



DATE: March 24th, 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 (HAPCAP) intends to contract for Engineering and Architectural services in connection with the Appalachian Community Grant 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 **April 14th, 2025 at 4 pm**. Statements received after this deadline will not be considered.

HAPCAP is seeking Architectural/Engineering services for a Appalachian Community Grant Program project. 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 HAPCAP 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 , jeff.jenkins@hapcap.org

If you have any questions regarding this Request for Qualifications, please feel free to call me at 740-767-4500.

HAPCAP Appalachian Community Grant Program

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 Appalachian Community Grant Program 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.

HAPCAP Appalachian Community Grant Program

1. Name of Project: Glouster Duplex/Triplex Builds

- **Location:** Glouster, Athens County, OH

- **Description:** This project will be the construction of new duplex and/or triplexes on two lots owned by the Survivor Advocacy Outreach Program. Those two lots are located at 55 Madison Street and at 32 Front Street.
 - Each unit should be of a minimum of two beds, 1.5 baths and 900 square feet.
 - The specifications for the builds shall include a plan to pursue near net-zero, low energy use construction outcomes, including but not limited to the following:
 - Utilization of spray foam or rigid foam insulation for walls and attics, or use of structural insulated panels (SIPs)
 - Double or triple-pane windows with Low-F (low emissivity) coatings.
 - Programmable or smart thermostats.
 - Energy Star-rated appliances.
 - Tankless water heaters.
 - Installation of ductless mini-split systems or heat pumps.
 - Low-flow faucets, showerheads, and toilets.

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:** \$1,175,000.00

- **Source of Funding:** Appalachian Community Grant Program.

- **Project Schedule:** All work, including construction, must be completed by **November 31st, 2026**. We anticipate awarding Architecture/Engineering firm by **April 18th, 2025** at which time awardee will have thirty days for design; hence we anticipate complete project plans to be provided by **May 19th, 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.
- Hocking Athens Perry Community Action will be responsible for all bidding procedures.
- For all projects, the HAPCAP is the “Owner”. However, the individual municipalities will be involved in the process.