

REQUEST FOR QUALIFICATIONS:
FOR PROFESSIONAL ARCHITECT SERVICES RELATING TO
THE PALMER PREP ACADEMY DEVELOPMENT
Community Action Council, Lexington

I. PURPOSE

Community Action Council for Lexington-Fayette, Bourbon, Harrison and Nicholas Counties, Inc. is requesting submissions of qualifications to provide continuing Architectural services for the completion of a draft design and subsequent construction oversight of a new building: "The Palmer Prep Academy" located at 551 Shropshire Ave in Lexington, Kentucky. The development will include construction of Head/Early Head Start classrooms, restrooms, office space, multi- purpose space, commercial kitchen, storage area and playground space. Firms submitting proposals must be willing to utilize draft designs previously prepared by The Feldman Group (Nic Feldman) prior to his untimely death (see attached on USB thumb-drive). Community Action Council has received federal funding for this project. Firms submitting proposals must be willing to work within a budget of approximately \$2.83M that includes Basic Architectural & Engineering Fees of \$115,508 and Reimbursable Expenses of \$7,650.

II. BACKGROUND

Community Action Council has site control for land purchased from the Lexington Housing Authority, Lot 1 (see attachment) which includes proposed parking spaces, both driveways and outdoor play area and construction of a new facility that will create five new early childhood classrooms in the William Wells Brown Elementary School catchment area (the "WWB Area"). The construction project is a 12 month development, relative to the development schedule we were in the process of scheduling the bid release (late July) and the bid receipt in late August, prior to Nic's untimely death.

III. Qualifications package for professional services should include the following:

1. Concise, general information regarding your firm including ownership. List of major clients, and other pertinent information defining your firm.
2. Provide a list of five references.
3. Provide fee structure and indicate willingness to use AIA documents with federal language as necessary to meet funding agency requirements.
4. Provide other information which you believe would be helpful in evaluating your submission, particularly experience with Head Start construction projects.

IV. DEADLINE FOR RECEIPT OF SUBMISSIONS:

Submit a copy of your qualifications package no later than postmarked or delivered by **September 12, 2025**

Please do not submit pre-printed marketing materials, CD-ROM's, or other attachments. All submissions will become available to the public (including competing firms) after the architect is selected: please do not include confidential materials. All materials produced for this project will become the property of the Community Action Council, Lexington. Any submissions received after date and time above will not be accepted. Submissions will not be accepted via facsimile.

V. All costs associated with the reparation, printing and delivery of the submission are the responsibility of the firm submitting. Community Action Council reserves the right to reject any or all qualifications. Attention is particularly called to the requirements as to conditions of employment to be observed under the contract, Section 3, Segregated Facility, Section 109, Title VI, and EO 11246.

VI. CONTACT PERSON

This RFQ is being issued by Community Action Council. If interested feel free to contact me

for any questions or USB thumb drive pickup:

James Coles
Project Manager
Community Action Council
710 High Street
Lexington, KY 40508
(859)233-4600 ext.1212; email James.Coles@commaction.org