

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

RFQ: 2026-NEW POLICE FACILITY

**ADDENDUM #1
Answers to questions**

- On tab A, labelled page 6 of the RFQ, the document states each listed project should show the ‘pre-project fee estimate, construction contract awarded amount, final project costs’. Our understanding is that the pre-project fee estimate is an initial cost estimate for the project rather than design fees for the architecture firm, is this correct? **Yes, that is correct.**
- There is a small cut out on the site for the cell tower. Is Parcel 105-00-00-027.CT included within the project site? **The parcel with the cell tower is not owned by the City but is surrounded by the project site. The parcel includes an easement.**
- As this is such a specialized facility type, would the city consider allowing more than five police projects in the submittal? **No**
- Would the City consider increasing the page limit on Tab D: Method of Approach by a few pages? We wish to answer all the required material succinctly, but with the specialized nature of police facilities, may need a little more space. **Yes, the City will allow up to 15 pages for method of approach.**
- Does the City have an estimated or general construction budget in mind for this project? **For the City’s capital improvement plan the initial estimation was placed at \$15 million dollars. It is understood this is an early estimate for cost of construction.**
- Will the city’s 911 dispatch be housed in the new police facility? **The 911 Center is not planned to be included in the initial police facility at this time.**
- Is there a cost estimate? **There is not currently a cost estimate. We anticipate more information related to this as the design process progresses.**
- Pg. 3 – Sect. 4, bullet no.s 1-4 (history, location, description, names...) and no. 14 (references) – where do these belong in the structure of the RFQ response? With the fairly strict page limits, I do not see any allowance to include these items... but they would make sense as something the City / PPD would like to see in their evaluations of Statements of Qualifications. I just don’t have a feel for where these particular items

belong. These items may be included after the cover letter in place of the request for financial information.

- Pg. 5 – Sect. 7, under Submittal Cover Letter - ... two (2) pages of financial information. Please clarify the information required for the two pages of financial information requested. Please disregard the request for financial information.
- We understand tabs do not count towards our page limit, however it is stated that pages with project photos will count. Our typical tab design includes a project photo, please let us know if this is acceptable or if it is preferred we remove project imagery from tabs. Yes, this is acceptable.
- Please also clarify that the references (bullet no. 14 on page 3) are intended to be above and beyond the featured projects in Tab A / LoRs in Tab B. Correct. These references do not count towards the letters of recommendation identified in Tab B.
- Pg. 5 – Sect. 7, under Submittal Cover Letter - ... two (2) pages of financial information. Please clarify what information is being requested; we cannot find specific financial information City / PPD is wanting to see from submitting A/E teams, nor how it is to be formatted. Please disregard the request for financial information.
- Pg. 5 – Sect. 7, under Tab B – may A/E teams submit additional Past Performance Letters of Recommendation (LoRs) without penalty / counting against page maximum for Statement of Qualifications? Would be over and above the one-for-one ratio to the five (5) featured projects we would be submitting with Tab A. For example, five (5) featured projects in Tab A, then seven (7) LoRs in Tab B (one (1) for each featured project = five (5) , plus two (2) extra for projects not featured in Tab A = 5 + 2 = 7 total LoRs) Expectation would not necessarily be to earn extra credit for Tab B, but to provide further references / points of contact familiar with our team's past performance on germane projects. Tab B should contain one letter of reference per project listed in Tab A. There should be no more than 5 letters of reference in Tab B.
- Will the City of Paducah or should the architect hold the contract for the following consultants: geotechnical engineering, land surveying, and infiltration testing? The City has already procured a geotechnical assessment, land survey, Phase I and II environmental.
- Could you clarify whether Kentucky-specific municipal police department experience will be given greater consideration in the evaluation, or whether relevant police facility experience from other states and jurisdictions will be considered equally? Relevant police facility experience is what will be considered.
- As our team continues evaluating the RFQ for the new Police Facility, I wanted to reach out to see if it might be possible to tour your existing facility prior to the submittal

deadline. To comply with page 10 of the RFQ we are not going to allow tours. This decision is made to create a level playing field for all interested firms.