



DATE: January 9, 2025  
TO: Architect and Engineering Professionals  
FROM: Jeff Jenkins, Community Development Coordinator  
RE: Announcement of Request for Qualifications for Professional Design  
Services

Hocking Athens Perry Community Action Agency (HAPCAP) intends to contract for Engineering and Architectural services in connection with the HOME-ARPA Non-Congregate Shelter 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 4, 2025. Statements received after this deadline will not be considered. The preliminary project description for the project is attached.

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 Hocking Athens Perry Community Action Agency will enter into contract negotiations with the most highly qualified firm.

Statements of qualifications should be transmitted to: Jeff Jenkins, 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 Athens Perry Community Action**

## **HOME-ARPA NCS**

### **Request for Qualifications**

#### **Instructions to Respondents**

In responding, please provide the following information:

#### **1. 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.

#### **2. Proximity to the project site**

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

#### **3. Capacity to Perform Work**

- A narrative describing the firm's experience with the specific nature of the project.
- Describe any past experience with homeless shelters and hotel/motel renovations and/or conversions.
- Describe your experience with and how you will incorporate trauma informed design principles into your design and plans.
- 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.

#### 4. **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.

#### 5. **Past Performance for Public Authority**

- Any previous work performed for Hocking Athens Perry Community Action Agency.
- Any familiarity that your firm has with the requirements of HOME ARPA funding.

#### 6. **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.



## Hocking Athens Perry Community Action

### HOME-ARPA NCS

- **Name of Project:** City of Athens, Ohio, HOME-ARPA NCS Non-Congregate Emergency Shelter Acquisition and Renovation
- **Location:** 135 Columbus Road, City of Athens, Ohio 45701
- **Description:** This phased activity will involve the renovation of the Sunset Motel at 135 Columbus Road in the City of Athens, Ohio. The former Sunset Motel consists of four buildings on seven parcels and will be renovated in phases as an emergency homeless shelter with 20+ units for the unhoused in phase #1.

One of the four buildings (which is currently a garage/storage area on a poured slab) will be renovated to serve as a communal recreation area. Additionally, there is an existing single family residence located within the buildings which will be converted to office, common, ADA accessible, intake and kitchen/food preparation spaces. Drainage improvements will also be required to increase positive slope drainage on the site at this building as well as asphalt paving rehabilitation of existing parking areas associated with the property. There will be no new construction or changing of the existing footprint of the current facility and any proposed earthwork (parking and drainage facilities) will be performed in previously disturbed parking and drainage areas.

Additional phases of this project to expand services to an additional 10+ units and appurtenances will be implemented as funding permits. HAPCAP will also require renovations to be as energy efficient as feasible and potentially Energy Star Certified based on feasibility and funding.



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. *HAPCAP 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:** \$954,000
- **Source of Funding:** ODOD HOME-ARPA NCS
- **Project Schedule:** All work, including construction, must be completed by **March 1, 2026**. We anticipate awarding the Architecture/Engineering firm contract by **February 28, 2025** at which time the awardee will have ninety-days (90) for design; hence we anticipate complete project plans to be provided by **May 23, 2025**.
- **Special Requirements or Restrictions:**
  - Meetings with HAPCAP staff interested in providing input into the design of the project will 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.
  - Project construction and renovation shall be consistent with and adhere to HOME-ARPA Non-Congregate Shelters property requirements.
  - Must utilize and incorporate Trauma-Informed design principles into designs and plans.
  - Hocking Athens Perry Community Action will be responsible for all bidding procedures.
  - For all projects, HAPCAP is the “Owner”. However, the individual municipalities will be involved in the process.