

NOTICE OF REQUEST FOR QUALIFICATIONS AND INTEREST FOR
ENGINEERING, DESIGN SERVICES

The City of Morgantown, West Virginia, is requesting qualifications and interest for engineering, design, and architectural services for the design and planning of a infrastructure improvement project for the Sunnyside TIF District. Firms interested in participating in this activity will be required to negotiate a contract for services in compliance with Federal and State regulations applicable to architectural and engineering contracts after selection as the best qualified firm. Subcontractor arrangements are acceptable and team efforts will be considered, but a primary consultant must have overall responsibility.

Professional services will include the following: 1) evaluation and surveying of the areas as they relate to the proposed projects 2) preparation of a report containing conceptual designs accompanied by design and construction estimates 3) preparation of all bidding and contract documents for development in accordance with all governmental requirements 4) participation in the evaluation of all bids; 5) monitoring and inspection of all construction activities to insure compliance with plans and specifications.

Procurement of said services will be in accordance with West Virginia State Code 5G-1 and OMB Circular A-102, Attachment 0, Section 11, paragraph C(5). All firms interested in being considered for this project must submit five (5) copies each of the following: A) Letter of Interest; B) Statement of qualifications and experience of personnel who will be directly involved in the project; C) Recent project descriptions, current names, addresses and telephone numbers of at least six (6) references, four (4) of which will include your firm's most recently completed projects; D) At least one example of a project of a similar nature; E) Description of geographical location from which this contract would be serviced, if awarded.

The purpose of this competitive process is to select the firm which will provide the highest quality service at a realistic fee. Accordingly, technical qualifications and experience will be weighed heavily in this objective selection process. The firm determined most qualified will be asked to prepare a final proposal which will include estimated costs plus fixed fees for said services. The selection/rating criteria along with a conceptual background and project description are available upon request. A contract for services will be negotiated after a firm has been selected, based on qualifications.

All firms making a submission must be prepared to provide a presentation (short list candidates) to a selection committee. Presentations must include personnel which will be assigned to this project. Presentations should also include conceptual design elements and plans of recent similar projects.

All submissions must be addressed and submitted to: Jeff Mikorski, City Manager, City of Morgantown, 389 Spruce Street, Morgantown, West Virginia 26505, no later than 5:00 p.m. eastern time, on August 27, 2013.

The City of Morgantown will afford full opportunity to minority business enterprises who submit a show of interest in response to this invitation and will not discriminate against any interested firm or individual on the basis of race, creed, color, sex, age, disability, or national origin in the contract award.

Jeff Mikorski
City Manager