

**City of Galax Virginia**  
**Request for Qualifications**  
**ARCHITECTURAL and ENGINEERING SERVICES**

The City of Galax, Virginia is seeking architectural and engineering services in conjunction with a project entitled Project Light.

**Project Description.** Project Light's overall goal is to renovate a building for lease to an established and successful nonprofit, God's Storehouse, to be used as a space for providing various social services to community members. This will be accomplished through the following elements:

- Redevelopment of the 9,920 sq. ft. blighted building at 406 West Oldtown Street in Galax, Virginia to include a classroom, meeting/conference room, office spaces, large training and serving kitchen facility. The building floor plan and exterior elevation preliminary plans are to be utilized as a conceptual guide for the building renovations. The City of Galax will lease 9,315 sq. ft. to God's Storehouse and Soup Kitchen. This renovation will include:
  - a. Façade improvements.
  - b. Interior renovations.

The City of Galax would like to procure A/E design services needed to facilitate the renovation of the Old Town Market building located at 406 West Oldtown Street, Galax, which should include design and inspection services. Design and construction will be financed, in part, with funds from the Appalachian Regional Commission (ARC) through the Virginia Department of Housing and Community Development (DHCD). The design will take place with the participation of God's Storehouse and Soup Kitchen.

A Preliminary Plan, floor plan, and exterior elevations, was completed on January 6, 2021, and was prepared by WM2A Architects. *An electronic version of the Plan is attached below.*

**Scope of Services.** The services needed for this project include:

1. Provide preliminary architectural and engineering services directly related to final plans and specifications, including cost estimates for proposed improvements as outlined herein,
2. Prepare final design drawings and specifications necessary for façade improvements and interior renovations,
3. Provide bidding and contracting services,
4. Provide construction administration services,
5. Provide periodic inspection services during construction improvements,

**Selection Criteria.** Proposals will be evaluated on the following criteria:

1. **Related Experience:** Provide a list of projects that you have done that are similar to this revitalization project and describe how this experience will benefit you as the architect/engineer on this project.
2. **Qualifications of the Specific Individuals to Provide Services:** Provide resumes of each individual and or team assigned to this project, highlighting their qualifications for this job.
3. **Current and Projected Workloads:** Address each person's availability to be assigned to this project throughout the implementation process.
4. **Familiarity with the City of Galax, God's Storehouse, and the former Old Town Market Building.**
5. **Familiarity with the ARC program:** provide evidence as to your firm's knowledge and experience with the Virginia Department of Housing and Community Development, generally, and more specifically with the regulations and requirements associated with the ARC program.
6. **Proposed Approach for Implementation of Project:** Provide a narrative as to how your firm proposes to work with the city to implement this project.

**Selection Process.** A Selection Committee appointed by the City of Galax will review and rank proposals received from each firm. After each firm has been evaluated individually by each member of the Selection Committee, they will be totaled in aggregate and ranked in priority order. The Committee will invite (at a minimum) the two highest-ranked responders to give a presentation to the Selection Committee to be followed by an interview with the Committee. Following the interview process, the committee will finalize the ranking and subsequently enter into negotiations to determine the scope of services and fees for said services. If a contract cannot be successfully negotiated with the leading candidate, the city will negotiate with the second-ranked candidate and so on until a contract has been successfully negotiated.

**Submittal of Proposals.** The City of Galax will be accepting written responses to its Request for Qualifications for architectural/engineering services until **5:00 pm Friday, April 8th, 2022, at the Galax City Manager's Office, 111 E. Grayson Street Galax, VA 24333. Please mark your submittal Project Light.**

Questions regarding the RFQ can be addressed by contacting James Moss at [jmoss@mrpdc.org](mailto:jmoss@mrpdc.org) or Mason Gragg at [mgragg@mrpdc.org](mailto:mgragg@mrpdc.org).

Responders shall submit three (3) copies of the proposal to the address listed above. Each responder is cautioned not to submit responses in any other manner than that listed above. Any contact or submittal that does not follow the above instructions will be rejected. Proposals should be prepared simply and economically, providing a straightforward, concise description of the responder's ability to meet the requirements of the RFP, keeping the number of pages to a minimum. Emphasis should be on completeness and clarity of content.

The request is extended without regard to race, color, religion, sex, national origin, marital status, age, or physical or mental handicap. The selected firm or individual will be required to comply with all state and federal guidelines or requirements, including, but not limited to:

- Section 504 of the Rehabilitation Act of 1973

- Title VI of the Civil Rights Act of 1964

- The Americans with Disabilities Act

- Age Discrimination Act

- MBE/WBE Solicitation Guidelines

Minority: Small, Women-owned, and Minority-Owned business enterprises (SWaM); and/or female-owned businesses or firms are encouraged to apply. The City of Galax is an Equal Opportunity Employer.

The City of Galax or any employee thereof will not discriminate against an employee or applicant for employment because of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, or disability. Administrative and personnel officials will take affirmative action to ensure that this policy shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training.