

REQUESTS FOR QUALIFICATIONS
Professional Architectural Services

Jefferson County Development Authority
Burr Business Park
Shell Building Project

The Jefferson County Development Authority (JCDA), (Owner), is accepting Statements of Qualification from interested qualified Architectural consulting firms detailing the firm's qualifications, technical expertise, management and staffing capabilities, references, and related prior experience with similar projects; for the purpose of selecting a firm to provide architectural and engineering design services for the design of a 40,000-square-foot shell building and related site work in the Burr Business Park in Jefferson County, West Virginia.

A. Scope of Work generally includes, but may not be limited to, the following:

1. Design:

- a. Meet with the JCDA to discuss the scope and type of building and amenities to be constructed.
- b. Submit design development drawings for a 40,000-square-foot shell building to the JCDA for review and comment.
- c. Incorporate the JCDA's comments and prepare construction drawings and bid documents.
- d. Prepare a cost estimate for the building and a construction timeline.
- e. Include site engineering design and construction drawings in accordance with all applicable Jefferson County land development regulations.
- f. Locate all utility lines, easements & rights-of-way existing on the site and delineate them on the site plan.
- g. Provide site development cost estimate and a construction timeline.
- h. Obtain all planning, zoning, and building permit approvals.
- i. Obtain all applicable state and federal permits and approvals.

2. Bidding & Contract Award:

- a. Prepare Advertisement for Bids.
- b. Conduct pre-bid conference and issue necessary addenda in response to questions.
- c. Review bids for completeness, bid bond requirements, and proper West Virginia contractor's licensing, etc. Provide bid tabulation to owner and recommend contractor. Manage the contractor selection process.
- d. Facilitate negotiations if necessary.
- e. Issue Notice of Award.
- f. Receive and review payment & performance bonds and insurance documents for completeness and execute the agreement between the Owner & Contractor.
- g. Return bid bonds & Issue Notice to Proceed.

3. Construction Administration:

- a. Conduct pre-construction conference. Coordinate with contractor the notification of Miss Utility and local utilities for marking of location of existing utility lines before the start of construction.
- b. Provide construction stakeout.
- c. Provide construction monitoring on a bi-weekly basis and provide a progress report, including photos as deemed necessary, to the Owner (identify any unforeseen issues, problems, delays, verify proper sequence of construction, etc.).
- d. Review contractor's requests for payments for completeness and accuracy. Make recommendation to JCDA Director regarding contractor's payment requests.
- e. Review shop drawings & Change Orders.
- f. Coordinate all required building code and site development inspections. Obtain final Use & Occupancy Certificate.
- g. Conduct a final inspection and provide a punch list.
- h. Prior to recommending final payment to contractor, obtain all lien releases/waivers and the bonding firm's approval for final payment.

B. Project Schedule:

The architectural and engineering design part of the project is expected to commence upon selection of the Architect by the Jefferson County Development Authority.

C. Selection & Fee Negotiation

The Architect will be selected based on qualifications, technical expertise, management and staffing capabilities, references, and related prior experience. Responding architect will be responsible for sub-contracting the engineering if they can't do it in-house.

The total construction cost of the project is anticipated to be more than \$250,000. Therefore, procurement of professional services will be in accordance with West Virginia State Code 5G-1-3, et seq.

The JCDA shall evaluate the statements of qualifications, performance data and other material submitted by the interested firms; and then rank in order of preference, no less than three professional firms deemed most highly qualified to provide the services required. The JCDA shall then commence scope of service and price negotiations with the highest professional firm for the architectural and engineering services. If the JCDA is unable to negotiate a satisfactory contract with the professional firm considered most qualified, at a fee determined to be fair and reasonable, price negotiations with the firm of second choice shall commence, and so on.....

The Consultant is requested to provide an hourly fee schedule for each proposed project team member in the Qualifications Statement. The hourly rates shall include fringe benefits, indirect costs, and profit. The Consultant's rates for reimbursable expenses shall also be indicated.

D. Proposal Submission:

The Consultant's Qualifications Statement must contain four (4) parts: An original, two copies, and a PDF file of their qualifications statement. Submit all parts in an envelope to:

Jefferson County Development Authority
1948 Wiltshire Road, Suite 4
Kearneysville, WV 25430

Attention: Nic Diehl, Executive Director

Phone: 304-728-3255

The Statement of Qualifications shall be received by 4:00 p.m., Thursday, July 26, 2018.

The JCDA will afford full opportunity to women-owned and minority business enterprises to submit a show of interest in response to this request and will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, handicap, or national origin in the award of this contract.

The JCDA reserves the right to accept or reject any and/or all qualification statements/proposals and to waive any minor impropriety in the submission and selection process.