



Woodford County Health Department

Prevent. Promote. Protect.

Request for Statement of Qualifications

The Woodford County Health Department is accepting statements of qualifications for architectural and engineering design services related to a proposed 1800 sf expansion of the Woodford County Health Department located at 229 N. Main Street in Versailles, Kentucky.

Firms wishing to be considered should email a PDF Statement of Qualifications not to exceed 15 pages to Christine Mattingly, Assistant Director at christined.mattingly@ky.gov, by 5:00 p.m. local time on September 14, 2023.

Statements will be evaluated on the following criteria in accordance with KRS 45A.745 and shall include:

- (a) Qualifications (description of capability and experience with similar facilities)
- (b) Ability of professional personnel (qualifications and experience of personnel assigned to project)
- (c) Past record and experience (listing of similar projects with reference information)
- (d) Performance data on file (scheduled/actual months for design, estimated/contracted costs, etc.)
- (e) Willingness to meet time and budget requirements
- (f) Location
- (g) Workload

Firms responding to this request will be ranked according to the information submitted.

A Building Committee, comprised of representatives selected by the Woodford County Board of Health, will meet and rank all received proposals within two weeks of the proposal deadline. The Woodford County Health Department will enter into negotiations with the highest ranked firm to execute an A/E services agreement. If the parties are unable to negotiate a satisfactory agreement, the second highest ranked firm will be contacted. Once a firm has been selected, all unsuccessful firms will be notified.

The Woodford County Health Department reserves the right to reject any and all responses, to waive any technicalities, and to negotiate with the respondent who most nearly meets the project requirements. The Woodford County Health Department is not responsible or liable for any costs incurred by the consultants replying to this request. The WCHD is an equal opportunity employer and encourages responses from all qualified firms.

If you have questions, please email Christine D. Mattingly, Assistant Director at christined.mattingly@ky.gov.