

Request for Proposals

**Parks and Recreation
Maintenance Bldg Project
Paducah, KY**

Date of Issue: August 4, 2025

Re: Request for Proposals
Maintenance Bldg Project
City of Paducah
300 S. 5th Street
Paducah, KY 42003

Addendum No. 1

This document is an amendment to the original Request for Proposals and shall be a part of and included in the final contract award. Wherein this Addendum conflicts with the original Request for Proposals, this Addendum shall govern.

Submitted Questions and Answers

- a. Clarification for Item 4. Compensation – Provide a proposed cost for the provision of the scope of services defined herein for the City’s consideration, to include an itemized cost for services provided, services available, purchase of products and materials, freight, and any and all labor. We can provide a lump sum fee to provide professional services for the planning of the project which can then be converted to a percentage of construction once the project bids. However, we cannot provide, “itemized cost for services provided, services available, purchase of products and materials, freight, and any and all labor.” Is this type of fee acceptable?**

Proposed estimated project costs should be inclusive of all aspects of design, engineering, and construction administrative services necessary to execute and complete the work. Design fees are allocated, however construction project fees have not been allocated at this time, and will be dependent upon opinion of cost determined during the design phase.

- b. To better answer the above compensation question – it would be helpful to know the approximate square footage of the building.**

The existing space is approximately 14,000 sq ft of under roof storage on 1.2 acres.

- c. Page 2, #2 states the consultant is responsible for all permit fees. These are difficult to know at this time. Typically the City would pay for these.**

Yes. The consultant is responsible for all fees related to permitting and licensing.

- d. Page 3, #7 says to withhold payroll tax. Typically, this only applies to time we spend within the City of Paducah. Is that correct?**

Yes.

- e. **On page 5 it states that “Permits and licenses (including the City of Paducah) necessary for the execution of work shall be secured by the vendor but no fees will be charged to the vendor.” Does this include building permits? If so, this is in conflict with question #1.** (Item c, for reference on this document) Vendor is responsible for all permit fees. Statement on pg 5 of the RFP should say “...no fees will be charged to the owner.”
- f. **Page 5 – Existing Conditions. It states that “No consideration will be given to any claims based on lack of knowledge of existing conditions”. This will be very difficult to comply with unless we have a detailed site survey with all easements and utilities shown and have geotechnical study. Will the City have a survey and geotechnical services performed for the various options for sites in Noble Park? We know that at times there is high water table issues like you experienced at the tennis courts.**
No. Surveys and geotechnical services needed should be included in the proposed estimated costs.
- g. **Page 6, #1. General Information, Item e) Liquidated Damages are typically required of the construction contractor, not the designers. Will we be subject to liquidated damages?**
No. This is standard language in the City’s RFP Documents and is meant for construction contractors.
- h. **Page 6 #1 General Information Item f) “Provide estimated project cost”. Do you mean the construction project or the design fees? If the construction cost, we do not have enough information at this time to provide one without knowing the location within the park and final program for the facility.**
No. Estimated project cost is meant to include proposed fees for all activities related to design, engineering, and construction administrative services necessary to execute and complete the work.
- i. **Pages 7 and 8 – Bid bonds, performance bonds, payment bonds, and retainage are typically for construction contracts, not design contracts. Do these apply to the design services?**
No. This is standard language in the City’s RFP Documents and is meant for construction contractors.
- j. **Page 18 – Pricing Breakdown Form – Under architectural design you have program development and schematic design, but not Design Development or Construction Documents. Same for engineering. I do not see any listing for Construction Administration, structural engineering, site selection, or other tasks either. If you need a detailed breakdown, may I suggest the following categories:**
- a. **Site Analysis and Selection**
 - b. **Architectural Design**
 - i. **Program Development**
 - ii. **Schematic Design**
 - iii. **Design Development**
 - iv. **Construction Documents**
 - c. **Engineering Design**
 - i. **Civil**
 - ii. **Plumbing**

- iii. Mechanical
- iv. Electrical
- v. Structural
- d. Permit Preparation
- e. Bidding Assistance and Review
- f. Construction Administration

Yes. This is acceptable. Please include all aspects of design, engineering, and construction administrative fees necessary to execute and complete the work.

- k. **To provide accurate fees, we will need some general information on the budget, size of the facility, and any other specifics you can provide. The typical methods to a project like this is to either 1) prepare a preliminary design with criteria and establish a budget from that, or 2) set a budget for the project to be based upon. We feel it is better to establish the size and criteria for the facility, evaluation and select a site, and then to set the design fees based on the criteria established.**

The existing facilities include approximately 14,000 sq ft of under roof storage to include offices, breakroom, janitorial, restrooms, and maintenance bay/shop space. The allocated budget for the design phase of this project to include all aspects of design, engineering, and construction administrative services necessary to execute and complete the work is \$300,000.00. The construction budget has not been allocated at this time, and is dependent on opinion of cost determined during the design phase.

- l. **Is the Pricing Breakdown Form on page 18 of the RFP intended to support line item #2 of the Proposal Evaluation Form on page 19 of the RFP?**

Yes.

- m. **On the Pricing Breakdown Form on page 18 is the “Site Furnishing, Equipment, and Amenities” line. Does that refer to the cost of administrative services in assisting in the selection of “Site Furnishing, Equipment, and Amenities”?**

Site Furnishings, Equipment, and Amenities line can be omitted from the design fees proposal and should be considered as part of the design process and determining opinion of cost for the construction project.

- n. **On the Proposal Evaluation Form on page 19 of the RFP, is line #2 the bid amount from which firms will be evaluated?**

Yes. The bid amount in line #2 should be reflective of the Pricing Breakdown Form and any supplemental pricing information submitted as part of the proposal and as specified herein.

- o. **Will the City provide a basis (minimum or maximum) of the overall building square-footage to be designed?**

Minimum design should be no less than 14,000 sq ft of under roof storage.

- p. **Will the City provide a basis (minimum or maximum) for overall acreage of the fenced compound lot size for the maintenance facility.**

Minimum design should be no less than 1.5 acres of fenced compound area.

- q. **Will RFP addenda and answers to RFP questions be emailed directly to firms asking questions?**

No. Addenda will be made available on the City's website at www.paducahky.gov under Request for Proposals.

r. Is there a latest date and time that addenda will be released before the submittal date?

Yes. Addenda will be published on the City's website at www.paducahky.gov under Request for Proposals on Monday, August 4, 2025 by the end of business.

s. Scoring Criteria (page 3), Estimated Project costs – I assume this is our design fee proposal. Is this correct?

Yes.

t. Scope of Services (page 4), Compensation – I assume we use the form provided on 18. Is this correct?

Yes, however a supplemental breakdown of fees is acceptable to ensure complete inclusion of all activities related to design, engineering, and construction administrative fees necessary to execute and complete the work.

u. Content of Proposal (page 6), General Information (letter f) – Provide estimated project costs – Is this our design team fee proposal? We would not be able to provide an opinion of cost for the project without knowing the site or size of the building.

Yes. Proposed estimated project costs should be inclusive of all activities related to design, engineering, and construction administrative fees necessary to execute and complete the work.

v. Pricing Breakdown Form (page 18) – The form provided has categories that don't seem applicable to A/E fees. Can we provide our own breakdown, or at least a supplemental breakdown of our fee proposal and only fill in the Total Price at the bottom of the Pricing Breakdown Form on page 18?

Yes, a supplemental breakdown of fees is acceptable. Please include all activities related to design, engineering, and construction administrative fees necessary to execute and complete the work.

w. What is the total program area/square footage that the Parks Department has in mind for the office/support areas? Shop/maintenance area? Maintenance/storage grounds?

Existing space is approximately 14,000 sq ft of under roof storage, on 1.2 acres. Roughly 12,500 sq ft of that space is shop/maintenance space, 1,500 sq ft of office/support space and breakroom area, and 500 sq feet of restroom facilities. We would like to maximize the use of space designed and would like no less than 14,000 sq ft on 1.5 acres, and consideration for future growth.

x. What is the project budget for construction only? Total budget, including soft costs (design fees, surveys, testing, etc)?

The allocated budget for the design phase of this project to include all aspects of design, engineering, and construction administrative services necessary to execute and complete the work is \$300,000.00. The construction budget has not been allocated at this time, and is dependent on opinion of cost determined during the design phase.