include a sample of the standard contract you intend to use should your firm be selected as the successful firm.
7. Provide three previous owner/client references.
8. Provide a fee structure for: Architectural design, pre-construction service, construction management, and all other services.

### **Proposed Schedule**

Architectural services proposal deadline 3:00 pm local time, 11/23/2009

Architectural services contract award December 15, 2009

Preliminary facility plan complete February 1, 2010

Facility plan ready for construction bidding May 17, 2010