

BURLINGTON FIRE PROTECTION DISTRICT
REQUEST FOR QUALIFICATIONS
ARCHITECTURAL AND CONSTRUCTION MANAGEMENT SERVICES

INSTRUCTIONS TO PROSPECTIVE FIRMS

1. General.

The Burlington Fire Protection District (the "District") is a governmental entity created under Order of the Boone County Fiscal Court pursuant to Kentucky Revised Statutes Chapter 75 et seq.

The District is undertaking to construct a satellite fire house to support and complement the existing fire station.

The District seeks credentials from, and intends to contract with, a qualified architectural Firm to plan, design and provide all specifications for the construction of the contemplated satellite facility at a site yet to be determined. Additionally, the selected Firm may be tasked to provide construction management of the new facility in accordance with the terms of an agreement which will subsequently be awarded by the District.

2. Deadline for Submission of Qualifications

The deadline for submission of qualifications to the District is December 20, 2024 at 4:00 PM.

Late submittals will not be accepted. It is the Firm's responsibility to see that their qualifications have sufficient time to be received by the District before the submittal deadline.

Qualifications are to be submitted in a sealed envelope to: Chief Jeff Barlow, Burlington Fire Protection District, 6050 Firehouse Drive, P.O. Box 479, Burlington, Kentucky 41005. The qualifications may be hand-delivered or mailed to Chief Jeff Barlow. The envelope containing said bid shall be clearly marked:

"REQUEST FOR QUALIFICATIONS"
BURLINGTON FIRE PROTECTION DISTRICT

Each responding Firm assumes the burden of delivery.

3. Specifications Regarding Qualifications and Caveats.

The minimum scope of qualifications is as follows:

- A. Ability to provide feasibility and programming analysis for the District to add a satellite fire house to support and complement the existing fire station to

maximize the service of the District in its designated geographic area;

- B. Ability to determine and provide preliminary design requirements to satisfy the existing need for a satellite facility and for a period of 20-25 years hence, utilizing national best practices such as NFPA 1500, NFPA 1710, NFPA 1851 and any other applicable, relevant standards, and in keeping with current state and local regulations concerning the construction of fire station facilities;
- C. Ability to provide conceptual design for the satellite facility to provide for identified services, with alternate configuration design options, if appropriate;
- D. Ability to prepare realistic preliminary cost estimates for survey, design and construction management of the proposed facility, including any reasonable or desirable alternatives, identified in preliminary renderings;
- E. Ability to provide a final report setting forth the Firm's results of each of the foregoing areas of service, including geotechnical reports and topographic surveys with citations for reference;
- F. Ability to attend a meeting with the District Trustees, or their designees, to discuss the Firm's qualifications and its current ability to fulfill the needs of the District relative to this project;
- G. The Firm should demonstrate:
 - i. Its background and current Firm information significant to the proposed project;
 - ii. The Firm's competence and qualifications of the individuals who will be directly responsible for the management and delivery of the proposed project;
 - iii. The Firm's experience based upon similar projects to that now being presented;
 - iv. Past successes of the Firm on other fire station design/build projects with which it has been involved;
 - v. The Firm's history of accuracy of cost estimates and ability to perform within budget constraints, as well as complying with schedule deadlines, with examples.

CAVEATS: This Request for Qualifications is not a contract and is not an offer of employment.
No charge shall be allowed for your preparing a response to this Request for Qualifications.
The Burlington Fire Protection District reserves the right to accept or reject any or

all Firms providing qualifications and any award of a subsequent contract with the District shall be done in accordance with existing law in the Commonwealth of Kentucky.

Time is of the essence with respect to all indicated deadlines.

4. Contract Award.

The successful Firm will be publicly selected and identified at a subsequent meeting of the Burlington Fire Protection District at the Burlington Firehouse auditorium at 6050 Firehouse Drive, Burlington, Kentucky, at a date and time to be determined. Written notification shall be sent to the successful Firm.


5. Firm Inquiries.

All inquiries should be addressed to:

Chief Jeff Barlow
Burlington Fire Protection District
P.O. Box 479
6050 Firehouse Drive
Burlington, Kentucky 41005
Phone (859) 586-6161
Fax (859) 586-6178

6. The Burlington Fire Protection District is an equal opportunity agency and does not discriminate for any reason, but also with particular regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity), national origin, disability, age or genetic information.

Respectfully,



JEFF BARLOW
Chief
Burlington Fire Protection District
6050 Firehouse Drive
P.O. Box 479
Burlington, Kentucky 41005