

## REQUEST FOR STATEMENT OF QUALIFICATIONS -RFQ

To All Interested Zoning Administration and Subdivision Regulation/Building Inspection Consulting Firms Or Individuals:

The Pendleton County Fiscal Court will accept qualifications from consulting zoning administrations/subdivision regulation review/building inspection consulting firms or individuals for the purposes of providing zoning administration, subdivision review and building inspection services for unincorporated Pendleton County. These services may be expanded in the future to include municipalities in the county. Consultant will initially provide administration of the Pendleton County zoning ordinance and subdivision regulations. Subsequent service to also include administration of the Kentucky Building Code in Pendleton County. Firms or individuals wishing to be considered should send **Seven (7) copies** of a statement of qualifications **not exceeding 10 pages**, to: Henry Bertram, Pendleton County Judge Executive, 233 Main Street, Room # 4, Falmouth, KY, 41040. 859-654-4321. Proposals must be received by 4:00 p.m. on Tuesday, June 3, 2008.

Statements should include: a description of the consultant's capabilities and experience in the field of zoning administration, subdivision review and building inspection; resumes of specific individuals who will be assigned to this county; a listing of similar communities the consultant has provided services for and a description of the consultant's familiarity with the county and ability to provide responsive service to the county. Consultants responding to the request will be ranked according to the information submitted. Factors used in the evaluation and selection of consultant will be experience, performance record, personnel of the consultant to be employed and familiarity with local conditions. Fees for consulting services will not be considered as criterion for initial selection. Final selection of consultant will be based on competitive negotiations. The county will enter into negotiations within the highest ranked consultant to execute a service agreement. If the parties are unable to negotiate a satisfactory agreement, the second ranked consultant will be contacted. Once a consultant has been selected, all unsuccessful consultants will be promptly notified.

### **Minority Consultants are encouraged to submit.**

The county reserves the right to reject any and all responses, to waive any technicalities and to negotiate with respondent who most nearly meets the service requirements. The county is not responsible or liable for any costs incurred by consultants replying to this request.

Henry Bertram, Judge Executive  
Pendleton County fiscal Court