

REQUEST FOR STATEMENT OF QUALIFICATIONS -RFQ

To All Interested Architectural Firms:

The Owen County Cooperative Extension Service will accept qualifications from consulting architectural firms for planning, design, construction, and other required architectural services related to the construction of an addition to the current office located at 265 Ellis Highway, Owenton, KY 40359. The project will be extensive, covering the building, grounds, and parking.

Firms wishing to be considered must email one electronic copy of their statement of qualifications **not exceeding 15, 8.5 x 11, letter-sized pages**, which include the cover, any letters of introduction, and the response material to cdp@nkadd.org. If the statement of qualifications is too large to attach as an email, please use Dropbox.com to share the statement with cdp@nkadd.org. An electronic receipt will be sent upon receiving the proposal. Proposals must be received by 4:00 PM EST/3:00 PM CDT on Friday, July 31st, 2026 to be considered.

Statements should include a description of the firm's capabilities and experience in the field of building design and construction, resumes of individuals assigned to this specific project, a listing of similar projects, along with reference information and the ability to provide responsive service to the client. Firms responding to this request will be ranked according to the information submitted. Responses should address, in order, the following subject matter:

- **Firm's Depth of Knowledge in the multi-faceted Profession of Architecture and Engineering,**
- **Multi Discipline Capability,**
- **Performance Record of Specific Architect Assigned to Project,**
- **Scope of Firm's Past Client List,**
- **Demonstrated Ability to Provide Responsive Service to the Client.**

Fees for services will not be considered as criterion for initial selection. Final selection of architect will be based on competitive negotiations. The Cooperative Extension Service will enter into negotiations with the highest ranked firm to execute a service agreement. If the parties are unable to negotiate a satisfactory agreement, the second ranked firm will be contacted. Once a firm has been selected, all unsuccessful firms will be notified.

Source of funding may include, but not be limited to state, federal and local funds. The formal solicitation of consulting architectural firms is being conducted to fulfill the requirements of the Kentucky Model Procurement Code.

The Cooperative Extension Service reserves the right to reject any and all responses, to waive any technicalities and to negotiate with the respondent who most nearly meet the project requirements. The Cooperative Extension Service is not responsible or liable for any costs incurred by consultants replying to this request. Firms who submit a bid will not have access to or knowledge of other firms who submit a bid.

An RFQ packet that outlines the proposed project in more detail is posted on the Northern Kentucky Area Development District website, www.nkadd.org, under the RFPs/Applications heading. E.E.O, EHO.

Explanation of Criteria

The following is an explanation of each criterion the Extension Office will use in evaluating engineering candidates. Please prepare your RFQ response to address these criteria in order. Please be sure your RFQ packet does not exceed 15 pages, which include the cover, any letters of introduction and the response material. *PLEASE NOTE: It is very important for the Extension Office to understand the credentials of the proposed day-to-day engineer, not just those of senior staff assigned to oversee the project.*

If you have process questions, you are welcome to e-mail them to: KatieJo.Kirkpatrick@nkadd.org

1. Firm's overall depth of knowledge in engineering, specifically as it relates to the construction of an expansion of an existing building, including resign of building systems, ADA requirements and hard and soft scape around the building:

This criterion requests information regarding the scope and depth of the firm's knowledge in all aspects of engineering, especially as it relates to engineering/designing building expansion projects.

2. Firm's multi-discipline capabilities

This criterion requests general information regarding the firm's expertise in civil engineering, mechanical, electrical, structural and other related engineering disciplines that can best serve the Cooperative Extension Service.

3. Depth of knowledge and experience of specific engineer assigned to project:

This criterion is specific to the day-to-day engineer who will be assigned to the Extension Service. Information is requested regarding the day-to-day engineer's depth of knowledge regarding building expansion projects.

No lengthy narrative is required. This criterion can best be addressed by listing other projects the proposed engineer has been the lead engineer on regarding building expansion projects and the specific scope of work of these projects.

4. Scope of firm and specific engineer's past client list:

Please list all past and current municipal clients along with reference and contact information for each and number of years of service to each community. Please call our attention to communities to which the proposed specific day to day engineer has provided design services.

5. Firm's demonstrated ability to provide responsive service to the city:

This criterion offers firms the opportunity to tell the Cooperative Extension Service how well they will serve the extension office. For example, the firm may explain how close they are to Owenton or how they have a policy of meeting with extension office officials on short notice. The key is to provide examples of *responsiveness* and how this can best serve the extension office.

U. K. COOPERATIVE EXTENSION SERVICE, PENDLETON COUNTY
 SELECTION PROCESS FOR ARCHITECTS
 BUILDING ADDITION PROJECT 2025

	Maximum Percentage Allowance	Name of Firm	
1. Firm's Depth of Knowledge in the Profession of Architecture	20		
2. Multi Discipline Capability	20		
3. Performance Record of Specific Architect Assigned to Project	20		
4. Scope of Firm's Past Client List	20		
5. Demonstrated Ability to Provide Responsive Service to the Client	20		
	100		

Owen County Cooperative Extension Office Building



Image 1



Image 2



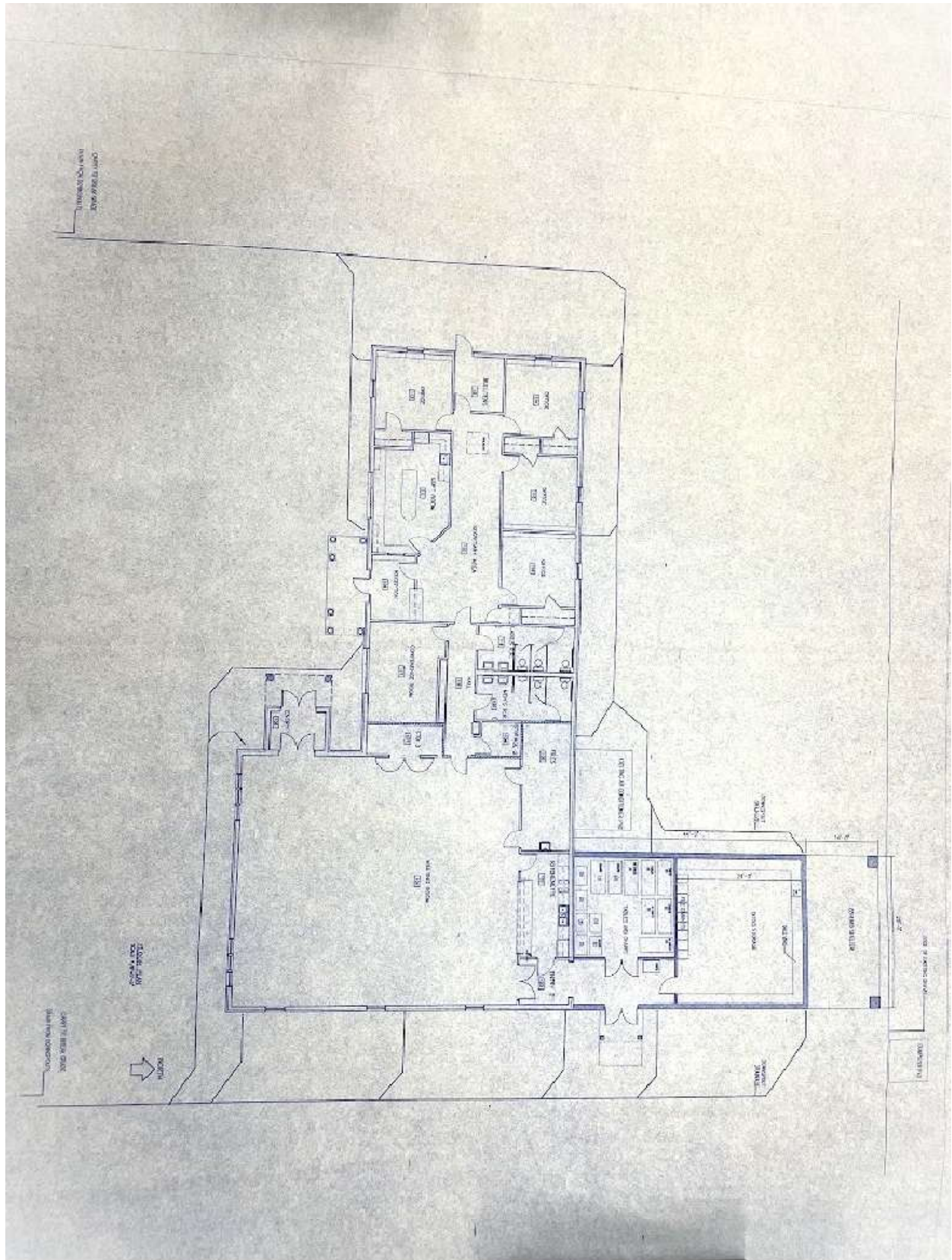
Image 3



Image 4



Owen County Cooperative Extension Office Building Blueprint



Owen County Extension Office RFQ, 2026

Relevant Demographics

Northern Kentucky Regional CEDS - [2025 NKY CEDS](#)

Census information - [U.S. Census Bureau QuickFacts: Owen County, Kentucky](#)

UK Community and Economic Development Initiative of KY (CEDIK) - [Owen County Economic Profile](#)