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## **SECTION NO. 1- INVITATION**

The City of Paducah, Kentucky, seeks sealed Statements of Proposal ("Proposal") from qualified professional design services firms (Firm) to prepare and provide appropriate architectural and engineering contract documents (Project Documents) for permitting, investigative studies, design, historic preservation, bidding, and construction administration, observation, and inspection. The firm will assign a project manager to oversee the project and provide regular updates to the city project team. These services are for the City Hall Stabilization Project" (Project). The Project consists of the rehabilitation/replacement of the canopy and support columns in a manner consistent with the building's historic designation, including National Historic Register requirements, and the replacement/rehabilitation of the building's external drainage system.

Submitting firms will ideally have extensive experience in the rehabilitation of historic buildings and in addressing structural issues in large buildings. Firms should have expertise in replacing or retrofitting in-ground building drainage systems. Firms should be able to demonstrate and discuss previous projects that achieved very high levels of customer satisfaction with the design and construction services. Principals of interested firms must be appropriately licensed and/or registered in the Commonwealth of Kentucky to provide the requested services.

## **SECTION NO. 2- BACKGROUND**

In 2017, the City of Paducah awarded the City Hall Improvements- Phase 1 project to A&K Construction for exterior restoration at Paducah City Hall, located at 300 South 5<sup>th</sup> Street, Paducah, Kentucky. The Phase 1 project included concrete repairs and replacements; steel beam stabilization of the roof cantilever; roofing membrane and skylight replacement; exterior door and window replacement; and replacement of HVAC source equipment.

Phase 1 was completed in 2019, but in February 2025, deterioration became evident on the underside of the cantilever porch. A preliminary examination identified structural overstress in the canopy. The City Hall Stabilization Project will address the structural issues of the roof and support columns. The building is currently in active use and will remain in use during the construction project. All proposals should consider both the building's current use and its historic character. The building is currently listed on the National Register of Historic Places, McNP-56, Ref# 100000742.

The Project will also address the external water drainage system. During Phase 1, the roof and moat drainage systems were removed from the external drain system and rerouted to reduce water volume. The trench drain casings have collapsed and allowed dirt and debris to infiltrate the drain system. This has left a void underneath the entrance and exit ramps to the parking garage, with possible clogged drain traps and piping.

The system can no longer handle the already reduced water volume.

### **SECTION NO. 3- PROJECT DESCRIPTION**

The City Hall Stabilization Project has two (2) components:

1. Rehabilitation/replacement of the cantilever portion of the roof and the support pillars.
2. Rehabilitation/replacement of the building's external drainage system.

### **SECTION NO. 4- SCOPE OF SERVICES**

1. **Permitting:** Coordinate and file all necessary regulatory permits for all components of the project.
2. **Design:** Meet regularly with the City Project Team to ensure compliance with all project requirements and expectations.
3. **Construction Documents:** Provide preliminary and final construction design (30%, 60%, 90%, 100%) documents and services for the project.
4. **Construction Costs:** Provide necessary interim opinions of project cost during project development. Interim cost estimates are essential for the owner to make critical project financial decisions regarding overall project resources and budgeting.
5. **Public Meetings:** Participate in City Commission and other public meetings as requested for presentation of project design. The selected firm is expected to provide presentations/updates to the Board of Commissioners at critical project milestones. At a minimum, these will occur at project milestones during the design development phase; before the Construction bid phase; before awarding the construction bid; every quarter during construction; before substantial completion; and before closeout.
6. **Bid development:** Prepare and issue all bid documents for construction. Facilitate the pre-bid meeting. Review and qualify the bids received for the project
7. **Construction Administration:** The project manager will maintain regular communication with the construction contractor to ensure the project is built to the approved plans, within budget, and in compliance with all regulatory requirements. Coordinate monthly progress meetings during the construction process. Review and approve all submittals; prepare field reports; request contract modifications; respond to Requests for Information (RFIs); prepare the punch list; and provide other traditional construction administration services. Daily oversight and management of the project is required.
8. **Construction Observation, Inspection & Testing:** The project manager will provide appropriate pre-qualified field inspection personnel for the work during all phases of construction. Prepare daily inspection reports. Perform all necessary field testing. Daily oversight and management of the project is required. The project manager will provide all reports required by national and state historic preservation regulations.
9. **Project Closeout:** Complete necessary close-out procedures to ensure successful project delivery, including delivery of "As-Built" documents.

### **SECTION NO. 5- TIME LINE**

#### **1. RFP Issued**

This RFP is officially issued on February 13, 2026.

**2. Pre-Bid Meeting**

A MANDATORY pre-bid meeting will be conducted on **Thursday, February 19, 2026**, at 10:30 am CST at Paducah City Hall, 300 South 5<sup>th</sup> Street, Paducah, KY 42003. All interested firms must attend this meeting.

**3. Question and Answer Period and Protocol**

Please direct all inquiries regarding this project to Chris Yarber, Paducah Public Works Director, at **[cyarber@paducahky.gov](mailto:cyarber@paducahky.gov)**. Please clearly mark your email inquiries as "RFQ 2026-CITY HALL STABILIZATION PROJECT Inquiry" in the subject line. No phone inquiries will be accepted.

The City Project Team will respond to your questions in writing as soon as possible. The deadline for questions is set for **Friday, February 27, 2026, at 12 noon CST**. All inquiries and responses will be available on the City's website (<http://paducahky.gov/request-bids-or-proposals>) and updated as needed. All responses will come from **Chris Yarber, Public Works Director**. All addenda will be posted to the City's website, and it is the responsibility of the respondent to check for addenda before submission of the Proposal.

**4. Proposal Due**

Your completed Proposal is due to the City of Paducah by **4:30 p.m. CST on Friday, March 13, 2026**. Please submit five (5) hard copies of your submittal for our review. Please mail or hand deliver your submittal to:

**City of Paducah  
Attn: RFQ 2026-CITY HALL STABILIZATION PROJECT  
City Clerk's Office  
300 South 5<sup>th</sup> Street  
P.O. Box 2267  
Paducah, KY 42002**

**NO ELECTRONIC SUBMITTALS WILL BE ACCEPTED.** No late submissions will be accepted.

**5. Oral Presentation Interviews**

Interviews will be conducted for the shortlisted firms. The interviews will be limited to one (1) hour per firm. The firm will be required to deliver an oral presentation supported by PowerPoint, demonstrating its relevant experience and outlining its strategy to meet the City of Paducah's needs. All members of the firm who are essential to the project should attend the interview. The interviews will be conducted at Paducah City Hall, 300 South 5<sup>th</sup> Street, Paducah, KY 42003.

**6. Board of Commissioners Presentation and Project Award**

The selected firm will be required to present to the Paducah Board of Commissioners, at a regularly scheduled meeting, an outline of its qualifications and plan for the design of the City Hall Stabilization Project.

## **SECTION NO. 6- SUBMITTAL REQUIREMENTS**

Firms interested in this project should submit a Proposal in five (5) hard copies **by 4:30 p.m. CST on Friday, March 13, 2026**. Comb binding is preferred, but not mandatory. Firm's submission must conform to the following: All sets must be appropriately labeled. Each set shall be organized using the tabs specified below. Firm(s) will be selected through a matrix-based selection process based on the criteria below.

Submittals must be received by the specified date and time. On the submittal package, please display: **Firm Name, Project Title, and RFQ number**. All submittals shall be addressed to:

**City of Paducah  
Attn: RFQ 2026- City Hall Stabilization Project  
City Clerk's Office  
300 South 5<sup>th</sup> Street  
P.O. Box 2267  
Paducah, KY 42002**

### **REQUIRED FORMAT, PAGE REQUIREMENTS**

**Submittal Cover Letter:** one (1) page cover letter, two (2) pages of financial information

**TAB A:** Project Experience (three (3) pages per project, maximum of three (3) projects). Past Performance Letters of Recommendation (maximum one per project identified)

**TAB B:** Key Project Personnel Resumés (one page per resumé, **plus organizational chart**)

**TAB C:** Method of Approach (**maximum 10 pages**)

**TAB D:** Cost Proposal (**maximum 5 pages**)

Adherence to the maximum page criterion is critical: each page side (maximum 8 ½" x 11") with criteria information will be counted. Pages that have project photos, charts, and/or graphs will be counted towards the maximum number of pages. Front and back covers, Table of Contents, and divider (tab) pages will not be counted unless they include qualification information that the selection panel could consider. Resumés should provide information for key project staff (no company profiles) and should not include project pictures or general firm details. Any additional company or non-key staff information contained in the resumé section will count toward the maximum page allowance. Do not submit additional information not listed herein. Font size must be at least 11 points.

### **COVER LETTER**

Within the one-page cover letter, include:

- Firm's full legal company name and DBA (if applicable)
- Address
- Phone number
- Website
- Firm's Federal tax identification number (EIN)

- Name & contact information of the project manager who will be tasked with the completion of the scope of services described herein
- Brief statement of your understanding of the scope of work to be performed
- Confirmation that you understand that you will be required to obtain a Paducah Business License to perform work, and the business license will need to be kept current throughout the duration of the contract.
- Confirmation that, if awarded the contract, you acknowledge the complete responsibility to fulfil the entire agreement, and this includes any payments of all charges associated with the contract.
- Any litigation and/or claims currently against your firm.
- Confirmation that you are authorized to make the proposed offer.

#### **TAB A: PROJECT EXPERIENCE (30 POINTS)**

Identify at least one (1) but no more than three (3) relevant projects. Demonstrate the experience your firm and/or proposed team, including key sub-consultants, has on projects same/similar to that described in the solicitation for same/similar services. Same and/or similar services are defined as the following:

1. Construction/rehabilitation of historical buildings as described in the project description.
2. Repair/rehabilitation of large buildings with structural issues.
3. Please include graphic examples of completed work on the identified projects (gate-folded 11"x17" page acceptable and counts toward the three (3) page maximum for each project.)
4. Please include pre-project fee estimate, construction contract award amount, and final project costs for each project.
5. Provide a letter of recommendation for each project.

#### **TAB B: EXPERIENCE OF KEY PERSONNEL (20 POINTS)**

The Firm must provide resumé data for the following key project personnel: Lead Project Manager, Structural Engineer, Architect of Record (if different from the lead), Historical Consultant, and Landscape Architect. All applicable positions noted must be licensed in the Commonwealth of Kentucky.

The Firm may also include resumé data for other personnel, as it is considered key to a successful project. Resumé information to be provided shall be limited to no more than one (1) page per person and shall include the following information at a minimum:

- a) Name and title
- b) Project assignment
- c) Name of firm with which associated
- d) Years of experience with this firm and with other firms
- e) Active professional registrations, year first registered, if applicable
- f) Other experience and qualifications relevant to same/similar described in TAB A or pertinent other projects/work required under this contract
- g) Education: degree(s), year, specialization, if applicable

Include an organizational chart (maximum 2 pages) at the end of this tab; the chart may be submitted in 11"x17". Provide an organizational chart that depicts the project team organization and lines of authority. Clearly indicate superior/subordinate reporting relationships; provide names and titles of key project personnel. Include, if applicable, key project personnel from major sub-consultants who would contribute to significant portions of any work associated with this project.

## **TAB C: METHOD OF APPROACH (30 POINTS)**

### **Project Approach and Schedule**

1. Provide a list of services to be provided by your team.
2. Confirm that you have sufficient capacity to take on the design, historic administration, project management, and construction administration services described in the scope of services herein, as well as a project manager to inform the city project team.
3. Clearly identify services provided by your firm and services provided by an outside consultant on behalf of your firm. Please ensure the firm's qualifications are substantiated in your Proposal and in your interview, if your firm is selected as a finalist.
4. Clearly describe your unique approach, methodologies, knowledge, and capability to perform the scope of services described herein.
5. Please provide examples of any value-based design/engineering your firm has successfully recommended for adoption.
6. Describe any experience that supports your ability to handle the proposed work successfully.
7. Describe any specialized knowledge you may possess for successfully designing and administering the construction of the project.
8. Include a detailed anticipated schedule, particularly as it relates to grant timeline requirements (11"x17" may be used.)
9. Outline management tools, techniques, and procedures used to maintain project schedules and budgets.
10. Describe your firm's approach to identifying key issues and your approach to recommending corrective actions.

## **TAB D: COST PROPOSAL (20 POINTS)**

1. **Provide a NOT-TO-Exceed sum for each component of the project (canopy & drainage).**
2. **Provide a LINE-ITEM breakdown for the NTE sum of each component.**
3. **Provide an hourly rate for personnel for the project.**

## **SECTION NO.7- SELECTION PROCESS**

**Review:** A Selection Committee will review, evaluate, and score the Proposals in accordance with the standards and evaluation criteria established above. The City anticipates awarding a Professional Services Contract to the firm it considers to be most qualified for the successful execution of this project. Failure to attend the mandatory pre-bid meeting or adhere to submittal package requirements will result in the proposal being disqualified.

**Finalists:** This Request for Proposals (RFP) is being conducted pursuant to KRS45A.370. The process will be to evaluate and score the qualifications submitted in response to this RFP, then rank the firms in descending order of score into a short list of finalists.

**Interviews:** The short-listed firms will be asked to make a presentation and answer questions related to the project. The Selection Committee will be focused on ensuring that the successful firm's experience and qualifications are a good match for the City Hall Stabilization Project.

**Selection:** The Selection Committee will determine the most-qualified firm from the short list of finalists based upon the criteria referred to herein. Discussions will be conducted with short-listed firms.

**Contract Award:** The City of Paducah will enter a contract with the responsible firm whose proposal is determined to be the most advantageous to the City based on the evaluation criteria set forth in this RFP. The unselected finalists will be placed on standby pending successful ratification of the contract by all parties.

**Recommendation:** The Selection Committee will recommend the selected firm to the Board of Commissioners after the completion of the evaluation process.

**Approval:** The City of Paducah Board of Commissioners will be required to approve the contract prior to ratification by the City. Upon ratification, a kickoff meeting will be scheduled within 15 days to issue a Notice to Proceed and begin work a Notice to Proceed to be issued and work to begin. It is expected that 100% complete and accepted bid documents will be available for bid within nine (9) months of the Notice to Proceed.

#### **SECTION NO. 8- ADDITIONAL INFORMATION**

**City Rights.** The City of Paducah reserves the right to accept any and all proposals. All proposals become the property of the City of Paducah. The City of Paducah reserves the right, at its sole discretion, to terminate this process at any time or reject any and all proposals without penalty prior to the execution of an agreement with the selected firm. Any agreement resulting from this process shall be done so as deemed in the best interests of the City.

**Acceptance of Evaluation Methodology.** By submitting its Proposal in response to this RFP, respondent acknowledges and accepts the evaluation process, the established criteria and associated point values, and that the determination of the “most qualified” firm will require subjective judgements by representatives of the City of Paducah.

**Release of Project Information.** After the RFP submission deadline, the City shall release all public information concerning this project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City.

**Contact with City Employees and Elected Officials.** All firms interested in this project (including the firm’s employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the Selection Committee, City Elected Officials, Department Directors and other City staff. This policy is intended to create a level playing field for all potential firms, ensure that contract decisions are made in public, and protect the integrity of the selection process. All inquiries regarding this selection process should be directed to the authorized representative identified below.

**Compliance with Law.** The selected firm agrees to be bound by all Federal, State, and local laws, regulations, and directives as they pertain to the performance of the agreed-upon contract.

**Equal Employment Opportunity.** The selected firm shall ensure that employees and applicants for employment are not discriminated against because of their race, religion, color, sex, national origin, age, or disability.



**Drug Free Workplace.** The City of Paducah has adopted a Drug and Alcohol Free Workplace Policy in compliance with 803 KAR 25.280, in which drug and alcohol use and abuse in the workplace are prohibited. All consultants, contractors, and subcontractors doing business for the City of Paducah shall adhere to this policy.

**License Requirements.** All firms doing business in the City of Paducah are required to be licensed in accordance with the City of Paducah's Code of Ordinances. The successful firm shall be required to obtain a City of Paducah Business License at the time the professional services contract is signed. Information regarding business licenses can be obtained at the City's website: [www.paducahky.gov](http://www.paducahky.gov).

**Insurance Requirements.** Firms selected to do business with the City of Paducah must carry appropriate professional liability

**Examination of Specifications and Project Site.** Before submitting a Proposal, each firm should carefully examine the RFP and visit the project site. Each firm should fully inform themselves prior to submittal as to all existing details of the project. The submission of a Proposal will be construed as conclusive evidence that the submitter has made such an examination.

**Questions.** Questions pertaining to this selection process or contract issues should be directed **VIA EMAIL ONLY** to Chris Yarber, Public Works Director at [cyarber@paducahky.gov](mailto:cyarber@paducahky.gov). All questions must be received by **Friday, February 27, 2026, by 12 noon CST**. Please clearly mark your email inquiries as **"RFQ 2026-City Hall Stabilization Inquiry"** in the subject line. Responses to questions that materially change the scope or intent of this RFP will be issued via addendum on the City of Paducah's website. The City will not notify respondents of posting of addenda. Therefore, it is the respondents' sole responsibility to check the website periodically for all issued addenda. Failure to include acknowledgement of all addenda may be cause for rejection of the proposal.