



DATE: January 27, 2024

TO: Architect and Engineering Professionals

FROM: Nathan Simons, Community Development Coordinator

RE: Announcement of Request for Qualifications for Professional Design Services

The Hocking 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 27, 2024**. Statements received after this deadline will not be considered.

The County is seeking architectural/engineering services for five 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, due to filing and record retention requirements. 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 Hocking 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.

Hocking County Community Development Block Grant Program 2023

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 Hocking County Commissioners, Hocking Athens Perry Community Action, the City of Logan, Village of Laurelville, or the Village of Murray City
- 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.

Hocking County Community Development Block Grant Program 2023

Project #1

- **Name of Project:** Village of Murray City – Flood and Drainage Facility Improvements
- **Location:** State Route 78, Village of Murray City, Ohio
- **Description:** The flood and drainage activity will consist of the installation of over 440 linear feet of storm drain and 6 catch basins throughout the village to deal with unsafe and unsanitary pooling of water in the streets, along sidewalks and even in homes.
The Architecture/Engineering scope of services 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:** \$ 120,000.00
- **Source of Funding:** CDBG Neighborhood Revitalization Grant.
- **Project Schedule:** All work, including construction, must be completed by **August 31, 2025**. We anticipate awarding Architecture/Engineering firm by **late March 2024** at which time awardee will have ninety-days (90) for design; hence we anticipate complete project plans to be provided by **late June 2024**.
- **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.

Hocking County Community Development Block Grant Program 2023

Project #2

- **Name of Project:** Village of Murray City – Park and Recreation Facility Improvements
- **Location:** State Route 78, Village of Murray City, Ohio
- **Description:** The park and recreation improvements will involve resurfacing the existing basketball court, creating a pickle ball court, as well as installing an ADA compliant ramp to the courts and rebuilding the current steps.
The Architecture/Engineering scope of services 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:** \$ 21,100.00
- **Source of Funding:** CDBG Neighborhood Revitalization Grant.
- **Project Schedule:** All work, including construction, must be completed by **August 31, 2025**. We anticipate awarding Architecture/Engineering firm by **late March 2024** at which time awardee will have ninety-days (90) for design; hence we anticipate complete project plans to be provided by **late June 2024**.
- **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.
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Project #3

- **Name of Project:** Village of Murray City – Sidewalk Improvements
- **Location:** State Route 78, Village of Murray City, Ohio
- 1. **Description:** The sidewalk improvements will involve the installation of over 1,200 lineal feet of sidewalk, including 7 ADA-approved curb cuts and any necessary seeding and mulching. The sidewalk activity will occur in two areas, one along Hack Street to replace a section of hazardous sidewalk and one along Main Street from Railroad to Snowden Streets to repair the poor conditions of the sidewalk, which includes a sinkhole. The Architecture/Engineering scope of services 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:** \$ 219,400.00
- **Source of Funding:** CDBG Neighborhood Revitalization Grant.
- **Project Schedule:** All work, including construction, must be completed by **August 31, 2025**. We anticipate awarding Architecture/Engineering firm by **late March 2024** at which time awardee will have ninety-days (90) for design; hence we anticipate complete project plans to be provided by **late June 2024**.
- **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.
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Project #4

- **Name of Project:** Village of Murray City – Street Improvements
- **Location:** Multiple Locations, Village of Murray City, Ohio
- **Description:** This will involve resurfacing on South Railroad, Ward, and Henry streets. The largest portion of the street project will be the widening and straightening of the S-curve in the middle of the village.
The Architecture/Engineering scope of services 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:** \$ 154,900.00
- **Source of Funding:** CDBG Neighborhood Revitalization Grant.
- **Project Schedule:** All work, including construction, must be completed by **August 31, 2025**. We anticipate awarding Architecture/Engineering firm by **late March 2024** at which time awardee will have ninety-days (90) for design; hence we anticipate complete project plans to be provided by **late June 2024**.
- **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.
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Project #5

- **Name of Project:** Village of Murray City – Water Facility Improvements
- **Location:** Village Wide, Village of Murray City, Ohio
- **Description:** The water facility improvements project will involve the installation of new water meters for every water customer in the village of Murray City. 210 meters and necessary items for installation will be included in this activity.
The Architecture/Engineering scope of services 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:** \$ 304,600.00
- **Source of Funding:** CDBG Neighborhood Revitalization Grant.
- **Project Schedule:** All work, including construction, must be completed by **August 31, 2025**. We anticipate awarding Architecture/Engineering firm by **late March 2024** at which time awardee will have ninety-days (90) for design; hence we anticipate complete project plans to be provided by **late June 2024**.
- **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.