



Boone County, Kentucky

INVITATION FOR BID #082417GC

ARCHITECTURAL SERVICES FOR GOLF COURSE CLUBHOUSE AT BOONE LINKS GOLF COURSE

ACCEPTANCE DATE: **August 24, 2017 at 2:00 p.m. EDT "local time"**

ACCEPTANCE
PLACE

Boone County Fiscal Court
2950 Washington Street
PO Box 960
Purchasing Agent/ Office of Human Resources
2nd Floor Administration Building
Burlington, Kentucky 41005

Requests for information related to this Invitation should be directed to:

Matthew Webster
E-mail address: mwebster@boonecountyky.org

Issue Date: August 10, 2017

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT OUR OFFICE AS SOON AS POSSIBLE.

The Boone County Fiscal Court will receive sealed proposals in the Office of Human Resources, Second Floor, Administration Building, 2950 Washington Street, Burlington, Kentucky 41005, **until 2:00 p.m., August 24, 2017 for ARCHITECTURAL SERVICES FOR GOLF COURSE CLUBHOUSE AT BOONE LINKS GOLF COURSE.** Proposals will be publicly read aloud at that time in the Fiscal Courtroom, First Floor, Administration Building. Late, electronically submitted or facsimile proposals will not be accepted.

PROPOSAL ENVELOPE MUST BE LABELED: "SEALED PROPOSAL: "ARCHITECTURAL SERVICES FOR GOLF COURSE CLUBHOUSE AT BOONE LINKS GOLF COURSE."

Specifications may be obtained in the Office of the Assistant County Administrator, 2950 Washington St, 2nd Floor Room 205, Burlington, KY 41005. The Contact person for this project is:

Matthew Webster
Assistant County Administrator
2950 Washington Street, Burlington, KY 41005
859-334-3509

Boone County reserves the right to reject any and all proposals, to waive any informalities and to negotiate for the modifications of any proposal or to accept that proposal which is deemed the most desirable and advantageous from the standpoint of customer value and service and concept of operations, even though such proposal may not, on its face, appear to be the lowest and best price. No proposal may be withdrawn for a period of thirty (30) days after scheduled time of receipt of proposals.

KENTUCKY PREFERENCE LAW

The scoring of bids/proposals is subject to Reciprocal preference for Kentucky resident bidders and Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries.
*Vendors not claiming resident bidder or qualified bidder status need not submit the corresponding affidavit.

SPECIFICATIONS

The Boone County Fiscal Court requests proposals from firms interested in providing architectural services to Boone County, Kentucky to include final design and architectural drawings for a remodeled and expanded golf course clubhouse at Boone Links Golf Course, located at 19 Clubhouse Drive in Florence, Kentucky 41042.

Renovation will be comprised of exterior upgrades as well as a full interior remodel and expansion to provide space for golf operations, pro-shop, banquet facility and the possible addition of an 18 hole miniature golf course. A feasibility study and initial design were completed in 2017 and the findings are available on the Boone County website at

http://bcfcweb/revize/boonecounty/document_center/Boone_County_Golf_Course_Clubhouse_Study_Final.pdf

Construction will ideally begin in the fall of 2018. The selected bidder is anticipated to be retained, upon successful negotiation, for the construction phase if it is approved.

1. Brief History of the Project

Boone County began a process in 2016 to evaluate the structure and functionality of its golf course clubhouses. This process was the result of recommendations made by the National Golf Foundation who conducted a comprehensive study of the County's golf operations the prior year. In May of 2016, the Boone County Fiscal Court contracted with Brandstetter Carroll Inc. to provide a comprehensive evaluation of the two county-owned golf course clubhouses at Boone Links and Lassing Pointe. The Owner representatives consisted of Matthew Webster, Russ Gartner and Michael Albrecht who assisted the Consultant Team with facility tours and feedback throughout the Study process. The evaluation was to include an analysis of the current conditions and provide design schemes to improve each clubhouse to better suit patrons and county operations. A final report with initial design concepts was presented to the Fiscal Court at the conclusion of the process. After extensive evaluation, it was decided to move forward with planning for a renovation at the Boone Links facility.

2. CURRENT BUILDING CONDITION (as noted in the golf course clubhouse feasibility study)

The original Boone County Golf Course Clubhouse contained a small pro shop, offices and a grille on the main level with a three bedroom apartment on the second floor. The basement housed the turf operations originally until the current turf center building was constructed years later. The total square footage of the original Boone County Clubhouse was approximately 7,400 square feet. In 1991 the building was renovated and a 7,600 square foot addition was provided. The enhanced amenities include an outdoor porch, a larger pro shop, additional office space, storage, and a banquet room. The banquet room accommodates medium sized golf gatherings and special events.

The Boone Links Clubhouse requires dramatic improvements to the interior and exterior of the building. Both Clubhouses were assessed to determine whether a new replacement facility was needed or if the existing structures were suitable for renovations and expansions. Both Clubhouses have critical needs for additional space to perform daily functions as well as to expand programs and offerings. The Study of the Boone Links Clubhouse has identified significant deficiencies that require action. The building is experiencing decay in its appearance. It has been 25 years since Boone Links has experienced any significant renovation. In addition to aging, the building exhibits several compromising design issues that prevent it from being efficiently operated on a daily basis.

3. PRE-SUBMITTAL TOURS

Interested parties are required to attend a mandatory pre-submittal building tour. Two pre-submittal tours will be held on August 14 at 10am and August 21 at 3pm. Please contact Russ Gartner at 859-334-4855 to RSVP or with any questions. The location of the tour/conference will be on site at the Boone Links Golf Course, 19 Clubhouse Drive in Florence, Kentucky 41042.

4. PROJECT GOALS

The Boone County Fiscal Court desires to engage an architectural firm that has experience in the renovation and expansion of recreation structures, specifically golf course clubhouses, for the purpose of building upon the feasibility study that was recently conducted. To this end, the firm should have the ability to produce final architectural and construction drawings that support the goal of renovating and expanding the current golf course clubhouse to meet operational needs, host events and maximize revenue potential, including the addition for an 18 hole miniature golf course.

5. BID SPECIFICATIONS

At minimum, the bid shall provide the following elements in support of the proposal:

- A. Executive Summary;
- B. A narrative describing the business history and experience of the company;
- C. A description of the bidder's ability to meet the desired outcomes/deliverables of the bid to include:
 - a) Review the feasibility study and develop final plans for the renovation, expansion and space utilization of the Boone Links Golf Course Clubhouse;
 - b) Plan for the addition of an 18 hole miniature golf course as part of the construction process;
 - c) Complete Final Design Plans and Complete Architectural Drawings for proposed changes to space;
 - d) Develop a plan for technology and finishing's;
 - e) Final Opinion of Cost for recommended renovation, expansion and capital improvements for the golf course clubhouse final design and miniature golf course.
- D. Description of past performance on similar projects;

- E. Inclusion of supporting materials related to the ability to deliver a quality service and meaningful product;
- F. Attachments:
 - a) Qualifications and Experience: minimum of four customer case histories with examples;
 - b) Brief biographies of all who will work on project;
 - c) Professional references – minimum of 4.

6. PROJECT OUTCOMES/DELIVERABLES

A successful project for: Architectural Services For Golf Course Clubhouse At Boone Link Golf Course will include the following outcomes/deliverables:

- A. Review of the completed Feasibility Study;
- B. Evaluation of the building to identify potential structural, environmental and building code issues;
- C. Working with stakeholders to determine most appropriate final design;
- D. Creation of Final Design Plans and Architectural Drawings for proposed changes/addition to space;
- E. Development a plan for technology and finishings;
- F. Final Opinion of Cost for recommended capital improvements, addition, space renovations and finishings to facilitate recommendations;
- G. Proving a final report with drawings;
- H. Presenting a final report the Boone County Fiscal Court.

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7. COMPENSATION

The County requests a quote for the services identified in this request subject to any conditions and exceptions agreed to by the parties. The proposal may also include an hourly rate for additional services beyond the scope identified in this request which shall be optional and at the discretion of the county.

8. COMPLETION

The proposal should include a completion date for the analysis and final drawings/construction plans and anticipated date for the beginning and completion of the project.

9. INTELLECTUAL PROPERTY/ DATA

Vendor will agree that all current information in the possession of or provided by Boone County including access to systems, specifications, images, data and media is and will remain property of the Boone County Fiscal Court and vendor will agree to maintain confidentiality of all such information.

10. EXPERIENCE AND QUALIFICATIONS

Expertise of the firm shall be demonstrated by proof of past contract successes/qualifications in providing similar services as described in Sections 6 and 7. The proposals will be evaluated on

knowledge, experience and success of these similar services. Applicants will demonstrate a minimum of 10 years of prior experience in working with architectural design/analysis.

If applicable, the firm should provide a list of potential conflicts of interests due to personal interests or work done for others.

Excellent oral and written communication skills are essential.

11. PROPOSAL SUBMISSION INFORMATION

Submission Date and Time:

August 24, 2017 until 2:00 p.m. EDT (local time).

One (1) original & three (3) copies must be submitted to the Office of the Purchasing Agent/Human Resources Office, Second Floor, Administration Building, 2950 Washington Street, Burlington, Kentucky 41005, by the above referenced submission date and time. Late, electronically submitted or facsimile proposals will not be accepted.

Questions regarding this Request for Proposals should be directed to Matthew Webster, Assistant County Administrator at mwebster@Boonecountyky.org.

Clearly mark the submittal with the title of this RFQ and the name of the responding firm. Only those RFP responses that participated in the mandatory pre-submittal building tour and are received prior to or on the submission date and time will be considered.

12. PROJECT AWARD

Boone County reserves the right to evaluate all submitted proposals and to award the project to the submission deemed to be in the best interest of the county. A staff committee will be assigned the task of reviewing, critiquing, scoring and recommending a preferred proposal. The ultimate responsibility for awarding this project shall rest with the Boone County Fiscal Court.

The staff committee, when evaluating each proposal, shall consider the following criteria:

- Completeness of submitted proposal and adherence to stated criteria in this RFQ;
- Any exceptions to the specifications as prepared by the county;
- Cost;
- Experience of the agency and personnel assigned to the project;
- Information obtained from the references provided with the proposal;
- Review of sample projects provided in the proposal;
- Timeline for project completion;
- Overall quality of the submitted proposal.

Terms and Signature Sheet

In compliance with this Proposal and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items and/or services upon which prices are quoted, at the price quoted as specified.

My signature certifies that the accompanying proposal is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. I hereby certify that I am authorized to sign this proposal for the Proposer.

NAME OF PROPOSER: _____ DATE: _____

ADDRESS: _____

FEDERAL ID #: _____
(Attached W-9)

SIGNATURE: _____

OFFICIAL TITLE: _____

PHONE (____) _____ FAX (____) _____

KENTUCKY PREFERENCE LAWS

The scoring of bids/bids is subject to Reciprocal preference for Kentucky resident bidders and Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries. ***Vendors not claiming resident bidder or qualified bidder status need not submit the corresponding affidavit.**
Reciprocal preference for Kentucky resident bidders

KRS 45A.490 Definitions for KRS 45A.490 to 45A.494.

As used in KRS 45A.490 to 45A.494:

- (1) "Contract" means any agreement of a public agency, including grants and orders, for the purchase or disposal of supplies, services, construction, or any other item; and
- (2) "Public agency" has the same meaning as in KRS 61.805.

KRS 45A.492 Legislative declarations.

The General Assembly declares:

- (1) A public purpose of the Commonwealth is served by providing preference to Kentucky residents in contracts by public agencies; and
- (2) Providing preference to Kentucky residents equalizes the competition with other states that provide preference to their residents.

KRS 45A.494 Reciprocal preference to be given by public agencies to resident bidders -- List of states -- Administrative regulations.

- (1) Prior to a contract being awarded to the lowest responsible and responsive bidder on a contract by a public agency, a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder.
- (2) A resident bidder is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:
 - (a) Is authorized to transact business in the Commonwealth; and
 - (b) Has for one (1) year prior to and through the date of the advertisement, filed Kentucky corporate income taxes, made payments to the Kentucky unemployment insurance fund established in KRS 341.490, and maintained a Kentucky workers' compensation policy in effect.
- (3) A nonresident bidder is an individual, partnership, association, corporation, or other business entity that does not meet the requirements of subsection (2) of this section.
- (4) If a procurement determination results in a tie between a resident bidder and a nonresident bidder, preference shall be given to the resident bidder.
- (5) This section shall apply to all contracts funded or controlled in whole or in part by a public agency.
- (6) The Finance and Administration Cabinet shall maintain a list of states that give to or require a preference for their own resident bidders, including details of the preference given to such bidders, to be used by public agencies in determining resident bidder preferences. The cabinet shall also promulgate administrative regulations in accordance with KRS Chapter 13A establishing the procedure by which the preferences required by this section shall be given.
- (7) The preference for resident bidders shall not be given if the preference conflicts with federal law.
- (8) Any public agency soliciting or advertising for bids for contracts shall make KRS 45A.490 to 45A.494 part of the solicitation or advertisement for bids.

The reciprocal preference as described in KRS 45A.490-494 above shall be applied in accordance with 200 KAR 5:400.

Determining the residency of a bidder for purposes of applying a reciprocal preference

Any individual, partnership, association, corporation, or other business entity claiming resident bidder status shall submit along with its response the attached Required Affidavit for Bidders, Offerors, and Contractors Claiming Resident Bidder Status. The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

A nonresident bidder shall submit, along with its response, its certificate of authority to transact business in the Commonwealth as filed with the Commonwealth of Kentucky, Secretary of State. The location of the principal office identified therein shall be deemed the state of residency for that bidder. If the bidder is not required by law to obtain said certificate, the state of residency for that bidder shall be deemed to be that which is identified in its mailing address as provided in its bid.

Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries.

Pursuant to 200 KAR 5:410, and KRS 45A.470, Kentucky Correctional Industries will receive a preference equal to twenty (20) percent of the maximum points awarded to a bidder in a solicitation. In addition, the following "qualified bidders" will receive a preference equal to fifteen (15) percent of the maximum points awarded to a bidder in a solicitation: Kentucky Industries for the Blind, any nonprofit corporation that furthers the purposes of KRS Chapter 163 and any qualified nonprofit agencies for individuals with severe disabilities as defined in KRS 45A.465(3). Other than Kentucky Industries for the Blind, a bidder claiming "qualified bidder" status shall submit along with its response to the solicitation a notarized affidavit which affirms that it meets the requirements to be considered a qualified bidder-affidavit form included. If requested, failure to provide documentation to a public agency proving qualified bidder status may result in disqualification of the bidder or contract termination.

Solicitation/Contract #: 082417GC

REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS CLAIMING QUALIFIED BIDDER STATUS

FOR BIDS AND CONTRACTS IN GENERAL:

I. The bidder or offeror swears and affirms under penalty of perjury that the entity bidding, and all subcontractors therein, meets the requirements to be considered a "qualified bidder" in accordance with [200 KAR 5:410\(3\)](#); and will continue to comply with such requirements for the duration of any contract awarded. Please identify below the particular "qualified bidder" status claimed by the bidding entity.

_____ A nonprofit corporation that furthers the purposes of KRS Chapter 163

_____ Per KRS 45A.465(3), a "Qualified nonprofit agency for individuals with severe disabilities" means an organization that:

- (a) Is organized and operated in the interest of individuals with severe disabilities; and
- (b) Complies with any applicable occupational health and safety law of the United States and the Commonwealth; and
- (c) In the manufacture or provision of products or services listed or purchased under KRS 45A.470, during the fiscal year employs individuals with severe disabilities for not less than seventy-five percent (75%) of the man hours of direct labor required for the manufacture or provision of the products or services; and
- (d) Is registered and in good standing as a nonprofit organization with the Secretary of State.

The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of qualified bidder status. Failure to provide such documentation upon request may result in disqualification of the bidder or contract termination.

Signature Printed Name

Title Date

Company Name _____
Address _____

Subscribed and sworn to before me by _____
(Affiant) (Title)

of _____ this ____ day of _____, 20__.
(Company Name)

Notary Public

[seal of notary] My commission expires: _____