



From Community Building Partners, on behalf of the Survivor Advocacy Outreach Program

**Request for Qualifications | Survivor Advocacy Outreach Program
Architectural/Engineering Services**

Introduction

Request for Qualifications Survivor Advocacy Outreach Program
Issued By: Community Building Partners
Issue Date: April 5, 2024
Qualification Responses Due: WEDNESDAY APRIL 24, 2024 at 5:00 PM
Contact: Celestia Helbrede, Project Manager Community Building Partners 1263 E Broad St Columbus, OH 43205 Celestia@Praxia-Partners.com

Background:

Community Building Partners (CBP) is inviting submissions from qualified Architectural and Engineering firms or individual professionals to be included in a pre-qualified pool for a range of renovation services. This initiative is aimed at supporting various projects, reflecting our commitment to enhancing community infrastructure and support services.

Inclusion in this pool signifies prequalification, indicating that members meet our high standards for service provision. Contracts for future projects will be awarded based on a comparative assessment of qualifications, ensuring the selection of the most capable candidates for each undertaking.

SAOP, a non-profit based in Athens, Ohio, operates in Meigs, Perry, Athens, Gallia, Hocking, Morgan, and Vinton Counties, aiming to empower communities and survivors against sexual violence, domestic violence, human trafficking, and stalking. It maintains a main office in Nelsonville, Ohio, and branch offices in five of the counties served. The Appalachian Community Grant Program (ACGP), backed by a \$500 million fund from House Bill 377 and Ohio's American Rescue Plan Act (ARPA) allocation, supports planning and development in Ohio's 32-county Appalachian region. It is administered by the Governor's Office of Appalachia within the Ohio Department of Development.

The Firm(s) ultimately selected by CBP will provide full architectural and engineering services for projects located in Southeastern Ohio. *Construction services after pre-development will require a response to a separate request for proposal.*

Project Description:

This RFQ is looking for experienced and skilled professionals to provide Architecture and Engineering Services for various redevelopment projects. Community Building Partners (CBP) intends to create a pool of pre-qualified, licensed professionals ready to offer on-demand Architectural/Engineering (A/E) Services. Our goal is to collaborate with contractors recognized for their expertise in architecture, engineering, project planning, design, and other related fields.

Applicants are expected to have access to the necessary resources, including skilled team members, support services, and the financial stability required to ensure projects are completed on time and without errors. Submissions should outline the firm's or individual's experience in

A/E services, breaking down their expertise by type of service, scale of projects previously undertaken, budget management, and funding sources, to highlight their technical skills and proficiency.

Scope of Services

The selected Architecture and Engineering (A/E) firm will be responsible for delivering comprehensive renovation services that encompass both interior and exterior improvements. The firm must demonstrate expertise in designing spaces for social service providers, reflecting an understanding of the unique needs and functions of such environments. Immediate commencement of design services is required.

Professional Services to be provided may include, but are not limited to:

- Architectural and Engineering services including mechanical, electrical, plumbing, civil, site and land planning and structural engineering.
- Conducting site visits at the communities.
- Surveying and evaluating existing conditions.
- Providing cost estimates.
- Preparing sketches, drawings and specifications.
- Reviewing and preparing schedules.
- Identifying hazardous material and specifying abatement requirements.
- Preparing documentation associated with demolition of structures.
- Attending and conducting meetings.
- Conducting evaluations of existing facilities to identify needs.
- Developing conceptual plans, specifications, and design criteria tailored to the project.
- Providing standard design document phase services to ensure detailed and accurate project planning.
- Offering additional services that may be reasonably inferred or necessary to meet the project objectives.
- Ensuring compliance with all relevant regulations, laws, and ordinances at every level of government.

Collaboration with Community Building Partners (CBP) and community partners is essential throughout the design process. For projects the selected firm(s) will assist in defining and finalizing the project scope, with a focus on site renovations. It will provide recommendations to meet specific needs and refine these as necessary.

The Planning/Architectural/Engineering firm(s) shall furnish the skills necessary to perform all services and provide all required deliverables in the most expeditious and economical manner consistent with the interest of CBP and SAOP.

Requirements to be Responsive to RFQ:

All submissions for this Request for Qualifications (RFQ) must follow the guidelines in 2 CFR 200, which includes Unified Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Although this will be submitted digitally, please submit all materials as a single digital document, prepared for printing. CBP may ask for additional information if needed.

Your submission should be organized as follows:

1. Organizational Overview: Describe your organization, leadership and areas of expertise. Please note the location of your main operations.
2. Team Qualifications: List the qualifications and experience of team members who will be directly involved in or leading projects.. Please note leadership and key personnel that would be assigned to these types of projects.
3. Demonstrated Ability and Previous Experience: Show how your firm has met or exceeded past project vision(s), scope(s), budget(s), and schedule(s) in previous work. Please highlight any experience in Southeast Ohio, specifically in Athens, Meigs, and/or Gallia counties.
4. Consultant Collaboration: Describe any consultants you would propose working with and your experience working with consultants on past projects, including numbers and sizes of these projects.
5. Specification Writing: Provide information on your specification writing credentials and experience.
6. CPM Scheduling: Explain your experience and capabilities with Critical Path Method (CPM) schedules, including creating or using them as a project management resource.
7. Capacity: Show your firm's resources and capacity to fulfill the project needs.
8. Project Timelines: Please provide examples of project timelines for A/E services provided by your organization including but not limited to expedited services.
9. Fee Schedule: Please provide your fee schedule of rates for personnel anticipated to work on projects for this client. We understand these are just general rates, and final project pricing and fees will be determined with selected firm (s) on a project by project basis.
10. Submissions should be in one PDF file named "SOQ - [Your Firm's Name]". Create this PDF using software like Adobe Acrobat's "print" feature, not a scanner, to ensure clarity.

Email your submission with "SOQ - [Your Firm's Name]" in the subject line. You may send one email with an attachment size up to 25 MB.

Timeline and Deliverables:

Interested respondents should respond by email to Celestia Helbrede, Program Manager, Community Building Partners, celestia@praxia-partners.com. The subject line should read “RFQ - Architecture and Engineering SAOP”

RFQ Issued	April 5, 2024
Questions Due via Email to celestia@praxia-partners.com	April 12, 2024
FAQ posted	April 17, 2024
RESPONSES DUE (EXTENSION)	WEDNESDAY APRIL 24, 2024 at 5:00 PM
Notification of List of Qualified Vendors	April 26, 2024 (extended)

The deadline for submission is not later than 4:00 P.M., Eastern Standard Time, on April 19th, 2024. Statements of qualifications received after this date and time will not be accepted.

Evaluation and Selection:

An Evaluation Team will carefully review and rate each submission, organizing them by expertise and evaluating them against our criteria. After the evaluation, firms will be ranked by qualifications.

CBP has the right to negotiate contract terms with the chosen firm, including scope of work, roles, pricing, and team composition, to ensure the best outcomes for CBP and its partners. Submissions should clearly outline the firm’s ability to provide the required services, including all criteria listed above.

Non-Discrimination:

Per Federal law, no person in the United States shall, on the basis of race, color, national origin, disability, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives Federal financial assistance. To ensure adherence to Title VI of the Civil Rights Act of 1964, as amended, and related legislation, the following provisions will be incorporated into the contract between CBP and the selected contractor, who must comply with these requirements:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) prohibits discrimination on the grounds of race, color, or national origin in programs or activities receiving Federal financial assistance.
- Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 et seq.) prohibits discrimination on the basis of sex under Federally assisted education programs or activities.
- The Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101 et seq.) prohibits discrimination on the basis of disability in programs, activities, and services provided or made available by public entities and public or private entities offering public transportation.
- Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), prohibits discrimination on the basis of disability under any program or activity receiving Federal assistance. Compliance with the 2010 ADA Standards for Accessible Design is required.
- The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
- Other Applicable Non-discrimination Laws: Compliance with any other relevant standards.

Scoring Matrix for RFQ Evaluation

Criteria	Maximum Score	Notes
1. Demonstrated ability provide requested services in a timely, effective manner	20	
2. Previous experience with similar projects	15	
3. Quality of past work for firm and proposed consultants	15	
4. Team qualifications and experience	15	
5. Successful collaboration with consultants	5	
6. Specification writing credentials and experience	5	
7. Capability for efficient project timelines	5	
8. Experience in project region (Southeastern Ohio)	10	
9. Firm's resources and capacity	5	
10. Demonstrated alignment with organizational goals	5	
Total	100	