



DATE: April 8th, 2026

TO: Architect and Engineering Professionals

FROM: Jeff Jenkins, 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 , **May 6th 2026.** Statements received after this deadline will not be considered.

The County is seeking architectural/engineering services for a total of one (1) CDBG-funded project, Village of Hemlock Critical Infrastructure Grant activity. Preliminary project descriptions for this project is attached. 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:

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.

Request for Qualifications

Village of Hemlock PY 25 Critical Infrastructure 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 Hemlock City PY 25 CI Project:

Project:

- **Name of Project: Village of Hemlock – Fire Facilities Improvements**
- **Location:** Village of Hemlock
- **Description:** This activity will include the installation of 7 Fire Hydrants throughout the Village of Hemlock. In order to make the new fire hydrants operate effectively the existing water line will be upgraded from current three inch diameter to six inch diameter PVC pipes. The new water line upgrades will include approximately 3,800 linear feet of six inch water line. The new waterline will provide the necessary volume and pressure to the hydrants to ensure they operate effectively. 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:** \$ 470,000
- **Source of Funding:** CDBG Critical Infrastructure Grant Program
- **Project Schedule:** All work, including construction, must be completed by **August 31, 2027**. We anticipate awarding the Architecture/Engineering firm by **end of-May** at which time awardee will have ninety days for design; hence we anticipate complete project plans to be provided by **end of August-June 2026**.
- **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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