

REQUEST FOR QUALIFICATIONS

CDBG PLANNING AND MANAGEMENT ASSISTANCE SERVICES TOWN OF PULASKI, VIRGINIA

A. PROJECT DESCRIPTION

In accordance with Federal Law 24 CFR, Part 85 and the Virginia Public Procurement Act, the Town is soliciting Statements of Qualifications from firms interested in providing management services for the administration of the CDBG grant and other grant resources in the construction / rehabilitation of the Calfee School.

The specific services required are described as follows:

SCOPE OF SERVICES

B. CONTENTS OF STATEMENT OF QUALIFICATIONS

All respondents should submit a written Statement of Qualifications (SOQ) to include information directly related to each of the selection criteria outlined in Section D herein. All information should be stated succinctly. SOQ's should not include estimates of costs or man-hours to perform the desired services. Three references should be included in the SOQ.

C. SELECTION PROCESS/CRITERIA

Proposals will be reviewed by the Town of Pulaski's appointed selection committee based on the following selection criteria:

- General firm capabilities, experience, and history
- Familiarity with Virginia CDBG requirements.
- Familiarity with historic rehabilitation programs.
- Familiarity with the Town of Pulaski.
- Experience and qualifications of assigned personnel.
- Ability to timely execute planning and management services.
- Performance on similar projects.
- Strength of three (3) references.

The proposals will be scored by the selection committee and ranked according to their respective score. If more than one proposal is submitted, the selection committee will interview at a minimum the top two firms. The firm deemed best to meet the criteria will be contacted for an interview and negotiation of scope of services and fees. If a mutually agreed-upon contract is not reached, negotiations will begin with the next most qualified firm. Each phase of the contract will be for a fixed-fee amount 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 the final selection.

The Town of Pulaski is an Equal Opportunity Employer. Proposals from minority, female-owned, and local firms/individuals are encouraged. All responding firms/individuals shall comply with Executive Order 11246.

D. INCURRING COSTS

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

E. IMMIGRATION REFORM AND CONTROL ACT OF 1986

By signing its 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.

F. SUBMISSION

Five (5) copies of the proposal shall be submitted on or before 2:00p.m., Friday, May 21st, 2021 to the Town of Pulaski, P.O. Box 660, Pulaski, VA 24301 (street address: 42 1st Street, NW). The outside of the envelope must be marked "Qualifications for Planning and Management Assistance Services, Calfee Community & Cultural Center Planning Grant." Proposals received by telephone, facsimile, email, or after stated time and/or date will be considered non-responsive and not accepted.

Questions may be directed to Darlene Burcham, Town Manager, 540-994-8600 or Rick Tawney, Engineering Project Manager, 540-994-8617.

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 by the Town Manager. 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, to negotiate and to accept the proposal that shall be in the Town's best interest.

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 chosen contractor and shall only be responsible for payment of services performed to date.

-EQUAL OPPORTUNITY EMPLOYER-