

**REQUEST FOR QUALIFICATIONS  
for Engineering/Design Services  
for Tornado Safe Rooms**

Prepared by:

The Barren River Area Development District (BRADD)

Phone 270-781-2381

**REQUEST FOR QUALIFICATIONS**  
**for Engineering/Design Services**  
**for Tornado Safe Rooms**

All proposals must be submitted to the Barren River Area Development District (BRADD), 177 Graham Avenue, Bowling Green, KY 42101, no later than 2:00 p.m. CT on February 27, 2026. Proposals cannot be accepted at any other location. Proposals must be received by the designated date and time; none will be considered thereafter.

The Barren River Area Development District reserves the right to reject any and all proposals received, and to select that proposal which it determines to be in its best interest. The award of this RFQ will be made on the basis of the best-evaluated offer as permitted in KRS 45A.365.

All forms, information, and specifications regarding this request for proposals are available upon request. All interested persons and firms should contact Tyler Hopkins at [tyler.hopkins@bradd.org](mailto:tyler.hopkins@bradd.org) between the hours of 9:30 a.m. and 4:00 p.m., Monday through Friday, to obtain an informational packet.

Sealed proposals must be submitted to the Barren River Area Development District, 177 Graham Avenue, Bowling Green, KY 42101, by and received by 2pm February 27, 2026. Any proposal not meeting the qualifications set forth in this Request for Qualifications will be rejected.

## GENERAL INSTRUCTIONS TO RESPONDENTS

### A. OFFICIAL CLOCK

Proposals will be accepted until 2:00 p.m. CT on February 27, 2026, at the Barren River Area Development District, 177 Graham Avenue, Bowling Green, Kentucky. Proposals cannot be accepted at any other location. The official clock is the analog clock located at the Front Reception Desk at our office at 177 Graham Avenue, Bowling Green, Kentucky.

### B. QUESTIONS AND ADDENDA

Respondents shall carefully examine this RFQ and any addenda issued by the Barren River Area Development District will be delivered by email. Respondents shall seek clarification of any ambiguity, conflict, omission, or other error "in writing." Oral comments or communications do not form any part of this RFQ offering. **Questions should be addressed to Community Development Specialist Tyler Hopkins in writing by February 18, 2026.** Questions submitted after this date will not be answered. If the answer materially affects this procurement, the information will be issued in an addendum via email. Written communications should be addressed as follows:

Barren River Area Development District  
ATTN: Tyler Hopkins  
177 Graham Avenue, Bowling Green, KY 42101  
OR  
E-mail [tyler.hopkins@bradd.org](mailto:tyler.hopkins@bradd.org)

### C. RESPONSIBILITY OF BIDDER FORM

**The Barren River Area Development District issues in all offerings a Responsibility of Bidder Form that must be completed by the Respondent and attached Requested Qualifications in order for the Respondent to be considered for an award. This is a mandatory form that must be attached to the Bid Form and in accordance with KRS 45A.395, all information submitted thereon is deemed to be confidential and therefore exempt from Kentucky Open Records Law.**

### D. BASIS OF AWARD

The Barren River Area Development District has selected to award this RFQ in compliance with KRS 45A.365 that allows the award to be made on the basis of:

- ( ) Lowest price, or
- ( ) Best evaluated offer
- (X) Best evaluated qualifications

### E. RETENTION OF RECORDS

The successful Respondent shall be required to maintain, for a period of five (5) years from the date of final payment to the Respondent, all books and records pertaining to this offering.

### F. BUSINESS TAX STATUS

In order to receive an award from the Barren River Area Development District, a Respondent must not be delinquent on any ad valorem taxes, including penalty and interest charges, due to the real or personal properties owned by the Respondent, or any one or more of its corporate officers. Inquiries can be directed to Community Development Specialist, Tyler Hopkins, 270-306-4137, [tyler.hopkins@bradd.org](mailto:tyler.hopkins@bradd.org).

**G. BUSINESS STATUS AND REGISTRATION REQUIREMENTS**

In order to receive an award from the Barren River Area Development District, a Respondent must be properly registered with the Occupational License Division to do business in Warren County, Kentucky. If a Respondent is already registered, all of their applicable license accounts must be in “good standing” with the County. Good standing is defined as having all fees, including penalty and interest charges, relating to employee wages, and business net profits, paid in full with appropriate reporting forms filed in the offices of the County Clerks Office. Inquiries can be directed to the County Clerk’s Office, (270) 842-9416.

**H. CONFLICTS, GRATUITIES, AND KICK-BACKS PROHIBITED**

The Barren River Area Development District adheres to the provisions of KRS 45A.455, paragraphs (1) through (5) relative to conflicts of interests, gratuities, kick-backs, and use of confidential information in all offerings.

**I. SUPPORTING DOCUMENTATION**

Respondents are encouraged to submit with their proposal any literature, warranty information, and other documentation to support the Respondent’s compliance with the Barren River Area Development District’s specifications contained in this RFQ package.

**J. RIGHT TO REJECT AND AWARD PROPOSAL**

The Barren River Area Development District reserves the right to reject any and all proposals received in response to this RFQ, and to waive any informality in this offering. The award of a contract shall be at the sole discretion of the Barren River Area Development District (BRADD). The award will be made to the responsible Respondent whose proposal is determined to be the most advantageous to the BRADD, taking into consideration the evaluation factors set forth in this RFQ package. BRADD may make the award without further discussion of the proposals submitted. Therefore, the proposals should be submitted initially on the most favorable terms, which the Respondent can propose with respect to price, product, service, and technical capability. The contents of the proposal of the selected Respondent will become the basis for the Barren River Area Development District’s contractual obligation when the award is made.

**K. PROPOSAL IDENTIFICATION**

Respondents are to submit their proposal in a clearly marked sealed envelope. The Respondent is required to clearly mark their proposal material with the description set forth in the “Request for Qualifications.” This instruction is provided as a means to ensure proper delivery, handling, and public announcement of a Respondent’s response at the official proposal opening date, and time.

**L. PROPOSAL SUBMISSION**

Prior to entering into a contract with the Barren River Area Development District, the successful Respondent shall provide the following information:

1. The name of every company bearing an interest in the proposed goods and services to be provided in this RFQ.
2. The name, title, address, and telephone number of individuals with authority to contractually bind the Respondent; and,
3. A designated person(s) who can be contacted by the Barren River Area Development District during the proposal evaluation period. This information shall include the person’s name, title, address, telephone number, FAX number, and E-mail address.

**M. PRESENTATIONS AND DEMONSTRATIONS**

If, in the opinion of the Barren River Area Development District, Respondent presentations or demonstrations are desired as part of the evaluation process, the Barren River Area Development District will notify one or more of the responsive Respondents to make arrangements for the date, time, and place for such a presentation or demonstration.

**N. DISPOSITION OF PROPOSALS**

All materials submitted in response to this RFQ will become the property of the Barren River Area Development District. One (1) copy of each proposal shall be retained for the official files and will become a public record after an award is made by the Barren River Area Development District, and thus open for public inspection. It is understood that the proposal will become a part of the official file without obligation on the part of the Barren River Area Development District except as to the disclosure restrictions contained in paragraph O below.

**O. DISCLOSURE**

In compliance with Kentucky Revised Statutes, Chapter 45A, and the Kentucky Open Records Act, trade secrets or proprietary information submitted by a Respondent in connection with this procurement shall not be subject to public disclosure. However, the Respondent must invoke this protection, prior to or upon submission of the data or other materials and must identify the specific area or scope of data or other materials to be protected and state the reasons why protection is necessary. An all-inclusive statement that the entire proposal is proprietary is unacceptable. A statement that costs are to be protected is also unacceptable. Disputes over disclosure will be resolved by the Executive Director based on legal advice provided by the legal counsel.

**P. COST INCURRED IN RESPONDING**

This RFQ does not commit the Barren River Area Development District to pay any costs incurred in the preparation and submission of proposals or in making necessary studies or designs, nor does it commit the BRADD to enter into a contract.

**Q. PRIME BIDDER RESPONSIBILITIES**

If the Respondent's response includes goods and services provided by others, the Respondent will be required to act as the prime contractor for all such items and must assume full responsibility for the procurement, delivery, and quality of such goods and services. The Respondent will be considered the sole point of contact with regard to all stipulations, including payment of all charges and the meeting of all contractual requirements resulting from this RFQ.

**R. LAWS AND REGULATIONS**

This RFQ shall be governed by the applicable Model Procurement Code of the Commonwealth of Kentucky and any applicable regulations of the Barren River Area Development District.

**S. INSURANCE REQUIREMENTS**

Prior to entering into a contract with the Barren River Area Development District, the successful Respondent(s) must provide a Certificate of Insurance showing proof of insurance, which meets or exceeds requirements set forth in 'Standard Hold Harmless & Indemnification Clause, And Insurance Requirements Form 'Professional Consultant/Service Provider – P1'.

**T. DISPUTE RESOLUTION**

Contract documents establish a procedure to resolve conflicts that may arise during construction. The procedures include identifying the causes of the conflict, the filing and handling of claims and the uses of consultants in resolving conflicts. The Barren River Area Development District eliminates mandatory binding arbitration language in the contract documents, but attempts to resolve conflicts without the necessity of litigation through negotiation and mediation.

Barren River Area Development District

Request for Qualifications

**Commercial Tornado Safe Rooms Project**

---

## **GENERAL PROVISIONS**

- 1.1 Failure to submit ALL forms and information required in this RFQ may be grounds for disqualification.
- 1.2 Liability: **The Barren River Area Development District** is not responsible for any cost incurred in the preparation of proposals.
- 1.3 Bribery Clause: By his/her signature, the Consultant certifies that no employee of his/hers, any affiliate or Subconsultant, has bribed or attempted to bribe an officer or employee of the **Barren River Area Development District**.
- 1.4 Ambiguity, Conflict or other Errors in the RFQ: If a Consultant discovers any ambiguity, conflict, discrepancy, omission or other error in the RFQ, they shall immediately notify **Barren River Area Development District** of such error in writing and request modification or clarification of the document.

# SECTION I

## REQUEST FOR QUALIFICATIONS

### Tornado Safe Rooms Project

---

- I. **Introduction:** The Barren River Area Development District is requesting qualification statements from design firms wishing to assist the BRADD with civil engineering, structural engineering, architectural design, MEP engineering, plan development, and possible construction management and inspection of fourteen (14) tornado safe rooms. The project areas and saferoom sizes are shown below.
- MCC Label 350 Southwood Court, Bowling Green, KY 42101 (36.9348, -86.4953) 100 people
  - Trace Die Cast Training Building 140 Graham Avenue, Bowling Green, KY 42101 (37.0133, -86.3903) 100 people
  - Trace Die Cast Plant 1 140 Graham Avenue, Bowling Green, KY 42101 (37.0141, -86.3894) 200 people
  - Trace Die Cast Plant 3 140 Graham Avenue, Bowling Green, KY 42101 (37.014, -86.3861) 150 people
  - Quanex 434 Scotty's Way, Bowling Green, KY 42101 (37.0309, -86.3391) 100 people
  - Pan-Oston #1 6944 Louisville Road, Bowling Green, KY 42101 (37.0342, -86.3355) 200 people
  - Essity 7030 Louisville Road, Bowling Green, KY 42101 (37.0359, -86.3357) 100 people
  - Pan- Oston #2 259 Jody Richards Road, Bowling Green, KY 42101 (37.0356, -86.3203) 50 people
  - Spantech Conveyors 101 Hilltopper Way, Glasgow, KY 42141 (36.9794, -85.9139) 100 people
  - Sumitomo (Edmonton) 687 Industrial Drive, Edmonton, KY 42129 (37.001, -85.6051) 350 people
  - Sumitomo (Franklin) 265 Garvin Lane, Franklin, KY 42134 (36.719, -86.5174) 100 people
  - Sumitomo #1 (Scottsville) 796 Smiths Grove Road, Scottsville, KY 42164 (36.7616, -86.1845) 50 people
  - Sumitomo #2 (Scottsville) 120 Industrial Drive, Scottsville, KY 42164 (36.732, -86.2116) 250 people
  - Sumitomo #3 (Scottsville) 2687 Old Gallatin Road, Scottsville, KY 42164 (36.7265, -86.2179) 50 people
- II. **Summary of Services & Expected Deliverables:**
- Prepare all final survey, design and engineering components including final construction plans and assist in preparation of bid documents consistent with all local, State and Federal requirements, which includes demonstrating eligibility with FEMA P-361, April 2021, Fourth Edition, Guidance for Community and Residential Safe Rooms.
  - Updated cost estimate based upon the final design.
  - Revised work schedule to implement the proposed measure within the remaining grant Period of Performance, October 18, 2027.
  - Receive all required permits through all local, State and Federal permitting agencies.



- Ground disturbance information, including area and depth of proposed ground disturbance. Maps of proposed ground disturbance should be provided.
- Line-item budget of services

**II. Submittal Requirements and Criteria:** Interested firms will submit their qualifications which shall include the following information:

- 1) Firm's contact information
- 2) Narrative explaining the firm's qualifications for the project, addressing each point as outlined in Section II, Evaluation Criteria
- 3) Summary of firm's recent experience in similar/representative projects
- 4) Name, experience and designated role of key personnel on this project
- 5) Ability to meet required timelines
- 6) Ability to integrate this project into the firm's present workload
- 7) References: names and telephone numbers of previous clients with a description of the type of project completed, the time frame for the process, and the date completed

## Attachment A: Timeline

**Title:** Tornado Safe Rooms

**Proposed Project Budget:** \$700,000 for Design Services; Construction funds to follow in later phases

**Description:** The Barren River Area Development District desires to work with a professional firm with experience in designing tornado safe rooms according to FEMA requirements.

**Project Schedule:** The following table identifies milestones and the anticipated schedule.

Milestone/Task	Task Completion Date
Contract Approval	3/25/2026
Final Design Approval & Development of Bid Documents	6/24/2026
Issue Bids	7/3/2026
Award Bid and Start Construction	08/26/2026

## SECTION II

### EVALUATION CRITERIA

#### 2.0 EVALUATION CRITERIA

The Statement of Qualifications will be reviewed and evaluated by a selection committee according to the firm/project team's relevant knowledge and experience in the elements described in the summary of services requested and the ability to undertake and complete the project in a timely manner. Specific evaluation criteria will include the following:

- |    |   |                          |
|----|---|--------------------------|
| 1. | <u>Project Engineer's Experience</u>  | <u>Maximum 40 Points</u> |
|    | A. 5 or more years experience with FEMA or other federal/state programs   | 40 Points                |
|    | B. 3 or more years experience   | 30 Points                |
|    | C. 1-2 years experience   | 15 Points                |
|    | D. No experience  | 0 Points                 |
| 2. | <u>Personnel Experience &amp; Capacity</u>  | <u>Maximum 20 Points</u> |
|    | A. Resumes provided for all key project staff   | 20 Points                |
|    | B. Staff are identified, but no resumes or job descriptions provided  | 10 Points                |
|    | C. Staff not adequately identified, or identified staff is insufficient to meet project need                                  | 0 Points                 |
| 3. | <u>Firm's Project Completion Background</u>   | <u>Maximum 10 Points</u> |
|    | A. Completion of 5 previous, similar type projects within proposed time frame & budget  | 10 Points                |
|    | B. Completion of 3 projects   | 5 Points                 |
|    | C. No projects were completed   | 0 Points                 |
| 4. | <u>References from Similar Projects</u>   | <u>Maximum 20 Points</u> |
|    | A. Respondent lists 3 previous clients with similar projects and all references give excellent response on quality of service | 20 Points                |
|    | B. Respondent lists 2 previous clients  | 15 Points                |
|    | C. Respondent lists 1 previous client   | 10 Points                |
|    | D. Respondent lists no previous references  | 0 Points                 |
| 5. | <u>Firm's Familiarity with Local Conditions</u>   | <u>Maximum 10 Points</u> |
|    | A. Firm is thoroughly familiar with BRADD   | 20 Points                |
|    | B. Firm is somewhat familiar with BRADD   | 10 Points                |
|    | C. Firm is unfamiliar with BRADD  | 0 Points                 |

## 2.1 SELECTION PROCESS

### Evaluation Process

---

The Barren River Area Development District (BRADD) will designate a committee to evaluate submittals and recommend a consultant for this project to the Executive Committee of the BRADD. This selection committee shall complete the entire selection process within thirty (30) days from the due date of the proposals. The Executive Committee of the BRADD Board of Directors will make the final decision with regard to evaluated proposals.

**The Barren River Area Development District** may engage in individual discussions with respondent(s) deemed subject to award. At the conclusion of such discussions, the respondent(s) will be ranked in order of preference on the basis of the evaluation factors published in this RFQ and on all information obtained during the selection process. Once the selection is made, based upon a ranking process, negotiations may begin to define the scope of work and associated costs that will lead to a contract.

**The Barren River Area Development District** shall thereafter attempt to finalize a contract with the respondent ranked first. If a contract, final scope and schedule satisfactory and advantageous to **the Barren River Area Development District** can be negotiated for a price considered fair and reasonable, the award shall be made to such respondent; otherwise, negotiations with the respondent ranked first shall be formally terminated and negotiations conducted with the respondent ranked second, and so on, until a contract can be negotiated for a fair and reasonable price. Should **the Barren River Area Development District** determine in its sole discretion that only one respondent is fully qualified, or that one respondent is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that respondent.

## **Evaluation Committee**

---

**Not limited to and subject to change.**

Eric Sexton  
Executive Director

Erick Roy  
Director of IT

Dajana Crockett  
Disaster Resiliency Coordinator

Tyler Hopkins  
Community Development Specialist

Matt Pedigo  
Community Development Specialist

## BID FORM

TO: Barren River Area Development District  
177 Graham Avenue  
Bowling Green, KY 42101

FROM: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ E-Mail: \_\_\_\_\_

The undersigned hereby certifies that he has carefully examined the specifications and is familiar with the type of service/equipment/supplies to be furnished as set forth.

The undersigned proposes to furnish the supplies and/or equipment that will perform in a satisfactory manner and that is in accordance with the specifications set forth.

The bidder, herein certifies by signature that all specifications have been reviewed and that any variations to the Department's specifications, including both exceptions to or enhancements of same, are clearly spelled out in an attachment to this bid. \_\_\_\_\_

(Signature)

The bidder, herein certifies by signature that all addendums issued to this bid offering, if any, have been reviewed and the bidder is fully aware of the implications of the addendums on the bid offering, and that a copy of each issued addendum is signed and attached hereto as evidence of receipt. \_\_\_\_\_

(Signature)

The bidder, herein certifies by signature that the Responsibility of Bidders Form has been fully completed and attached hereto as part of the bid. \_\_\_\_\_

(Signature)

Are there any exceptions to the specific specifications set forth on bid? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain. \_\_\_\_\_

Company or Individual Name \_\_\_\_\_

Doing business as (DBA) \_\_\_\_\_

Street Address \_\_\_\_\_

P.O. Box Number \_\_\_\_\_

City, State, Extended Zip Code \_\_\_\_\_

Official Name (Printed) \_\_\_\_\_

Official Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

**An original and three (3) copies of this bid packet, with the original clearly marked, shall be submitted.**

## RESPONSIBILITY OF BIDDER FORM

**This form must be completed in full and submitted with bid. Misrepresentation or failure to complete will automatically disqualify bid. All information is confidential and exempt from the Open Records Law, pursuant to KRS 45A.395.**

**NAME** \_\_\_\_\_ **Phone#** ( ) \_\_\_\_\_

ADDRESS			
Street or PO Box	City	State	Zip Code

1. Type of services/supplies provided in normal course of business: \_\_\_\_\_
2. Length of time in business: \_\_\_\_\_
3. Experience in providing bid-required services/supplies: \_\_\_\_\_
4. Currently a party/defendant in lawsuit(s)? ( ) Yes ( ) No  
If yes, explain.  
\_\_\_\_\_  
\_\_\_\_\_
5. State past history as party/defendant in lawsuit(s)  
\_\_\_\_\_  
\_\_\_\_\_
6. Name of contract/product liability insurance carrier: \_\_\_\_\_  
Limits: \$ \_\_\_\_\_
- 7 List of reference (public or private) and contact person for whom similar services/supplies provided: \_\_\_\_\_

Contact Person

Contact Person

Contact Person

**Note: If more space is needed, please attach separate sheet(s).**

**I, \_\_\_\_\_, do solemnly swear that to the best of my knowledge and belief the above is true and accurate statement of facts.**

<b>Signed</b>	<b>Date</b>
---------------	-------------

**State of**

County of \_\_\_\_\_

Sworn to and subscribed before, me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

### My commission expires

---

**Notary Public**