

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

The City of Summersville, located in Nicholas County, West Virginia is in the process of obtaining the services of a consulting engineer in regard to its Visitor's 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 insure compliance with plans and specifications, (5) review and approve contractor's pay estimates and (6) any other services needed by the City 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 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 all requested information prior to 4:00 p.m. February 21, 2023 to:

**City of Summersville  
400 Broad Street  
Summersville, WV 26651**

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

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 City 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.