

NOTICE OF REQUEST FOR ARCHITECTURAL/ENGINEERING SERVICES

The Pocahontas County Commission located in Pocahontas County, West Virginia is in the process of obtaining the services of a consulting architectural/engineer firm to assist in the design and construction of a facility to house the County's OES and EMS Departments. The consultant will be required to (1) prepare a preliminary engineering report, (2) design and prepare construction drawings, bid specifications, and bid documents, (3) evaluate bids received and make recommendation of award, (4) monitor and inspect construction activities to ensure compliance with plans and specifications, (5) review and approve contractor's pay estimates and (6) any other services required by the Commission for the implementation of this project. All consultants interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, management, and staffing capabilities, related prior experience, and explanation of firm's current errors and omissions insurance coverage.

The purpose of the competitive process is to objectively select the consultant who will provide the highest quality of service at a realistic fee. Accordingly, technical qualifications and experience will be weighed heavily.

Please submit three (3) copies of all requested information prior to 4:00 p.m. Friday, April 9, 2021 to:

**Pocahontas County Commission
Attention: John Rebinski, County Commissioner
900 Tenth Avenue
Marlinton, West Virginia 24954**

Please also forward a copy of your proposal via e-mail to dward@reg4wv.org.

For questions or additional information, please contact County Commissioner, John Rebinski, at 304-456-3244.

It is the responsibility of the respondent to ensure the receipt of the proposal by the date specified.

Attention is directed to the fact that the project may be undertaken with a combination of State and/Federal funds and all work must be performed in accordance with all applicable laws, rules, and regulations.

The selected firm will be required to comply with the Uniform Relocation Act, Title VI of the Civil Rights Acts of 1964, President's Executive Order No. 11246, Section 109 of the Housing and Urban Development Act of 1974, Section 3 of the Housing and Urban Development Act of 1968, Conflict of Interest Statement and Access to Records provisions. The selected firm must also fully comply with the Minority/Women-Owned Business Enterprise and Affirmative Action requirements. If a portion of the contract is subcontracted, then "positive efforts" must be made to subcontract to Minority/Women-Owned Businesses. This shall be done in compliance with the six (6) affirmative steps as outlined in 40 CFR 33.240.

The County will afford full opportunity to women-owned and minority business enterprises that 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.

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 City, price and other factors considered.