

**Request for Qualifications
Village of Jacksonville
PY 24 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.

Athens County Community Development Block Grant Program 2024

Village of Jacksonville PY 24 NRG Projects:

Project #1

- **Name of Project:** Village of Jacksonville – Flood and Drainage Improvements
- **Location:** Sixth and Seventh Street, Village of Jacksonville
- **Description:** The outcome of this activity will consist of the installation of 240 Linear Feet of storm drain, 140 Linear Feet of concrete curb, and 5 catch basins on Sixth Street and Seventh 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 contract documents.*
- **Total Project Budget:** \$ 93,800.00
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **August 31, 2026**. We anticipate awarding the Architecture/Engineering firm by **March 31, 2025** at which time the awardee will have ninety days for design; hence we anticipate complete project plans to be provided by **June 30, 2025**.
- **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 Jacksonville – Parks and Recreation Improvements
- **Location:** Village of Jacksonville Public Park
- **Description:** The outcome of this activity will consist of a concrete walking path, rubber playground mulch, a new shelter house, and a new restroom. 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:** \$241,200.00
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **August 31, 2026**. We anticipate awarding the Architecture/Engineering firm by **March 31, 2025** at which time awardee will have ninety days for design; hence we anticipate complete project plans to be provided by **June 30, 2025**.
- **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 Jacksonville – Sidewalk Facility Improvements
- **Location:** Sixth and Palmer Street, Village of Jacksonville
- **Description:** The sidewalk improvements will involve the installation of over 14,000 square feet of sidewalk, including 14 ADA-approved curb cuts. The proposed sidewalk work will take place on 6th and Palmer streets. 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:** \$242,700.00
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **August 31, 2026**. We anticipate awarding the Architecture/Engineering firm by **March 31, 2025** at which time awardee will have ninety days for design; hence we anticipate complete project plans to be provided by **June 30 2025**.
- **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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- If a project disturbs over 1 acre must acquire Construction Site Storm Water General NPDES permit.

Project #4

- **Name of Project: Village of Jacksonville –Street Improvements**
- **Location:** Sixth Street, Village of Jacksonville
- **Description:** This activity will involve the resurfacing of Sixth Street. There will also be four asphalt speed bumps, as well as 60 linear feet of stop bar line, installed on Sixth 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:** \$222,300.00
- **Source of Funding:** CDBG
- **Project Schedule:** All work, including construction, must be completed by **August 31, 2026**. We anticipate awarding the Architecture/Engineering firm by **March 31, 2025** at which time awardee will have ninety days for design; hence we anticipate complete project plans to be provided by **June 30 2025**.
- **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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