



DATE: April 3, 2021

TO: Architect and Engineering Professionals

FROM: Nathan Simons, Community Development Coordinator

RE: Announcement of Request for Qualifications 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 **May 3, 2021**. Statements received after this deadline will not be considered.

The County is seeking Architectural/Engineering services for CDBG-funded projects. The preliminary project description for the project is attached. A separate Statement of Qualifications is required for each project for which a firm is applying.

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: Sean Brooks, Community Development Manager, 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.

Athens County Community Development Block Grant Program 2020

Request for Qualifications

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 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 abovementioned categories.

Athens County Community Development Block Grant Program 2020

1. Name of Project: Village of Coolville – Street Improvements

- **Location:** Wilson, Bryan and Jackson Streets, Coolville, OH 45723
- **Description:** The project will involve the resurfacing of Wilson, Bryan and Jackson streets in the village of Coolville. These roads provide access to a local healthcare facility that is utilized by the local residents of Coolville for routine healthcare needs. 145 Cubic Yards of Surface Course will be laid along the three streets in order to eliminate pot holes and replace failing asphalt.
- 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:** \$ 66,000.00
- **Source of Funding:** CDBG

2. Name of Project: Village of Chauncey – Street Improvements

- **Location:** Ellis St, Chauncey, OH 45719
- **Description:** The project will involve the resurfacing of Ellis Street in the Village of Chauncey. Ellis is a rather long street in the village that runs east to west across half of the Village before reaching its terminus at State Route 13/ Converse Street. The project will resurface approximately 1940 linear feet of pavement on Ellis 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:** \$ 46,000.00
 - **Source of Funding:** CDBG
3. **Name of Project: Village of Glouster – Flood & Drainage Facility Improvements**
- **Location: Town St, Glouster, OH 45732**
 - **Description:** The flood and drainage activity will be in conjunction with street repairs on Town street. The potential Flood & Drainage project would involve 1,640 linear feet of ditch reconstruction, 3 catch basins and 180 linear feet of storm drain.
 - 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:** \$56,500.00
 - **Source of Funding:** CDBG
4. **Name of Project: Village of Glouster – Street Improvements**
- **Location: Madison, Republic, Town, Atkins, Spring and Allen Road, Glouster, OH 45732**
 - **Description:** The proposed street improvements would include street paving on Madison Street, Republic Ave., Town Street, Atkins Street, Spring Street and Allen Road with a total of 1,177 cubic yards of asphalt including 213 cy of base, 337 cy of leveling course and 627 cy of surface course.
 - 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:** \$320,900.00
 - **Source of Funding:** CDBG

5. Name of Project: Village of Glouster – Parks & Recreation Facility Improvements

- **Location: Glouster Memorial Park, Glouster, OH 45732**
- **Description:** The proposed park and recreation improvements would involve the construction of new restroom facilities for the park, which is currently without permanent facilities. In addition, the potential park improvements would include, 1,170 linear feet of walking trail that would lead from the new restroom facility through the park to the playground area, with 3 fitness stations along the walking trail. A new Frisbee Golf Course. Finally, 4 new benches and 9 new water fountains would be installed in 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:** \$183,000.00
- **Source of Funding:** CDBG

6. Name of Project: Village of Glouster – Sidewalk Improvements

- **Location: Madison, Braun, Front and South High, Glouster, OH 45732**
- **Description:** The sidewalk improvements would involve the installation of 13,550 square feet of sidewalk, including 22 ADA approved curb cuts. The proposed sidewalk work would take place on Madison Street, Braun Street, Front Street and South High 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:** \$202,000.00
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2022**. We anticipate awarding Architecture/Engineering firm by **May 31, 2021** at which time awardee will have sixty days for design; hence we anticipate complete project plans to be provided by **August 1, 2021**.
- **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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