

NOTICE OF REQUEST FOR ARCHITECT/ENGINEER SERVICES

The Greenbrier County Commission, located in Greenbrier County, West Virginia is in the process of obtaining the services of a consulting architect/engineer regarding the design of an approximate 50,000 square foot Convention Center Building. This project will include site work, access roads, parking area, all associated utilities, and appurtenances. The consultant will be required to (1) prepare preliminary engineering report(s), (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 needed by the Commission for the implementation of the project. 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 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 five (5) copies of all requested information prior to 4:00 p.m. Friday, November 5, 2021, to the attention of:

**Greenbrier County Commission
Attn. Commissioner Lowell Rose
912 Court Street N
Lewisburg, WV 24901**

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

For questions or additional information, please contact Commissioner Lowell Rose at 304-647-6689 or Cassandra Lawson at 304-872-4970, x303.

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/or 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 House 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 Commission 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 Commission, price and other factors considered.