



DATE: February 1, 2023

TO: Architect and Engineering Professionals

FROM: Kelly Hatas, Executive Director

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 design, construction, and overall project management of a net-zero Head Start facility in The Plains, Ohio. 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 **March 1, 2023**. 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 HAPCAP will enter into contract negotiations with the most highly qualified firm.

Statements of qualifications should be transmitted to:

Kelly Hatas, Executive Director
Hocking. Athens. Perry Community Action
3 Cardaras Drive/P.O. Box 220
Glouster, OH 45732

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



Head Start Net-Zero Building Project in The Plains, Ohio

Request for Qualifications (RFQ)

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.
- Narrative to include project management experience, as well as any experience and/or certifications related to net-zero building design and construction.

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 HAPCAP or the Athens, Hocking or Perry County Commissioners.
- Any familiarity that your firm has with the requirements of childcare facilities, daycare requirements, etc.

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 Request for Qualifications: Net-Zero Head Start Facility: The Plains, OH

1. **Name of Project:** Design, construction, and overall project management of a net-zero Head Start Facility located in The Plains, Ohio
 - **Location:** 30 Connett Road The Plains, Ohio 45780
 - **Description:** Hocking Athens Perry Community Action (HAPCAP) intends to contract for architectural and engineering services in connection with the design, construction, and overall project management of a 4-6 classroom net-zero Head Start Facility with offices, storage, kitchen area, and outdoor playground space.
 - The Architecture/Engineering scope of work will include overall project management, 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 successful firm shall also 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.