

February 3, 2922

## **NOTICE OF REQUEST FOR ARCHITECTURAL/ENGINEERING SERVICES PROPOSAL**

The Nicholas County Commission, Nicholas County, WV, pursuant to WV Code 5G-1-3, is in the process of obtaining Expressions of Interest from Engineering Firms to assist in facility renovations of a newly acquired building situated at 449 Water Street in Summersville, Nicholas County, WV, formally known as the Federal Building and Summersville Post Office. The plan for this structure is to house our E-911 Center, the Nicholas County Division of Homeland Security and Emergency Management and our Nicholas County Sheriff's Department. The Consultant will assist the County in the development of the renovation and schematic drawings of the facility. The renovation project could potentially include (1) design and preparation of drawings, bid specifications and bid documents for the work, (2) evaluate bids received and make recommendation of award, (3) monitor and inspect construction activities to insure compliance with plans and specifications, (4) review and approve contractor's pay estimates and (5) any other services needed by County for the implementation of this project. Contracts will be awarded on a fixed fee basis. All consultants interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, management and staffing capabilities, and related prior experience.

The object of the competitive process is to objectively select the firm who will provide the highest quality of service at a realistic fee. Accordingly, technical qualifications and experience will be weighed heavily. The Commission shall evaluate the statements of qualifications, performance data and other material submitted by interested firms and select a minimum of three firms which, in their opinion, are best qualified to perform the desired service. Interviews with each firm selected shall be conducted with discussions regarding anticipated concepts and proposed methods of approach. The Commission shall rank, in order of preference, these three professional firms deemed to be the most highly qualified to provide the services required, and shall commence scope of services and price negotiations with the highest qualified professional firm for architectural services.

Should the Commission be unable to negotiate a satisfactory contract with the professional firm considered to be the most qualified, at a fee determined to be fair and reasonable, price negotiations with the firm of second choice shall commence. Failing accord with the second most qualified professional firm, the Commission shall undertake price negotiations with the third most qualified professional firm. Should the Commission be unable to negotiate a satisfactory contract with any of the selected



professional firms, it shall select additional professional firms in order of their competence and qualifications and it shall continue negotiations in accordance with these procedures until an agreement is reached.

Please submit 5 copies of all requested information marked "RFP - Engineering Services" to: Nicholas County Commission, 700 Main Street, Suite 1, Summersville, West Virginia 26651 no later than 2:00 pm on Wednesday, February 23, 2022. Should there be any questions, please contact the Commission at (304) 872-7830. It is the responsibility of the respondent to ensure the receipt of the proposal by the date and time specified.

All work will be performed in accordance with all applicable State and Federal laws, rules and regulations.

The Nicholas County Commission will afford full opportunity for minority business enterprises to submit a show of interest in response to this invitation 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 contract award.

This contract will be awarded to the responsible offeror whose proposal is within the competitive range and determined to be the most advantageous to the Commission, price and other factors considered.

Nicholas County Commission:

Dr. Lloyd K. Adkins, President  
Garrett E. Cole, Commissioner  
D. Craig Chapman, Commissioner