

## **NOTICE OF REQUEST FOR ENGINEERING SERVICES**

The Webster County Commission in conjunction with the Camden on Gauley Medical Center both located in Webster County, West Virginia are in the process of obtaining the services of a consulting engineer to assist in the design and construction of the Conference Room build on as well as paving the parking lot and assist with ingress and egress of the Camden on Gauley Medical Center. 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 and Medical Center 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 by 4:00 p.m. December 10, 2021, to:

**Webster County Commission  
Attn: Camden Family Health Engineering Selection Committee  
2 Court Square, Room G1  
Webster Springs, WV 26288**

**Please also forward a copy of your proposal via e-mail to [jbaker@reg4wv.org](mailto:jbaker@reg4wv.org).**

For questions or additional information, please contact the Meg Hickey, CFH CEO at (304) 266-5725.

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 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 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 County, price and other factors considered.