

December 3, 2010

RE: Request for Qualifications for Professional Design Services

Dear Architect/Engineering Professional:

The Village of Murray City intends to contract for engineering services in connection with a proposed sanitary sewer project in Murray City, Ohio. Engineering firms interested in being considered for a contract to provide the required services for either project should reply with a statement of qualifications no later than January 3, 2011. Statements received after this deadline will not be considered.

Statements of qualifications should include information regarding the firm's history, experience with relevant projects and references. You will be evaluated based the factors listed in the attached Instructions to Respondents.

As required by Ohio Revised Code 153.65-71, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, representatives of the Village will enter into contract negotiations with the most highly qualified firm.

Statements of qualifications should be transmitted to: Sandra Johnson, Community Development Coordinator, Hocking-Athens-Perry Community Action, PO Box 220, Glouster, OH 45732. Please submit three copies.

Preliminary project descriptions and the Instructions to Respondents are attached. If you have any questions regarding this Request for Qualifications, please feel free to contact me at 740-767-4500 or sandy@hapcap.org.

Sincerely,



Sandra Johnson
Community Development Coordinator



Hocking . Athens . Perry
CommunityAction

3 Cardaras Drive
P.O. Box 220
Glouster, Ohio 45732
FAX 740.767.2301
800.686.1093
740.767.4500

Hocking County
Logan, Ohio 43138
740.385.6813

Perry County
New Lexington
Ohio 43764
740.342.4113

An equal
opportunity
service provider
and employer

Name of Project: Village of Murray City Sanitary Sewer Project

Location: Murray City is located on State Route 78 on the border between Athens and Hocking Counties, seven miles north of Nelsonville, Ohio.

Description: The purpose of this project is to provide safe sanitary sewer disposal for the residents of Murray City. The proposed project will provide sanitary sewer service to approximately 175 homes in the Village. Services needed include preparation of bidding specifications and drawings, review of bids, pre- and post- construction meetings, construction oversight/administration, acquisition of all necessary permits, and may include assistance associated with locating other potential funding sources.



Hocking . Athens . Perry
CommunityAction

3 Cardaras Drive
P.O. Box 220
Glouster, Ohio 45732
FAX 740.767.2301
800.686.1093
740.767.4500

Hocking County
Logan, Ohio 43138
740.385.6813

Perry County
New Lexington
Ohio 43764
740.342.4113

An equal
opportunity
service provider
and employer

Source of Funding: Currently this project is not funded. Probable funding sources include the CDBG Water & Sewer Program, and the Ohio EPA Water Pollution Control Loan Fund. Other public funding sources will also be explored. Services from the engineer must include technical assistance as needed for all funding applications for the project. A preliminary design and cost estimate will be the first requirement of these services. As the designated CDBG administrator, Hocking-Athens-Perry Community Action will be the contact for the Water & Sewer application, and will assist the Village with other funding sources as needed. If sufficient funds are awarded, the engineering firm will receive the contract for design and construction services. *The grant administrator will prepare the bidding documents and construction contract/s.* However, no monies can be committed to engineering services until the project is funded. Please note the selected firm would be completing the preliminary design at their own risk.

Project Schedule: A reasonable, agreed upon timeline will be developed by all parties in order to accomplish this project in a timely manner. However, the project should be started and finished as quickly as possible.

Special Requirements or Restrictions:

- All work for individual projects must meet state and federal guidelines, codes and standards whenever applicable. This includes coordination with the Ohio Historic Preservation Office, meeting ADA compliance regulations, and any requirements arising out of the environmental review.
- Hocking-Athens-Perry Community Action will be responsible for all bidding procedures.
- For this project, the County is the “Owner”. However, the Village will be involved in the process.
- Payment for services under this Request for Qualifications will be contingent upon a successful funding package.

Instructions to Respondents

In responding, please provide the following information:

A. Firm & 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 Project Site

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

C. Capacity to Perform Work

- A narrative describing the firm's experience with the specific nature of the project.
- A narrative describing the firm's experience in assisting communities in obtaining funding for similar projects.
- A narrative describing the firm's past experience with Community Development Block Grant and other grant funded projects.
- A narrative of the firm's equipment and facilities.
- Availability of staff to start and complete design and provide technical oversight.

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 Hocking County Commissioners or the Village of Murray City.

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 and include your Affirmative Action statement, if applicable.



Hocking . Athens . Perry
CommunityAction

3 Cardaras Drive
P.O. Box 220
Glouster, Ohio 45732
FAX 740.767.2301
800.686.1093
740.767.4500

Hocking County
Logan, Ohio 43138
740.385.6813

Perry County
New Lexington
Ohio 43764
740.342.4113

An equal
opportunity
service provider
and employer