

## Request for Professional Engineering Services

The Berkeley County Development Authority is accepting Statement of Qualifications from qualified professional engineering consulting firms detailing the firm's qualifications, technical expertise, management and staffing capabilities, references, and related prior experience for The Harold Drive Extension Project. This project will create an access road, with related infrastructure improvements, to account for future industrial and large commercial development to run parallel along the west side of Interstate 81 between Exits 8 and 12 in Berkeley County, WV. The existing Harold Drive (Rte. 18/3) stretches for approximately two miles before terminating, roadway is to be widened and extended an additional  $\frac{3}{4}$  of a mile to connect to the rear of the Commons Shopping Plaza. **The total cost of such project is anticipated to cost \$250,000 or more.** Professional services may include, but are not limited to: Preliminary estimates, design and environmental impact analysis utilizing WV Division of Highways Design Directive DD-205, identification of alternatives, identification of funding resources, economic impact analysis of the project for final identification of the most cost effective completion of construction that provides the highest return on the investment and all other future phases of the project.

Procurement of said services will be in accordance with Chapter 5G-1-3 of the WV Code. Interested firms must submit all requested information to Sandy Hamilton via email at [shamilton@developmentauthority.com](mailto:shamilton@developmentauthority.com) no later than Monday, May 11, 2020 at 5:00 p.m. EST

Attention is directed to the fact that the proposed project may be undertaken with a variety of Federal and State funds, such as the Economic Development Administration's Economic Adjustment Assistance Program and that all work will be performed in accordance with the regulations issued by such agencies and the State of West Virginia pertaining thereto.

The selected firm will be required to comply with Title IV of the Civil Rights Act of 1964, Executive Order 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 and all other requirements as they relate to HUD-funded projects.

The Berkeley County Development Authority shall evaluate the statements of qualifications and 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 services. Interviews with each firm selected shall be conducted, which may include discussions regarding anticipated concepts and proposed methods of approach. The Berkeley County Development Authority 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 engineering services.

Should the Berkeley County Development Authority 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 committee shall undertake price negotiations with the third most qualified professional firm. Should the Berkeley County Development Authority be unable to negotiate a satisfactory contract with any of 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.

The Berkeley County Development Authority will afford full opportunity to women-owned and minority business enterprises to 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.

## **INTRODUCTION:**

The Berkeley County Development Authority (BCDA) is inviting qualified firms to submit a Statement of Qualifications for engineering and design services for the Harold Drive Extension Project.

## **BACKGROUND:**

The BCDA's mission is to promote sustainable industrial and economic development and increased employment and tax base through the cooperative sharing of resources within the community.

## **SCOPE OF REQUIRED SERVICES:**

Qualified firms may submit qualifications to provide engineering design services for the referenced project. These services will include but are not limited to:

- Preliminary estimates, design and environmental impact analysis utilizing WV Division of Highways Design Directive DD-205; and
- Alternatives; and
- Identification of funding resources; and
- Economic impact analysis of the project for final identification of the most cost effective completion of construction that provides the highest return on the investment
- All future phases of project

This project includes the preliminary design and engineering of an access road and related infrastructure improvements to run parallel along the west side of Interstate 81 between Exits 8 and 12 in Berkeley County, WV. The existing roadway, known as Harold Drive (Rte. 18/3) stretches for approximately two miles before terminating  $\frac{3}{4}$  of a mile from the rear of The Commons Shopping Plaza. The existing portion of the roadway would be widened from its existing 30', while the new portion of roadway would be designed to account for future industrial and large commercial development. Exact widths of the necessary rights-of-way will be determined through the engineering design. The new portion of the roadway, the Harold Drive Extension, would connect into the rear of The Commons at its north end. Additionally, the Harold Drive Extension would include a roundabout which would serve as a future connector that would meet the rear of the Blue Ridge and Technical College property and, consequently, Apple Harvest Drive (Rte. 45) to the west of The Commons.

## **STATEMENT OF QUALIFICATIONS:**

At a minimum, your Statement of Qualifications shall include the following information: Failure to discuss each item may deem the submittal non-responsive and may result in non-consideration of respondent's services.

### **Firm Information**

- Name, address, and telephone number of firm and parent company, if any, from which the project will be managed
- Nature of firm and parent company, if any
- All applicable West Virginia professional licenses and certifications

## Firm Capabilities

- Describe the size of your firm as related to professional staff.
- Principals and background
- Submit the names, titles, and resumes of the "principal" staff member(s) who will be responsible for the service during the performance of the contract.
- Describe in depth the management team available to the "principal" staff member(s). Include an organizational chart of manpower, titles, qualifications, roles in contract performance, and availability for telephone consultations and on-site meetings.
- Provide a list of up to five (5) relevant projects firm has successfully completed over the last ten years, including project references for each specified project which includes business name, contact person, address, email, and phone number.
- Conclusions
- Remarks and/or supplemental information pertinent to this request

## **INSURANCE REQUIREMENTS:**

Professional Liability - The service provider must show evidence of professional liability insurance coverage in the amount of one million (\$1,000,000) dollars, with a minimum coverage of one million (\$1,000,000) dollars per occurrence and one million (\$1,000,000) dollars aggregate and must include coverage for errors, omissions and negligent acts, prior to execution of a contract.

## **CONSULTANT SELECTION PROCESS:**

The BCDA will be using the process as required in West Virginia State Code 5G. It is BCDA's intent to open, review and rank each firm's Statement of Qualifications to determine a firm's qualifications, experience and technical approach to the services requested. The Selection Committee will evaluate responses to this request and select the firms judged to be most qualified for an oral presentation. BCDA shall not be liable for any costs in regard to preparation of your proposal.

Selection criteria to be used by the Committee are:

- Responsiveness to the scope of work and these instructions;
- Past performance of the firm including timely completion of services, compliance with scope of work performed within budgetary constraints, and user satisfaction;
- Specialized experience and technical competence in performing relevant services in the past ten (10) years, including qualifications of staff members who will be involved in these services;
- Composition of the principals and staff assigned to provide these services, particularly the proposed manager and immediate staff, and their qualifications and experience with services such as that being proposed;
- Adequacy of the personnel of the firm to accomplish the proposed scope of work in the required time;
- Firm's capacity to perform the work, giving consideration to current workloads;
- References from previous clients, including size and scope of the services,
- Oral presentations, if required

**PROPOSALS AND AWARD SCHEDULE:**

It is expected that the contract award will be made within forty-five (45) calendar days after the opening of qualifications.

Proposals must give the full name and address of the proposer and the person signing the proposal shall indicate his or her title and/or authority to bind the firm in a contract.

The approval or disapproval of firm will be determined by their response to this request and on past performance. No assumptions should be made on the part of the firm as to the Committee's prior knowledge of their abilities.

BCDA reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

BCDA reserves the right to reject any or all proposals or to award the contract to the next recommended firm if the successful firm fails to execute an agreement within ten (10) calendar days after being notified of the award of this contract.