

REQUEST FOR QUALIFICATIONS

CDBG PLANNING AND MANAGEMENT ASSISTANCE SERVICES TOWN OF PULASKI, VIRGINIA

A. PROJECT DESCRIPTION

The Town of Pulaski is seeking a 2020 CDBG Planning Grant from the Virginia Department of Housing and Community Development (VDHCD) for the redevelopment of the Calfee Training School to be used as the Calfee Community & Cultural Center. The project is proposed to include a childcare center and cultural heritage museum. The gathered data will allow for the development of a proposed improvement program focused on the building's rehabilitation, a project budget, and the development a competitive Community Improvement Grant (CIG) application for submission to VDHCD in in calendar year 2020 under the open-submission program.

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 planning and management assistance services over three phases. Phase I services include assistance with the following items: completion of public and management team meetings, business plan, staffing/operations plan, improvement plan (to be developed by a separately procured architectural firm), and preparation of the CIG funding application. Phase II services include completion of all pre-contract work items. Phase III is for project management services related to project implementation and will only be required if the CIG application is funded.

The specific services required are described as follows:

SCOPE OF SERVICES

Phase I – Planning Study Phase

CDBG planning services will at a minimum include the following:

1. Citizen / Stakeholder Participation.

- *Facilitate Management Team Meetings*

A Management Team has been identified for the target area that includes key stakeholders, community leaders, and Town staff. The Management Team will work with community leaders and project stakeholders, and others to define issues and formulate improvement strategies. The chosen planning consultant will assist the Town Manager in facilitating the meetings of the Management Team.

- *Facilitate Public Meetings and Public Hearings*

The planning consultant will facilitate two to three general public meetings to discuss issues, findings, and the proposed improvement program as well as facilitate the two require public hearings required for approval of a CIG application.

2. Business Plan. The selected planning consultant will be asked to work closely with the YMCA of Pulaski County in the proposed development of a business plan for the creation of additional childcare space. These coordinated efforts will work to ensure that the necessary business plan will be supportive of the project goals and formatted in a manner so as to be used in the CIG application.
3. Staffing and Operations Plan. The selected planning consultant will be asked to work closely with the YMCA of Pulaski County as well as the stakeholders of the Calfee Community and Cultural Center's Board of Directors in the proposed development of a staffing and operations plan for the building as a whole. These coordinated efforts will work to ensure that the necessary business plan will be supportive of the project goals and formatted in a manner so as to be used in the CIG application with the long-term goal of full sustainability.
4. Coordination with the procured A/E firm for the development of an Improvement Plan and Furniture, Fixtures and Equipment Plan. The selected planning consultant will be asked to work closely with the separately procured architectural/engineering firm who will be tasked with the review and analysis of building repairs deemed necessary, including those that may be required in order to meet the standards placed by the CDBG program or relevant childcare licensing standards. Along with Town staff, the planning consultant will provide coordination to their services and work to ensure that any reports are supportive of project goals and formatted in a manner so as to be used in the CIG application.
5. Identification of Public and Private Leverage Resources. In order to adequately address all the building's rehabilitation needs, the Town will need to incorporate non-CDBG funding and other resources into the project. The sources of these funds/resources may include local funds, other state and federal funds, private donations from residents, property owners, and local businesses, foundations, and community development non-profits. The Planning Consultant will help identify these resources and secure the necessary commitments and/or agreements needed to guarantee follow through on funding/resource commitments.
6. CIG Application. The planning consultant will prepare an application for CIG funding with all required attachments in accordance with the proposed improvement program in a timely manner as needed for the required public hearings, Town Council approval, and for submittal to VDHCD by agreed upon deadline.

Phase II – Environmental Review and Required Pre-Contract Activities Phase

In accordance with VDHCD requirements and the National Environmental Policy Act, the planning consultant will prepare an Environmental Review for the proposed project, including all required advertisements and hearings. The planning consultant will also address VDHCD's other pre-contract requirements within 90 days of the Town's submittal of the CIG application. Before undertaking these activities, the Consultant will assist the Town in seeking VDHCD's prior authorization to incur grant-eligible costs.

Phase III – Project Implementation Phase

All services under Phase III will be required only upon an actual award of CIG funding to the Town of Pulaski. Professional assistance under Phase III will include all CDBG administrative and management services required to effectively implement the project on behalf of the Town.

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 invited. 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, April 3rd, 2020** 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 Shawn Utt, 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-