

**City of Paducah, Kentucky
REQUEST FOR QUALIFICATIONS**

RFQ: 2026-NEW POLICE FACILITY

Project/Site Location: 3047 Jackson Street, Paducah

CONTACT PERSON

Brian Laird
Chief of Police
270-444-8590
blaird@paducahky.gov

SCHEDULE OF EVENTS

Date Issued:	Wednesday, July 29, 2026
Last Day for Questions:	Wednesday, August 12, 2026, at 12 noon CST
RFQ Proposal Due Date:	Wednesday, August 26, 2026, at 4:30 p.m. CST

PLEASE NOTE: IF DOCUMENTS ARE DOWNLOADED FROM THE CITY OF PADUCAH WEBSITE, RESPONDENT IS RESPONSIBLE FOR OBTAINING ANY ADDENDA EITHER THROUGH UPDATES ON THE WEBSITE, OR BY CONTACTING THE CITY CONTACT PERSON LISTED ABOVE.

TABLE OF CONTENTS

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE NO.</u>
1.	Invitation	2
2.	Background	2
3.	Project Description.....	2
4.	Statement of Qualifications.....	3
5.	Professional Design Services	4
6.	Required Qualifications	4
7.	Submittal Requirements.....	5
8.	Selection Process	8
9.	Timeline	8
10.	Additional Information	9

SECTION NO. 1- INVITATION

The City of Paducah, Kentucky, is seeking sealed Statements of Qualification (SOQ) from qualified professional design services firms (Firm) for a project architect to design a new police facility.

Submitting firms should have extensive experience in designing modern police facilities. They should also be able to demonstrate and discuss previous projects with a very high level of customer satisfaction with the design and construction oversight services. Principals of interested firms must be appropriately licensed and registered in the Commonwealth of Kentucky to provide the requested services.

The selected design Firm will work with the City to develop programming, space planning, site planning, and full architectural and engineering design. The project will emphasize security, operational efficiency, long-term sustainability, and a welcoming environment for both staff and the public.

SECTION NO. 2- BACKGROUND

The City of Paducah purchased 7.933 acres in March 2026 to build a new police facility. The property is located at 3047 Jackson Street, Paducah.

SECTION NO. 3- PROJECT DESCRIPTION

The City of Paducah is seeking to build a new police facility to be located on real property located at 3047 Jackson Street, Paducah. The Owner is seeking a Project Architect to design this facility and be an owner representative during the construction of the Project.

- The new police facility will be approximately 40,000 square feet in size.
- The design must incorporate all the main functions of a modern police facility.
- An indoor shooting range, along with garage space for specialty vehicles, training, and storage are desired.

SECTION NO. 4- STATEMENT OF QUALIFICATIONS

Statements of qualifications are for a Project Architect and shall include the following:

- History of the professional design firm;
- Location of the firm and distance to Project site/location;
- Description of the firm's facilities and equipment;
- Names and experience of owners, principals, and key personnel in the firm.
- Names, education, technical training, experience, and any specific technical expertise of the architect of record, other architects and design professionals, and other key technical personnel to be assigned to the Project;
- Technical knowledge/expertise of the firm and individuals assigned to the Project regarding specific police facility requirements and needs.
- The experience of the firm and architect of record, other architects and design professionals, and other key technical personnel assigned to this Project in performing/providing:
 - Professional design services for the construction of a police facility;
 - Architectural schematic design;
 - Design Development;
 - Construction Documents; and,
 - Construction Administration, observation, and oversight on behalf of an owner.
- The experience of the firm in performing:
 - Police station design and construction projects;
 - Services of an owner representative on a construction project; and,
 - Design and construction administration, observation, and oversight on behalf of an owner.
- Capacity to accommodate the project within the firm's current workload and availability of staff, facilities, and equipment.
- Ability, methods to control, and experience in controlling project budget/costs.
- Ability, methods to meet, and experience in meeting project deadlines.
- Previous work performed for the Owner.
- Previous work performed for any other Kentucky municipal police departments.
- References (Total of 3 within the last 5 years).
- Any other information required by this RFQ.

SECTION NO. 5- PROFESSIONAL DESIGN SERVICES

The following professional design services are required for the Project:

- Services of a professional architect/architectural firm.
- Technical knowledge/expertise of specific modern police facility requirements and needs.
- Prior experience in police facility design and construction projects.
- Drafting and preparation of architectural, technical, and construction plans, drawings, and specifications to construct a new police station facility.
- Cost estimating.
- Drafting/provision of bid/contract documents to obtain the services of a general contractor (single prime contractor) for the Project and to construct the new police facility.
- Serving as the Owner representative during the construction of the Project and being a liaison between the Owner and the contractor during construction. Architect and/or any individual(s) assigned to be the Owner representative and liaison shall remain the same and retain their same assignments until the Project is fully finished and a certificate of completion has been recorded.
- Design and construction administration, observation, and oversight of the Project on behalf of the Owner. Architect and/or any individual(s) assigned to administer, observe, and oversee construction of the Project shall remain the same and retain their same assignments until the Project is fully finished and a certificate of completion has been recorded.
- Regular meetings with and reporting to the Owner on the Project and its status.
- Appearance, as requested by the Owner, at public meetings of the City of Paducah.

SECTION NO. 6- REQUIRED QUALIFICATIONS

An architect/ firm must have the following qualifications for the project:

- The architect of record and all other architects assigned to the Project and performing design services shall be registered/licensed under KRS statutes.
- Prior favorable experience with:
 - Police facility design and construction projects;
 - Serving as owner representative during project construction, and
 - Design and construction administration, observation, and oversight on behalf of an owner.
- Competence in performing the required professional design services as indicated by the technical training, education, and experience of the firm's personnel, especially the technical training, education, and experience of the employees within the firm who would be assigned to perform the services.
- Ability and capacity of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services competently and expeditiously.

- Favorable past performance of the firm as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines.
- Ability to control budget/costs.
- Ability to comply with deadlines.
- Capacity to accommodate the project within the firm's current workload.
- Availability of staff, facilities, and equipment for this project.
- Ability to meet all the requirements contained in this RFQ

SECTION NO. 7- SUBMITTAL REQUIREMENTS

Firms interested in this project should submit a Statement of Qualifications (SOQ) in five (5) hard copies **by 4:30 p.m. CST on Wednesday, August 26, 2026**. Comb binding is preferred. 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 qualifications-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-New Police Facility
City Clerk's Office
300 South 5th 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 five (5) projects)

TAB B: Past Performance Letters of Recommendation (one per project identified in TAB A)

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

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

Adherence to the maximum page criterion is critical: each page side (maximum 8 ½" x 11") with criteria information will be counted. Pages with 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 not include project pictures or general firm details. Any additional company or non-key staff information in the resumé section will be counted against the maximum page allowance. Do not submit additional information not listed herein. Font size may not be less than 11 point.

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 contract.
- Confirmation that, if awarded the contract, you acknowledge the complete responsibility to fulfill the entire contract, including 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 five (5) 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 the same/similar services. Identical and/or similar services are defined as the following:

1. Design and/or construction of Police Departments/Facilities as described in the project description.
2. Projects procured using the Design-Bid-Build method will be considered more than projects using alternative delivery methods.
3. Please include graphic examples of completed work on the identified projects (gate-folded 11" x 17" pages are acceptable and count 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.

TAB B: PAST PERFORMANCE LETTERS OF RECOMMENDATION (10 POINTS)

Please provide letters of recommendation from the projects listed in TAB A.

TAB C: EXPERIENCE OF KEY PERSONNEL (30 POINTS)

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

The Firm may also include resumé data for other personnel that they consider key for 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 the identical/similar described in TAB A or other relevant projects/work required under this contract
- g) Education: degree(s), year, specialization, if applicable

Include an organizational chart (maximum two (2) pages) at the end of this tab; a chart may be submitted in 11" x17". Provide an organizational chart that depicts the project team organization and lines of authority. 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 D: 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, project management, and construction administration services described in the scope of services herein, and a project manager to inform the city project team.
3. 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 SOQ and 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 supporting your ability to handle the proposed work successfully.
7. Describe any specialized knowledge you may possess for successfully designing and administering the project's construction.
8. Include a detailed anticipated schedule (11" x17" may be used).
9. Outline management tools, techniques, and procedures to maintain project schedules and budgets.
10. Describe your firm's approach to identifying key issues and your approach to recommending corrective actions.

SECTION NO.8- SELECTION PROCESS

Review: A Selection Committee will review, evaluate, and score the RFQ responses per 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.

Finalists: This Request for Qualifications (RFQ) is being conducted pursuant to 40 U.S. Code §1101 et seq. The process will be to evaluate and score the qualifications submitted in response to this RFQ, 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 focus on ensuring that the successful firm's experience and qualifications match the City's New Police Facility project.

Selection: The Selection Committee will determine the most qualified firm from the short list of finalists based on the criteria referred to herein.

Contract Negotiations: The City of Paducah will enter into contract negotiations with the preferred firm soon after the selection process is completed. The finalists not selected will be placed on standby pending the successful completion of contract negotiations and the ratification of the contract by all parties.

Recommendation: After the contractual negotiations are completed, the selection committee will recommend the selected firm to the Board of Commissioners.

Approval: The City of Paducah Board of Commissioners must approve the contract before the City ratifies it.

SECTION NO.9- TIMELINE

1. RFQ Issued

This RFQ is officially issued on Wednesday, July 29, 2026.

2. Question and Answer Period and Protocol

Please direct all inquiries about this project via email only to Brian Laird, Police Chief at blaird@paducahky.gov. Please mark your email inquiries as "RFQ 2026-New Police Facility Inquiry" in the subject line. The City Project Team will respond to your questions in writing as soon as possible. The deadline for questions is set for **Wednesday, August 12, 2026, at 12 noon CST**. All inquiries and the responses provided about each inquiry will be available on the City's website (<http://paducahky.gov/request-bids-or-proposals>) and will be updated as needed. All responses will come from **Brian Laird, Police Chief**. All addenda will be posted to the City's website, and the respondent must check for addenda before submission of the SOQ.

3. Statement of Qualifications (SOQ) Due

Your completed SOQ is due to the City of Paducah by the end of business day (**4:30 p.m. CST**) on **Wednesday, August 26, 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-New Police Facility
City Clerk's Office
300 South 5th Street
P.O. Box 2267
Paducah, KY 42002**

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

4. Oral Presentation Interviews

Interviews will be conducted for short-listed firms. The interviews will be limited to one (1) hour per firm. The firm will be required to provide an oral presentation supplemented with PowerPoint, demonstrating its related experience and outlining its strategy to meet the City of Paducah's needs successfully. All of the firm's members who are essential to the project should be in attendance for the interview. The interviews will be conducted at Paducah City Hall, 300 South 5th Street, Paducah, KY 42003.

5. 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 outlining its qualifications and plan for designing the City's New Police Facility.

SECTION NO. 10- ADDITIONAL INFORMATION

City Rights. The City of Paducah reserves the right to accept any proposals. All proposals become the property of the City of Paducah. At its sole discretion, the City of Paducah reserves the right to terminate this process at any time or reject any proposals without penalty before executing an agreement with the selected firm. Any agreement from this process shall be made in the City's best interests.

Acceptance of Evaluation Methodology. By submitting its Statement of Qualifications in response to this RFQ, the 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 judgments by representatives of the City of Paducah.

Release of Project Information. After the deadline for SOQ submission, the City shall release all public information concerning this project, including selection announcements and contract awards, other than any information. 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 contact on this selection process should be addressed 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 and the New Police Facility Project.

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 license can be obtained at the City's website: www.paducahky.gov.

Examination of Specifications and Project Site. Before submitting a Statement of Qualifications, each firm should carefully examine the specifications and visit the project site. Each firm should fully inform themselves prior to submittal as to all existing details of the project and the grant program. The submission of a SOQ 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 **Brian Laird, Police Chief** at blaird@paducahky.gov. All questions must be received by **Wednesday, August 12, 2026, at 12 noon CST**. Please clearly mark your email inquiries as **"RFQ 2026- New Police Facility"** in the subject line. Responses to questions that materially change the scope or intent of this RFQ will be issued via addendum on the City of Paducah's website. The City will not notify respondents of the posting of addenda. Therefore, it

is the respondents' sole responsibility to check the website periodically for all issued addenda. Failure to include an acknowledgment of all addenda may be cause for rejection