

REQUEST FOR PROPOSALS

The Museums of Historical Hopkinsville-Christian County are accepting Proposals for architectural design, inspection, and construction supervision services to be performed for the Pennyroyal Area Museum Rehabilitation Project. The project consists of a plan for the stabilization and restoration of the existing building exterior and interior.

In order to be considered, proposals must be received by 12:00PM local time (CST) on Tuesday, October 10, 2017. Two (2) copies of the proposal will be required. They should be sealed and clearly labeled *Pennyroyal Area Museum Rehabilitation Project*. The Museum of Historical Hopkinsville-Christian County reserves the right to reject any or all proposals.

The proposals will be evaluated and ranked on the basis of the following considerations:

1. Technical approach and expertise of the respondent with regard to the type of services to be provided and projects of a similar nature.
2. Past record of performance with the locality and other clients, including quality of work and timeliness.
3. Capacity and experience of personnel to work within time limitations, taking into consideration the current and planned workload of the firm.
4. Familiarity and experience with historic rehabilitation projects.
5. Proposed fee/Cost

Proposals should include the following information:

1. Outline the technical approach and expertise of the Respondent and provide the resumes of the individual(s) to be assigned to the project. The resumes shall detail each individual's title, education, current position with the Respondent, employment history and experience, highlighting projects of similar scope and complexity.
2. Describe the past record of performance with the locality and other clients. Highlight three (3) projects of similar scope and complexity. Include the name and number of a contact person for each referenced project.
3. Outline the firm's capacity for performance. Describe the time frame for services to be provided and staffing considerations such as availability, workload, etc.
4. State the base of operations for the firm and briefly analyze accessibility to the locality.
5. Describe the degree of familiarity with the locality and requirements of the project.
6. Provide a statement of proposed fees. A lump sum, fixed price fee will be required for design, inspection, and construction supervision and all associated services that will subsequently be included in a contract with the Museum.

The proposals will be scored based upon the following criteria:

EVALUATION/AWARD CRITERIA

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| 1. Technical Approach & Expertise | 30 points |
| 2. Past Performance | 25 points |
| 3. Capacity and Experience of Personnel | 20 points |
| 4. Familiarity and experience with historic rehabilitation | 40 points |
| 5. Cost/Fee | 35 points |

Total Points Possible 150

Questions concerning this Request for Proposals should be addressed to Ashley Johnson at the Pennyroyal Area Development District, 300 Hammond Drive, Hopkinsville, KY 42240, ashley.johnson@ky.gov, phone (270) 886-9484. All questions should be submitted in writing no less than 5 days prior to the deadline on October 10, 2017.

Proposals will be evaluated on the basis of written materials, therefore it is not necessary that a representative of the firm attend the evaluation meeting. After the close of evaluations, the highest-ranking firm will be contacted. If the highest ranked firm cannot enter into a satisfactory agreement, the second ranked firm will be contacted.

The Museums of Historical Hopkinsville-Christian County will adhere to the provisions of Title VI of the Civil Rights Act of 1964, and Section 3 in the implementation of this project.

No person shall be excluded from participation in, denied benefits of, or subjected to discrimination in the implementation of this program on the grounds of race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability. Attention is particularly called to the requirements as to conditions of employment to be observed under the contract, Section 3, Segregated Facilities, Section 109, Title VI, E.O. 11246, the Anti-Kickback Act and Section 504 requirements.

All Proposals should be addressed to: Pennyroyal Area Development District, Pennyroyal Area Museum Rehabilitation Project, c/o Ashley Johnson, 300 Hammond Drive, Hopkinsville, KY 42240. Proposals received after the deadline on October 10, 2017 at 12:00PM CST will not be considered.

Equal Opportunity Employer