

REQUEST FOR PROPOSALS/QUALIFICATIONS FOR
PROFESSIONAL SERVICES

NORTHUMBERLAND COUNTY
CALLAO BUSINESS DISTRICT REVITALIZATION PROJECT

A. PROJECT DESCRIPTION/SCOPE OF SERVICES

Northumberland County, Virginia, has received an offer of a Community Improvement Grant from the Department of Housing and Community Development to fund Business District Revitalization activities. The project area will be the commercial corridor of Callao close to the corner where Highway 360 meets Route 202. The outcome of the CIG will be to complete final plans and implement identified tasks that will improve the living conditions and economic conditions of Callao by removal of all blighting influences and the revitalization of the Project Area. The Business District Revitalization Project professional services activities will include architectural design for the project's Façade Improvement Program.

B. PROPOSAL CONTENTS

All respondents should submit a written Statement of Qualifications (SOQ) to including information about the respondent directly related to each of the selection criteria outlined in Section D herein. All information should be submitted succinctly. Proposals shall not include estimates of costs or man-hours to perform desired services. A respondent may submit an SOQ to be considered for any or all of the requested services in Section A.

C. SELECTION PROCESS

The County will appoint a Selection Committee to review and evaluate all SOQ's submitted by firms responding to the RFP. The proposals will be evaluated and ranked based on the Selection Criteria outlined in Section D herein. The County may ask the top ranked firms to attend a presentation/interview as part of the evaluation process. At the conclusion of the evaluation process the firms will be ranked in priority order with the highest ranking firm being selected to negotiate a contract with the County. If a contract satisfactory to both parties cannot be negotiated, the County will then enter into negotiations with the next highest ranking firm and so on until an agreement is reached.

D. SELECTION CRITERIA

The respondents will be evaluated based on the following criteria: 1. Qualification of firm's staff. 2. Familiarity with Business District Revitalization activities. 3. Capacity of firm to perform the work within limited time-frame. 4. Quality of performance in past and/or similar projects. 5. Knowledge and familiarity of firm's staff with VDHCD Planning Grant and Community Improvement Grant procedures and requirements.

E. SUBMITTAL

Respondents should submit five (5) copies of the proposals titled **CALLAO BUSINESS DISTRICT REVITALIZATION PROJECT** to Luttrell Tadlock, County Administrator, P.O. Box 129, 72 Monument Place, Heathsville, Virginia 22473 by **Wednesday, January 23, 2019, at Noon**. Local, minority-owned, and female-owned firms are encouraged to respond.