



DATE: April 1, 2020

TO: Architect and Engineering Professionals

FROM: Nathan Simons, Community Development Coordinator

RE: Announcement of Request for Qualifications for Professional Design Services

The Perry 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 **May 4, 2020**. Statements received after this deadline will not be considered.

The County is seeking architectural/engineering services for a total of twelve (12) CDBG-funded projects, four (4) Perry County Allocation projects, four (4) Corning NRG activities and four (4) Crooksville NRG activities. Preliminary project descriptions for these projects are attached. A separate statement of qualifications is needed for each project for which a firm is applying. One statement of qualifications per NRG is acceptable if the firm is submitting for all activities, and each activity within the project scope is addressed in the statement of qualifications. 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 Perry County Commissioners will enter into contract negotiations with the most highly qualified firm.

Statements of qualifications should be transmitted to:

Nathan Simons, 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.

Request for Qualifications Perry County PY 19 Allocation

Instructions to Respondents

In responding, please provide the following information:

A. Firm and Individual Qualifications

- The history of the firm including the year it was founded.
- The educational background of owner and key personnel.
- The experience of the owner and key personnel.

B. Proximity to the project site

- Location and mailing address of the main office and any field office.
- Proximity to project site, in distance.

C. Capacity to Perform Work

- A narrative describing the firm's experience with the specific nature of the project.
- A narrative of the firm's equipment and facilities.
- Availability of staff to start and complete design and provide technical oversight.
- Preliminary schedule showing the amount of time that your firm believes would be necessary to have the project designed and ready to bid after the Service Agreement begins.
- Preliminary schedule showing the availability of staff to meet design and construction schedule requirements.

D. References

- A minimum of three references on similar types of projects. If you cannot provide references on similar projects, please provide references on other types of projects. Please include telephone numbers, contact persons, and mailing address.

E. Past Performance for Public Authority

- Any previous work performed for the Athens, Hocking or Perry County Commissioners or Hocking Athens Perry Community Action.
- Any familiarity that your firm has with the requirements of CDBG funding.

F. Affirmative Action

- Additional points may be awarded to small businesses and businesses owned or controlled by socially and/or economically disadvantaged groups. Please indicate if your firm fits into one of the above mentioned categories.

Perry County Community Development Block Grant Program 2019

Perry County PY 19 Allocation Projects:

Project #1

- **Name of Project:** Perry County Cultural Arts Center. -Neighborhood Facility Improvements
- **Location:** 447 S. Main St. New Lexington, Ohio 43764
- **Description:** This project will involve the rehabilitation of an existing restroom into an ADA compliant facility. The Architecture/Engineering scope of work will include project design, 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, advertise for bids in a newspaper of circulation, coordinate the opening of bids, and prepare and maintain all construction contract documents.*
- **Total Project Budget:** \$ 17,500
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2021**. We anticipate awarding the Architecture/Engineering firm by **early June** at which time awardee will have sixty days for design; hence we anticipate complete project plans to be provided by **early August 2020**.
- **Special Requirements or Restrictions:**
 - Meetings with local officials interested in providing input into the design of the project may 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.
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Perry County Community Development Block Grant Program 2019

Project #2

- **Name of Project:** Village of New Straitsville (Delyn Center) – Neighborhood Facility Imp.
- **Location:** New Straitsville, OH 43766
- **Description:** This project will involve the rehabilitation of the restroom facilities at the Delyn Center, which functions as the Village of New Straitsville’s community center. The restrooms will be brought up to code and made to be ADA accessible. The Architecture/Engineering scope of work will include project design, 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, advertise for bids in a newspaper of circulation, coordinate the opening of bids, and prepare and maintain all construction contract documents.*
- **Total Project Budget:** \$ 30,000
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2021**. We anticipate awarding the Architecture/Engineering firm by **early June** at which time awardee will have sixty days for design; hence we anticipate complete project plans to be provided by **early August 2020**.
- **Special Requirements or Restrictions:**
 - Meetings with local officials interested in providing input into the design of the project may 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.
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Project #3

- **Name of Project:** Perry County Board of Elections – Accessibility Improvements
- **Location:** 200 S Jackson St, New Lexington, OH 43764
- **Description:** The project will include the installation of ADA compliant entry doors, sidewalk improvements and curb cuts. In addition, improvements to the parking facilities to allow improved access for handicapped and elderly individuals will also be carried out as part of this project. The Architecture/Engineering scope of work will include project design, 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, advertise for bids in a newspaper of circulation, coordinate the opening of bids, and prepare and maintain all construction contract documents.*
- **Total Project Budget:** \$ 54,600
- **Source of Funding:** CDBG and Perry County Board of Elections
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2021**. We anticipate awarding the Architecture/Engineering firm by **early June** at which time awardee will have sixty days for design; hence we anticipate complete project plans to be provided by **early August 2020**.
- **Special Requirements or Restrictions:**
 - Meetings with local officials interested in providing input into the design of the project may be required.
 - All work for individual projects must meet state and federal guidelines, codes and standards whenever applicable.
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Perry County Community Development Block Grant Program 2019

- If a project disturbs over 1 acre must acquire Construction Site Storm Water General NPDES permit.

Project #4

- **Name of Project: Village of Shawnee –Street Improvements**
- **Location:** Manley Hill Road, Village of Shawnee
- **Description:** Paving of sections of Manley Hill Road will include 80 gallons of tack coat and 37 cubic yard of asphalt installation. The Architecture/Engineering scope of work will include project design, 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, advertise for bids in a newspaper of circulation, coordinate the opening of bids, and prepare and maintain all construction contract documents.*
- **Total Project Budget:** \$ 12,900
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2021**. We anticipate awarding the Architecture/Engineering firm by **early June** at which time awardee will have sixty days for design; hence we anticipate complete project plans to be provided by **early August 2020**.
- **Special Requirements or Restrictions:**
 - Meetings with local officials interested in providing input into the design of the project may 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.
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**Request for Qualifications
Village of Corning
PY 19 Neighborhood Revitalization Grant**

Instructions to Respondents

In responding, please provide the following information:

A. Firm and Individual Qualifications

- The history of the firm including the year it was founded.
- The educational background of owner and key personnel.
- The experience of the owner and key personnel.

B. Proximity to the project site

- Location and mailing address of the main office and any field office.
- Proximity to project site, in distance.

C. Capacity to Perform Work

- A narrative describing the firm's experience with the specific nature of the project.
- A narrative of the firm's equipment and facilities.
- Availability of staff to start and complete design and provide technical oversight.
- Preliminary schedule showing the amount of time that your firm believes would be necessary to have the project designed and ready to bid after the Service Agreement begins.
- Preliminary schedule showing the availability of staff to meet design and construction schedule requirements.

D. References

- A minimum of three references on similar types of projects. If you cannot provide references on similar projects, please provide references on other types of projects. Please include telephone numbers, contact persons, and mailing address.

E. Past Performance for Public Authority

- Any previous work performed for the Athens, Hocking or Perry County Commissioners or Hocking Athens Perry Community Action.
- Any familiarity that your firm has with the requirements of CDBG funding.

F. Affirmative Action

- Additional points may be awarded to small businesses and businesses owned or controlled by socially and/or economically disadvantaged groups. Please indicate if your firm fits into one of the above mentioned categories.

Village of Corning PY 19 NRG Projects:

Project #1

- **Name of Project:** Corning Monroe Civic Center -Neighborhood Facility Improvements
- **Location:** 115 Corning Street, Village of Corning
- **Description:** This project will involve replacing the failing roof of the Corning Monroe Civic Center with a new metal roof that will add decades to the useful life of this important community building. The Architecture/Engineering scope of work will include project design, 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, advertise for bids in a newspaper of circulation, coordinate the opening of bids, and prepare and maintain all construction contract documents.*
- **Total Project Budget:** \$ 333,500
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2021**. We anticipate awarding the Architecture/Engineering firm by **early June** at which time awardee will have sixty days for design; hence we anticipate complete project plans to be provided by **early August 2020**.
- **Special Requirements or Restrictions:**
 - Meetings with local officials interested in providing input into the design of the project may 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.
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Project #2

- **Name of Project:** Village of Corning – Parks and Recreation Improvements
- **Location:** Village of Corning Public Park
- **Description:** This project will involve replacing the park shelter house roof with 1500 square feet of new roofing, repaving the park basketball court with 20 cubic yards of asphalt and rehabbing the existing shelter house. The Architecture/Engineering scope of work will include project design, 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, advertise for bids in a newspaper of circulation, coordinate the opening of bids, and prepare and maintain all construction contract documents.*
- **Total Project Budget:** \$ 100,400
- **Source of Funding:** CDBG & Village of Corning
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2021**. We anticipate awarding the Architecture/Engineering firm by **early June** at which time awardee will have sixty days for design; hence we anticipate complete project plans to be provided by **early August 2020**.
- **Special Requirements or Restrictions:**
 - Meetings with local officials interested in providing input into the design of the project may be required.
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Perry County Community Development Block Grant Program 2019

Project #3

- **Name of Project:** Village of Corning – Sidewalk Facility Improvements
- **Location:** Thresher, Main and Washington Streets, Village of Corning
- **Description:** Thresher Street will be expanded to include 4600 square feet of sidewalk and 105 square feet of curb ramp. The sidewalk work will then connect to existing sidewalk in front of the fire station and transition into a crosswalk across St. Rt. 13. In addition, sidewalk repair activity will occur near the Village Park and post office. A second crosswalk will be added across Washington Street, connecting the new sidewalks with the post office and the park. The Architecture/Engineering scope of work will include project design, 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, advertise for bids in a newspaper of circulation, coordinate the opening of bids, and prepare and maintain all construction contract documents.*
- **Total Project Budget:** \$ 98,300
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2021**. We anticipate awarding the Architecture/Engineering firm by **early June** at which time awardee will have sixty days for design; hence we anticipate complete project plans to be provided by **early August 2020**.
- **Special Requirements or Restrictions:**
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Perry County Community Development Block Grant Program 2019

- If a project disturbs over 1 acre must acquire Construction Site Storm Water General NPDES permit.

Project #4

- **Name of Project: Village of Corning –Street Improvements**
- **Location:** Thresher Street, Village of Corning
- **Description:** Thresher Street will receive 70 square yards of full depth surface repair and 1300 square feet of new asphalt. Three manhole covers will be adjusted to grade. 100 feet of crosswalk line are to be added. Street will be widened to allow the addition of another lane of travel. The Architecture/Engineering scope of work will include project design, 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, advertise for bids in a newspaper of circulation, coordinate the opening of bids, and prepare and maintain all construction contract documents.*
- **Total Project Budget:** \$ 126,400
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2021**. We anticipate awarding the Architecture/Engineering firm by **early June** at which time awardee will have sixty days for design; hence we anticipate complete project plans to be provided by **early August 2020**.
- **Special Requirements or Restrictions:**
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**Request for Qualifications
Village of Crooksville
PY 19 Neighborhood Revitalization Grant**

Instructions to Respondents

In responding, please provide the following information:

A. Firm and Individual Qualifications

- The history of the firm including the year it was founded.
- The educational background of owner and key personnel.
- The experience of the owner and key personnel.

B. Proximity to the project site

- Location and mailing address of the main office and any field office.
- Proximity to project site, in distance.

C. Capacity to Perform Work

- A narrative describing the firm's experience with the specific nature of the project.
- A narrative of the firm's equipment and facilities.
- Availability of staff to start and complete design and provide technical oversight.
- Preliminary schedule showing the amount of time that your firm believes would be necessary to have the project designed and ready to bid after the Service Agreement begins.
- Preliminary schedule showing the availability of staff to meet design and construction schedule requirements.

D. References

- A minimum of three references on similar types of projects. If you cannot provide references on similar projects, please provide references on other types of projects. Please include telephone numbers, contact persons, and mailing address.

E. Past Performance for Public Authority

- Any previous work performed for the Athens, Hocking or Perry County Commissioners or Hocking Athens Perry Community Action.
- Any familiarity that your firm has with the requirements of CDBG funding.

F. Affirmative Action

- Additional points may be awarded to small businesses and businesses owned or controlled by socially and/or economically disadvantaged groups. Please indicate if your firm fits into one of the above mentioned categories.

Village of Crooksville PY 19 NRG Projects:

Project #1

- **Name of Project: Crooksville Community Center -Neighborhood Facility Improvements**
- **Location:** 100 South Buckeye Street, Crooksville
- **Description:** Improvements to the community center will include replacement of the current membrane roof with 4000 square feet of metal roof, installation of four toilets and lavatories, two urinals, and additional plumbing improvements. The Architecture/Engineering scope of work will include project design, 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, advertise for bids in a newspaper of circulation, coordinate the opening of bids, and prepare and maintain all construction contract documents.*
- **Total Project Budget:** \$ 253,200
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2021**. We anticipate awarding the Architecture/Engineering firm by **early June** at which time awardee will have sixty days for design; hence we anticipate complete project plans to be provided by **early August 2020**.
- **Special Requirements or Restrictions:**
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Project #2

- **Name of Project:** Village of Crooksville – Parks and Recreation Improvements
- **Location:** Village of Crooksville Public Park and Swimming Pool
- **Description:** Activity will consist of repair of 6,550 square feet of the pool deck concrete, improved ADA accessibility in the changing rooms, and replacement of key amenities inside the changing rooms. In addition, new security lighting will be installed throughout the park. The Architecture/Engineering scope of work will include project design, 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, advertise for bids in a newspaper of circulation, coordinate the opening of bids, and prepare and maintain all construction contract documents.*
- **Total Project Budget:** \$ 231,300
- **Source of Funding:** CDBG & Village of Crooksville
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2021**. We anticipate awarding the Architecture/Engineering firm by **early June** at which time awardee will have sixty days for design; hence we anticipate complete project plans to be provided by **early August 2020**.
- **Special Requirements or Restrictions:**
 - Meetings with local officials interested in providing input into the design of the project may be required.
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Perry County Community Development Block Grant Program 2019

Project #3

- **Name of Project:** Village of Crooksville – Sidewalk Facility Improvements
- **Location:** China Street, Village of Crooksville
- **Description:** Installation of 11,750 square feet of concrete sidewalk and 500 square feet of curb ramps along various sections of China Street. The Architecture/Engineering scope of work will include project design, 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, advertise for bids in a newspaper of circulation, coordinate the opening of bids, and prepare and maintain all construction contract documents.*
- **Total Project Budget:** \$ 207,700
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2021**. We anticipate awarding the Architecture/Engineering firm by **early June** at which time awardee will have sixty days for design; hence we anticipate complete project plans to be provided by **early August 2020**.
- **Special Requirements or Restrictions:**
 - Meetings with local officials interested in providing input into the design of the project may be required.
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 - If a project disturbs over 1 acre must acquire Construction Site Storm Water General NPDES permit.

Perry County Community Development Block Grant Program 2019

Project #4

- **Name of Project:** Village of Crooksville –Street Improvements
- **Location:** Alley near Village Park, Crooksville
- **Description:** New pavement and tack coat on park-adjacent alleyway, and the bringing of two manholes to grade in order to improve access to the Crooksville Park. The Architecture/Engineering scope of work will include project design, 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, advertise for bids in a newspaper of circulation, coordinate the opening of bids, and prepare and maintain all construction contract documents.*
- **Total Project Budget:** \$57,800
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2021**. We anticipate awarding the Architecture/Engineering firm by **early June** at which time awardee will have sixty days for design; hence we anticipate complete project plans to be provided by **early August 2020**.
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