

REQUEST FOR QUALIFICATIONS

RFQ #2025-EOC-Safe Room

Engineering/Design Services
for Tornado Safe Rooms & Emergency Operations Center



Prepared by:

Warren County Fiscal Court / Emergency Management
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Phone 270-843-4146

REQUEST FOR QUALIFICATIONS

RFQ #2025-EOC -Saferoom

Sealed proposals will be received in the Warren County Fiscal Court Clerk's office, 429 East Tenth Street, Bowling Green, Kentucky, until 10:00 a.m. CT, July 18, 2025, for the Engineering/Design Services for a Tornado Safe Room & Emergency Operations Center.

All proposals must be turned in to the Warren County Fiscal Court Clerk's office, 429 East Tenth Street, Bowling Green, Kentucky, no later than 10:00 a.m. CT on July 18, 2025. Proposals cannot be accepted at any other location. We will acknowledge receipt of all proposals, but no cost information will be announced.

Proposals must be received by the designated date and time, and none will be considered thereafter.

The Warren County Fiscal Court, Kentucky reserves the right to reject all proposals received, and to select that proposal which it determines to be in its best interest. The award for this RFQ will be made based on the best evaluated offer as permitted in KRS 45A.365. The lowest price best evaluated and or best evaluated qualifications will be the basis for this award.

All forms, information, and specifications regarding this request for proposals are available on our web site at <https://bit.ly/EOCBids>. Respondents are to submit their proposal in a clearly marked sealed envelope.

The Respondent is to clearly mark the sealed proposal with the bid number and description listed above.

Make sure the shipping envelope has bid number listed clearly on the outside as well. Warren County Fiscal Court is not responsible for the premature opening of, or the failure to open, a sealed proposal not properly addressed or identified.

The failure to submit ALL forms and information required in this RFQ may result in disqualification. The Warren County Fiscal Court will not be responsible for any cost associated with the preparation of this proposal. If there are any errors discrepancy or omission, the company shall immediately notify Warren Fiscal court in writing and request modification.

Respondents are invited to be present at the opening of the proposals submitted.

For questions about the project the bidder can Contact the following:

Ronnie Pearson	Warren County Emergency Management, Director	270-781-8776
Charles O Neal	Warren County Emergency management Deputy Director	270-781-8776

FOR: Warren County Fiscal Court
Crystal Cummins: Warren County Fiscal Court Clerk

SECTION A REQUEST FOR QUALIFICATIONS

Tornado Safe Room and Emergency Operations Center Project

A-I. Introduction: The Warren County Fiscal Court is requesting qualification statements from design firms wishing to assist Warren County Fiscal Court with civil engineering, structural engineering, architectural design, MEP engineering, plan development and possible construction management and inspection of one (1) Multi story building at 2325 Airway Court that will contain a tornado safe room and an Emergency Operations Center with Office space for additional Agencies. This building will be attached to an existing metal building to serve multiple agencies. The size or stories of the new section of this project is to be determined by consultation with the successfully awarded company. This safe room area will be able to accommodate 1000 people and provide as part of that space, an Emergency Operations center that will be utilized to Coordinate larger scale emergencies and catastrophes. The FEMA design standards will be utilized to determine size and design.

The area of the project is shown on the map below (Attachment A).

In the last 25 years, Warren County has seen a significant rise in large scale events for weather related to tornadoes, floods and other emergencies. This project is to ensure additional safe places for citizens and Emergency response staff to have a hardened structure to protect the vital functions of Bowling Green and Warren County Governments. In response to the severe weather, the Kentucky Emergency Management (KYEM), through the Hazard Mitigation Program (HMGP), selected Warren County Fiscal Court for funding under the presidentially declared disaster 4702. The Warren County Fiscal Court has been approved with Phase I HMGP funds to complete the engineering and design drawings required to move forward with Phase II construction at the following location:

- 2325 Airway Court, at approximately 36.57'25.91N -86.25'16.70 W

A-II. Summary of Services & Expected Deliverables:

- Prepare all final survey, design, and engineering components, including final construction plans, and assist in preparation of bid documents consistent with all local, State, and Federal requirements, which includes demonstrating eligibility with FEMA P-361, April 2021, Fourth Edition, Guidance for Community and Residential Safe Rooms.
- Updated cost estimate based upon the final design.
- Revised work schedule to implement the proposed measure within the remaining grant Period of Performance, June 10, 2026.
- Receive all required permits through all local, State, and Federal permitting agencies.
- Ground disturbance information, including area and depth of proposed ground disturbance.

Maps of proposed ground disturbance should be provided.

III. Submittal Requirements and Criteria: Interested firms will submit their qualifications which shall include the following information:

- 1) Firm's contact information
- 2) Narrative explaining the firm's qualifications for the project
- 3) Summary of firm's recent experience in similar/representative projects
- 4) Name, experience, and designated role of key personnel on this project
- 5) Ability to meet required timelines
- 6) Ability to integrate this project into the firm's present workload
- 7) References: names and telephone numbers of previous clients with a description of the type of project completed, the time frame for the process, and the date completed

SECTION B EVALUATION CRITERIA

B-2.0 EVALUATION CRITERIA

The Statement of Qualifications will be reviewed and evaluated by a selection committee according to the firm/project team's relevant knowledge and experience in the elements described in the summary of services requested and the ability to undertake and complete the project in a timely manner. Specific evaluation criteria will include the following:

A. Experience with Similar Projects	40 points
B. Personnel Experience & Capacity	40 points
C. Project Team Availability & Resources	15 points
D. Familiarity with Local Conditions	5 points

B-2.1 SELECTION PROCESS

Evaluation Process

A committee of personnel from the Warren County Fiscal Court and Departments will be used to evaluate submittals and select a consultant for this project. This selection committee shall complete the entire selection process within thirty (30) days from the due date of the proposals.

The Warren County Fiscal Court may engage in individual discussions with respondent(s) deemed subject to award. At the conclusion of such discussions, the respondent(s) will be ranked in order of preference based on the evaluation factors published in this RFQ and on all information obtained during the selection process. Once the selection is made, based upon a ranking process, negotiations may begin to define the scope of work and associated costs that will lead to a contract.

The Warren County Fiscal Court shall thereafter attempt to finalize a contract with the respondent ranked first. If a contract, final scope and schedule satisfactory and advantageous to Warren County Fiscal Court can be negotiated for a price considered fair and reasonable, the award shall be made to such respondent; otherwise, negotiations with the respondent ranked first shall be formally terminated and negotiations conducted with the respondent ranked second, and so on, until a contract can be negotiated for a fair and reasonable price. Should Warren County Fiscal Court determine in its sole discretion that only one respondent is fully qualified, or that one respondent is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that respondent.

BID FORM

Bid #2025-26

(Shall be included with sealed bid)

TO; Warren County Fiscal Court
c/o Warren County Fiscal Court Clerk's Office.
429 East Tenth Street
Bowling Green, KY 42101

FROM:

Phone:

Fax:

E-Mail:

The undersigned hereby certifies that he has carefully examined the specifications and is familiar with the type of service/equipment/supplies to be furnished as set forth.

The undersigned proposes to furnish the supplies and/or equipment that will perform in a satisfactory manner and that is in accordance with the specifications set forth.

The bidder herein certifies by signature that all specifications have been reviewed and that any variations to the Warren County Fiscal Court specifications, including both exceptions to and enhancements of the same, are clearly spelled out in an attachment to this bid.

The Respondent herein certifies by signature that all addendums issued to this bid offering, if any, have been reviewed and the Respondent is fully aware of the implications of the addendums on the bid offering.

Acknowledgment of Addendum(s) (If Applicable)

Addendum #1: _____

Addendum #2: _____

Addendum #3: _____

Addendum #4: _____

The bidder herein certifies by signature, that the Responsibility of Bidder Form has been fully completed and attached hereto as part of the bid.

Are there any exceptions to the specific specifications set forth on bid?

Yes, _____ No _____

If yes, please explain. _____

Company or Individual Name _____

Doing business as (DBA) _____

Street Address _____

P.O. Box Number _____

City, State, Extended Zip Code _____

Official Name (Printed) _____

Official Signature _____ Date Signed _____

An original and three (3) copies of this bid packet, with the original clearly marked, should be submitted.

RESPONSIBILITY OF BIDDER FORM

This form must be completed in full and submitted with a bid. Misrepresentation or failure to complete will automatically disqualify the bid. All information is confidential and exempt from the Open Records Law, pursuant to KRS 45A.395.

NAME _____

Phone # () _____

ADDRESS _____

Street or PO Box Warren County Fiscal Court State Zip Code

1. Type of services/supplies provided in normal course of business:

2. Length of time in business:

3. Experience in providing bid-required services/supplies:

4. Currently a party/defendant in lawsuit(s)? () Yes () No

If yes, explain.

5. State history as party/defendant in lawsuit(s)

6. Name of contract/product liability insurance carrier:

Limits: \$

7. If construction bid:

(a) How many other projects are currently ongoing?

(b) How many bids are currently submitted elsewhere?

(c) Have books been audited by CPA? () Yes () No

Date of last audit _____

* 8. Warren County Fiscal Court and Or Warren County Occupational License No.

9. List of reference (public or private) and contact person for whom similar services/supplies provided:

Name of Firm Address Contact Person

Name of Firm Address Contact Person

Name of Firm Address Contact Person

Note: If more space is needed, please attach separate sheet(s).

I do solemnly swear that to the best of my knowledge and belief the above is a true and accurate statement of facts.

Signed Date _____

State of: _____ County of _____

Sworn to and subscribed before, me, a Notary Public, this day of, 2024.

My commission expires _____

Notary Public

PROFESSIONAL CONSULTANT/SERVICE PROVIDER

STANDARD HOLD HARMLESS & INDEMNIFICATION CLAUSE, AND INSURANCE REQUIREMENTS FORM

I. PROFESSIONAL HOLD HARMLESS AND INDEMNIFICATION CLAUSE

Professional Consultant/Service Provider agrees to indemnify and hold harmless the Warren County Fiscal Court its elected and appointed officials, officers, employees and agents ("City") in interest from all claims, damages, losses and expenses including court costs, attorneys' fees, arising out of or resulting, directly or indirectly, from the Professional Consultant/Service Provider's (or Professional Consultant/Service Provider's subcontractor's) performance or breach of the contract, including claims resulting from negligent acts, errors or omissions.

This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Contract.

II. INSURANCE

Professional Consultant/Service Provider shall not commence work under this Contract until all insurance required under the Contract Document has been obtained and copies of policies or certificates thereof are submitted and approved by Warren County Fiscal Court. The Professional Consultant/Service Provider shall not allow any subcontractor to commence work until the insurance required of such subcontractor has been obtained and copies of Certificates of Insurance retained by Professional Consultant/Service Provider evidencing proof of coverage. Prior to commencing work, the Professional Consultant/Service Provider shall maintain continuous liability coverage written on an occurrence basis or, if a claim-made basis, with an extended coverage provision (ERP) option of not less than three years. Coverage will be provided through insurance companies licensed to do business in the State of Kentucky with a Best Rating of A- or better.

Without limiting Professional Consultant/Service Provider's indemnification requirements, it is agreed that Professional Consultant/Service Provider shall maintain in force at all times during the performance of this agreement the following policy or policies of insurance covering its operations, and require subcontractor, if subcontracting is authorized, to procure and maintain these same policies until final acceptance of the work by the Warren County Fiscal Court. The Warren County Fiscal Court may require a Professional Consultant/Service Provider to supply proof of subcontractor's insurance via Certificate of Insurance, or at Warren County Fiscal Court option, actual copies of policies.

The insurance to be procured and maintained and the minimum Limits of Liability shall be as follows, unless different Limits are specified by addendum to the Contract:

1. **COMMERCIAL GENERAL LIABILITY** – Including contractual liability, bodily injury and property damage combined at a minimum of \$1,000,000 for each occurrence; personal and advertising injury of \$1,000,000 any one person or organization and \$1,000,000 in the aggregate.

2. **WORKERS' COMPENSATION** insuring the employers' obligations under Kentucky Revised Statutes Chapter 342 at Statutory Limits and **EMPLOYERS' LIABILITY** - \$1,000,000 each accident, \$1,000,000 each employee and \$1,000,000 policy limit.

3. **PROFESSIONAL LIABILITY INSURANCE** - With a \$1,000,000 Limit of Liability per occurrence and a minimum of \$2,000,000 per annual aggregate. Any stated per project or per location limit shall not be less than the per occurrence limit of \$1,000,000. This requirement applies to professional services performed by Engineers and Architects. Commercial General Liability, Professional Liability and Auto Liability policies shall be endorsed to contain the following provisions:

a) “The Warren County Fiscal Court, its elected and appointed officials, employees, agents and successors and volunteers are named “Additional Insured”. The coverage shall contain no special limitations on the scope of protection afforded to the Warren County Fiscal Court and may not include terms which make the coverage excess to other insurance on which the Warren County Fiscal Court may also qualify as an additional insured.

b) The insurance coverage for the Professional Consultant/Service Provider entering into a contract shall be on a primary and non-contributory basis for liability arising out of activities performed by or on behalf of the Professional Consultant/Service Provider entering into this contract for service including the insured's general supervision of the premises owned, occupied or used by the Professional Consultant/Service Provider entering into this contract and ongoing operations as well as completed operations and work performed by Professional Consultant/Service Provider. Any insurance or self-insurance maintained by the Warren County Fiscal Court, its elected and appointed officials, employees, agents and successors and volunteers, shall be excess of the Professional Consultant/Service Provider's insurance coverage.

c) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the city, its elected and appointed officials, employees, agents and successors and volunteers.

All Coverage

a) Each insurance policy carrier shall endeavor to provide written notice if the policy is suspended, voided, canceled, non-renewed, reduced in coverage or in limits. Lessee is required to provide 15 days advance written notice to the Lessor if the policy is to be suspended, voided, canceled, non-renewed, reduced in coverage or in limits.

b) Any deductibles or self-insured retentions must be declared to and approved by the Warren County Fiscal court.

c) Certificates of Insurance (COI) as required above shall be furnished to My COI. Registration with My COI is required and can be performed by the Service Provider (Vendor).

Refer to the accompanying memorandum which references My COI registration & general COI Instructions.

So that My COI may contact you with registration information or so that the Warren County Fiscal Court may go ahead and register you within my COI system, please provide the following information:

E-MAIL ADDRESSES MUST BE PRINTED CLEARLY

Vendor/Company Name:

First and Last Name of Vendor/Company Contact Person:

E-Mail Address:

Phone #:

Address:

Warren County Fiscal Court Employee Contact:

If COI will be specific to the Job/Contract, list name of Job/Contract:

Insurance Agent Information (provide this information if you would like the Warren County Fiscal Court to register you on my COI*):

Insurance Agent Name:

Agent's E-Mail Address:

Phone:

Agent's Address:

*If the Warren County Fiscal Court registers the Service Provider (Vendor), my COI will contact the insurance agent directly.

Miscellaneous

Approval of the insurance by the Warren County Fiscal Court shall not in any way relieve or decrease the liability of the Professional Consultant/Service Provider hereunder. It is expressly understood that the Warren County Fiscal Court does not in any way represent that the specified Limits of Liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Professional Consultant/Service Provider. The Warren County Fiscal Court shall not be obligated to review such insurance certificates, policies and endorsements, or to advise Professional Consultant/Service Provider of any deficiencies in such documents, and such receipt shall not relieve the Professional Consultant/Service Provider from or be deemed a waiver of the Warren County Fiscal court right to insist on strict fulfillment of Professional Consultant/Service Provider's obligations herein.

Bid Bond, Performance Bond and Labor and Materials Bond

Depending upon the project, a Bid Bond, Performance Bond and Labor and Materials Bond may be required. If necessary, the Warren County Fiscal Court Legal Department and/or Purchasing Agent shall provide all applicable language in a separate agreement that is to be signed by the Professional Consultant/Service Provider.

OSHA/EPA Regulatory Compliance

The Professional Consultant/Service Provider entering a contract agrees to comply with all applicable Federal and State OSHA/EPA laws, rules and regulations. The Professional Consultant/Service Provider entering the contract shall have a safety policy based upon applicable regulatory standards, a copy of which may be requested by the Warren County Fiscal Court Safety.

Authorized Professional Consultant/

Service Provider Signature: _____

Date: _____

It is expressly understood that no employer/employee relationship is created by this agreement, nor does it cause

Professional Consultant/Service Provider to be an officer or official of the Warren County Fiscal Court of Bowling Green. By executing this agreement, the parties hereto certify that its performance will not constitute or establish a violation of any statutory or common law principle pertaining to conflict of interest, nor will it cause unlawful benefit or gain to be derived by either party.

