

DATE: January 8, 2010

TO: Architect and Engineering Professionals

FROM: Sandra Johnson, Community Development Coordinator

RE: Announcement of Contract for Professional Design Services

The Athens County Commissioners intend to contract for engineering and architectural services in connection with the Community Development Block Grant (CDBG) Program. Engineering and/or Architectural firms interested in being considered for a contract to provide the required services should reply with a statement of qualifications no later than **February 5, 2010**. Statements received after this deadline will not be considered.

The County is seeking architectural/engineering services for several CDBG-funded projects. Preliminary project descriptions for these projects are attached. A separate statement of qualifications is needed for each project for which a firm is applying. Please provide two copies of each statement of qualifications.

Statements of qualifications should include information regarding the firm's history, experience with relevant projects and references. Please see the attached Instructions to Respondents for further direction. The Instructions to Respondents details the criteria upon which firms will be evaluated. As required by Ohio Revised Code 153.65-71, responding firms will be evaluated and ranked based upon their qualifications. Following this evaluation, representatives of the Athens County Commissioners will enter into contract negotiations with the most highly qualified firm.

Statements of qualifications should be transmitted to: Sandy Johnson, Community Development Coordinator, Hocking. Athens. Perry Community Action, PO Box 220, 3 Cardaras Dr. Glouster, OH 45732

If you have any questions regarding this Request for Qualifications, please feel free to call me at 740-767-4500.

**Preliminary Project Description:
Project #4**

- **Name of Project:** Sidewalk Improvements
- **Location:** Glouster, Ohio
- **Description:** This project involves installing approximately 465 LF of sidewalk and two ADA ramps along High Street. The Architecture/Engineering scope of work will include project design, verification that installation will be in the road right-of-way, identification of any easements required, preparation of bidding specifications and drawings, review of bids, pre- and post- construction meetings, construction oversight as required, and obtaining all necessary permits. *The grant administrator will prepare the bidding documents and construction contract/s.*
- **Total Project Budget:** \$17,300.00
- **Source of Funding:** Community Development Block Grant Neighborhood Revitalization Program funding.
- **Project Schedule:** All work, including construction, must be completed by December 31, 2010. A reasonable, agreed-upon time frame will be negotiated at the contract signing. Respondents should be prepared to have the project designed and ready to bid within sixty days of award of design contract.
- **Special Requirements or Restrictions:**
 - Meetings with local officials interested in providing input into the design of the project are expected to be required.
 - All work for individual projects must meet state and federal guidelines, codes and standards whenever applicable.
 - Davis-Bacon Wage Rates will apply to any construction labor on this project.
 - Hocking Athens Perry Community Action will be responsible for all bidding procedures.
 - For all projects, the County is the “Owner”. However, the individual municipalities will be involved in the process.