

## **REQUEST FOR QUALIFICATIONS**

### **LANDSCAPE ARCHITECTURE/ENGINEERING SERVICES APPOMATTOX, VIRGINIA**

#### **A. PROJECT DESCRIPTION**

The Town of Appomattox has been awarded a Community Improvement Grant utilizing Community Development Block Grant (CDBG) funds by the Virginia Department of Housing and Community Development for revitalization efforts in Downtown Appomattox. The purposes of this grant are eliminating slums and blight and revitalizing the downtown economy which will be accomplished by improving commercial building facades, constructing streetscape improvements, constructing a small downtown parking lot, installing gateway signage, and branding/marketing in Downtown Appomattox.

The Town of Appomattox is requesting Statements of Qualifications (SOQ's) from firms to develop designs and plans for the planned streetscape improvements, the small downtown parking lot, and gateway signage in cooperation with the firm chosen by the Town to work on branding/marketing activities. Statements should include a specific description of the firm's approach to the project; the firm's experience with similar projects including experience working within a state and nationally-designated historic district; experience with CDBG-funded projects; references from past projects of a similar nature; relevant experience of staff to be assigned to the project; and demonstration of a familiarity with small towns of less than 2,000 in population and the Town of Appomattox.

#### **B. SCOPE OF SERVICES**

The specific scope of services required is described below:

1. Provide landscape architectural design services including plan specifications and engineered drawings related to the installation of a limited number of new decorative streetlights, minor improvements to one portion of an existing sidewalk, construction of one new decorative crosswalk, installation of pedestrian crossing warning signs at the same crosswalk, and the construction of a 10-space parking lot in Downtown Appomattox.
2. Assist the Town in cooperation with a firm chosen for branding/marketing activities with design services including plan specifications and engineered drawings as may be required for the fabrication and installation of new gateway signage.
3. Manage all construction bidding including the preparation and distribution of bid documents, organization and facilitation of pre-bid conferences, coordination with contractors, and clarification of bid documents as needed with addenda. Assist in reviewing bids, preparing bid tabulation forms, and recommending construction contract awards to lowest responsible bidders.

4. Assist the Town with monitoring construction activities and review and advise the Town on any necessary change orders as related to additional construction tasks, costs, or time extensions.
5. Attend meetings of the Project Management Team and other meetings as necessary for the implementation of the project.

### **C. CONTENTS OF RESPONSE**

Statements of Qualifications should be submitted for review by the Town of Appomattox and should include, but not necessarily be limited to, the following items:

1. A cover letter signed by a principal of the firm empowered to enter into contracts on the firm's behalf.
2. An introduction and general description of the firm's philosophy, experience, and capabilities.
3. A specific description of the firm's approach to the scope of services.
4. Brief descriptions of the scope and success of five (5) recent and similar projects. At least one (1) should be a CDBG-funded project and at least one (1) should relate to construction activities within a historic district.
5. For each similar project submitted under #4, provide the contact information for the person in charge of the project at the local level (address, telephone number, and e-mail address).
6. Resumes of staff persons who will perform the work and a statement regarding their availability.
7. Demonstration of familiarity with small towns of less than 2,000 in population and familiarity with the Town of Appomattox.

### **D. SELECTION PROCESS/CRITERIA**

A selection committee shall evaluate all Statements of Qualifications and rank firms to be selected for further consideration. The Town of Appomattox reserves the right to reject any and all SOQ's that are not responsive to this RFQ. The Town of Appomattox will review proposals and make its selection based on the criteria set forth hereafter:

1. Understanding of the project and approach to the scope of services;

2. Performance on similar projects based on submitted materials;
3. Positive reviews by references provided;
4. Capabilities and availability of assigned staff to provide timely execution of requested services;
5. Familiarity with small towns of less than 2,000 in population and familiarity with the Town of Appomattox.

The Town of Appomattox reserves the right to waive the process of conducting in-person interviews, but may choose to conduct in-person interviews if deemed useful to the selection process. The firm that best meets the criteria will be contacted for a telephone interview and if awarded the contract, subsequently contacted to negotiate the final scope of services and related fee schedule. If a mutually agreed upon contract is not reached, negotiations will begin with the next most qualified firm. The contract will be a fixed-fee contract for specified work tasks. Payments to the contractor will be based on costs incurred and work tasks completed. Each responding firm will be notified of final selection.

The Town of Appomattox is an equal opportunity employer and does not discriminate on the basis of race, age, color, religion, sex, national origin, disability, or status as a protected veteran. Proposals from minority, female-owned, and local firms/individuals are invited. All responding firms/individuals shall comply with Executive Order 11246.

#### **E. INCURRING COSTS**

The Town of Appomattox is not liable for any costs incurred by contractors prior to issuance of a contract.

#### **F. IMMIGRATION REFORM AND CONTROL ACT OF 1986**

By signing the SOQ, the offeror certifies that it does not and will not during the performance of this contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits the employment of illegal aliens.

#### **G. SUBMISSION**

**Five (5) copies of the SOQ shall be submitted on or before 4:00 p.m. November 15, 2019, to Gary Shanaberger, Manager, Town of Appomattox, P.O. Box 705, 210 Linden St., Appomattox, VA 24522.**

SOQ's should be clearly marked "Qualifications for Architecture Services – Appomattox Downtown Revitalization Project." Submissions by telephone or facsimile will not be accepted. Submissions received after the above-referenced time and date will not be considered. All submissions are

final and may not be withdrawn. All proposals submitted shall become the property of the Town.

The Town reserves the right to cancel with thirty (30) days written notice to the contractor and shall only be responsible for payment of services performed to date.

The right is reserved, as the interest of the Town may require, to revise or amend the specifications prior to the date set for receiving proposals; this date may be postponed if deemed necessary. Such revisions and amendments, if any, will be announced by written addendum to the specifications.

The Town reserves the right to reject any or all proposals, to waive any technicalities in proposals received, and to negotiate and to accept the proposal which shall be in the best interest the Town.

Questions regarding this Request for Qualifications can be directed to Mr. Shanaberger at 434-352-8268, Virginia Relay: 711, or [gshanaberger@appomattoxva.gov](mailto:gshanaberger@appomattoxva.gov).

-EQUAL OPPORTUNITY EMPLOYER-