



DATE: January 17, 2024

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 **February 20, 2024**. Statements received after this deadline will not be considered.

The County is seeking architectural/engineering services for a total of twelve (9) CDBG-funded projects, four (4) Village of Junction City NRG activities and five (5) Village of Shawnee 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
Village of Junction City
PY 23 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 Junction City PY 23 NRG Projects:

Project #1

- **Name of Project:** Village of Junction City – Flood & Drainage Facility Improvements
- **Location:** East Main Street, Village of Junction City
- **Description:** The flood and drainage activity will provide new catch basins, new drainage line and new connections to existing pipes and drainage structures which have failed or have become disconnected over the years. Including, 740 linear feet of 12” storm drain, 8 catch basins and 1,320 linear feet of curb and gutters. 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:** \$ 286,400.00
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2025**. We anticipate awarding the Architecture/Engineering firm by **mid-March** at which time awardee will have ninety days for design; hence we anticipate complete project plans to be provided by **mid-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.
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Project #2

- **Name of Project:** Village of Junction City – Parks and Recreation Improvements
- **Location:** Village of Junction City Public Park
- **Description:** The outcome of this activity will be the installation of new playground equipment, improvement to the on deck areas of the baseball fields and improvements to the parks electrical system. 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:** \$ 174,800.00
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2025**. We anticipate awarding the Architecture/Engineering firm by **mid-March** at which time awardee will have ninety days for design; hence we anticipate complete project plans to be provided by **mid-June 2024**.
- **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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Project #3

- **Name of Project:** Village of Junction City – Sidewalk Facility Improvements
- **Location:** East Main Streets, Village of Junction City
- **Description:** The outcome of this activity will be the installation of new sidewalk on both the North and South sides of East Main Street approximately 6,350 square feet of sidewalk.

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:** \$ 162,800.00
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2025**. We anticipate awarding the Architecture/Engineering firm by **mid-March** at which time awardee will have ninety days for design; hence we anticipate complete project plans to be provided by **mid-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.
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 - If a project disturbs over 1 acre must acquire Construction Site Storm Water General NPDES permit.

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Project #4

- **Name of Project: Village of Junction City –Street Improvements**
- **Location:** Court, Mulberry, Maple and East Hill Street, Village of Junction City
- **Description:** The outcome of this activity will be the resurfacing of four streets in the village, Court, Mulberry, Maple, and East Hill. 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:** \$ 111,800.00
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2025**. We anticipate awarding the Architecture/Engineering firm by **mid-March** at which time awardee will have ninety days for design; hence we anticipate complete project plans to be provided by **mid-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.
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**Request for Qualifications
Village of Shawnee
PY 23 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 Shawnee PY 23 NRG Projects:

Project #1

- **Name of Project:** Village of Shawnee – Fire Protection Facility Improvements
- **Location:** Village of Shawnee
- **Description:** The outcome of this activity will be the acquisition of a used fire truck for the Village of Shawnee Fire Department. The Architecture/Engineering scope of work will include the sourcing and acquisition of an appropriate fire truck in collaboration with the Shawnee Fire Chief, review of bids, pre- and post-acquisition meetings. *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 contract documents.*
- **Total Project Budget:** \$ 250,000.00
- **Source of Funding:** CDBG & Shawnee Fire Department
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2025**. We anticipate awarding the Architecture/Engineering firm by **mid-March** at which time awardee will have ninety days for design; hence we anticipate complete project plans to be provided by **mid-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.
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Project #2

- **Name of Project:** Village of Shawnee – Parks and Recreation Improvements
- **Location:** Village of Shawnee Public Park
- **Description:** This activity will involve several projects including repairs to the park's large shelter house, repairs to the concession building, replacement of the dugouts at the little league ball field, and installation of new playground equipment. 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:** \$ 124,000.00
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2025**. We anticipate awarding the Architecture/Engineering firm by **mid-March** at which time awardee will have ninety days for design; hence we anticipate complete project plans to be provided by **mid-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.
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Project #3

- **Name of Project:** Village of Shawnee – Sidewalk Facility Improvements
- **Location:** Main Street, Village of Shawnee
- **Description:** This activity will involve replacing sidewalks on the south side of Main Street, including 1 curb cut and approximately 2,365 square feet of new sidewalk. 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:** \$ 57,100.00
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2025**. We anticipate awarding the Architecture/Engineering firm by **mid-March** at which time awardee will have ninety days for design; hence we anticipate complete project plans to be provided by **mid-June 2024**.
- **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.

Project #4

- **Name of Project: Village of Shawnee –Street Improvements**
- **Location:** Main Street and West Street, Village of Shawnee
- **Description:** This will activity will involve the resurfacing of Walnut Street and West 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:** \$ 195,600.00
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2025**. We anticipate awarding the Architecture/Engineering firm by **mid-March** at which time awardee will have ninety days for design; hence we anticipate complete project plans to be provided by **mid-June 2024**.
- **Special Requirements or Restrictions:**
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Project #5

- **Name of Project:** Village of Shawnee –Neighborhood Facility Improvements
- **Location:** Community Center 1 2nd Street, Village of Shawnee
- **Description:** The outcome of this activity will be the installation of a new roof on the Community Center, approximately 6,400 square feet of new roof. 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:** \$ 209,100.00
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **October 31, 2025**. We anticipate awarding the Architecture/Engineering firm by **mid-March** at which time awardee will have ninety days for design; hence we anticipate complete project plans to be provided by **mid-June 2024**.
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