

**REQUEST FOR PROPOSALS**  
**County Commission of Jefferson County, West Virginia**  
**Request for Professional Architectural/Engineering Services**

The County Commission of Jefferson County seeks to retain the services of a qualified architectural/engineering firm to provide architectural design services for the remodel of the 3<sup>rd</sup> Floor of the St. Margaret's Judicial Center located at 110 North George Street, Charles Town, WV 25414. The purpose of this remodel is to provide office space and courtroom space for a Circuit Judge.

A **mandatory** meeting for prospective firms will be held on **April 12, 2016, 10:00 a.m.**, at the St Margaret's Judicial Center, 110 North George Street, 3<sup>rd</sup> Floor, Charles Town, WV 25414.

**SCOPE OF SERVICES:**

The intent of the RFP is to have the firms under consideration specifically address the services required and provide a well-considered price proposal for those services. The general scope of services and deliverables will include:

- a. Provide detailed design and construction documents to complete the remodel of the 3<sup>rd</sup> floor of the St. Margaret's Judicial Center.
- b. Work with the County at each project phase for reviews and input from the County, who will act as General Contractor through the Jefferson County Maintenance Department.
- c. The proposed project will be undertaken with public funding and all work will be performed in accordance with regulations of all public agencies including Jefferson County, West Virginia; the State of West Virginia; and the federal government. The design and construction documents should also be in conformance with generally accepted architectural and engineering practices.
- d. Work with the County to determine which construction services can be provided in-house by the Jefferson County Maintenance Department and which services will be provided by a construction firm.
- e. Prepare material/labor costs estimates.
- f. Assist County with preparation of bid documents to obtain the services of a construction firm.
- g. Assist County with review of received construction bids.
- h. Consult regularly with the County concerning any concerns or difficulties that may arise.

- i. Provide construction administration services that include:
  1. Periodic site visits
  2. Review and recommendations on any proposed change orders.
  3. Periodic progress review and/or meetings.
  4. Make final inspection of completed project with the County.
  5. Insure that final project represents what was originally conceptualized and captured in the working drawings.
  6. Upon completion of project, provide to the County a complete set of record documents that include warranties on equipment, permits, as-built drawings and inspection reports.

This is a general listing of the scope of services and deliverables and should not be construed as being the full and complete list of all services and deliverables that may be required under this RFP. A more comprehensive list of services and deliverables may be developed through discussion and negotiations between the County and selected architectural/engineering firm.

**PROPOSAL:**

- a. Please submit eight (8) copies of the proposal no later than **April 29, 2016, at 11:00 a.m.** at which time the proposals will be publicly opened.
- b. Submit proposals to:
  - Jefferson County Commission
  - Maintenance Department
  - 128 Industrial Blvd.
  - Kearneysville, WV 25430
- c. The proposals should be submitted in a sealed envelope or package and clearly marked on the outside of the envelope or package "**Judicial RFP**".
- d. Please provide the following information:
  1. Name of firm
  2. Complete address
  3. Contact person
  4. Telephone number
  5. Fax number
  6. Internet address
  7. Email address

- e. Provide a general statement of qualification detailing the firm's qualifications, technical expertise, management and staffing capabilities, references and related prior experience.
- f. Provide a statement of the capacity of the firm to perform the work based upon current and planned work load and schedules.
- g. Provide a proposed project schedule for completing services.
- h. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA).
- i. Describe how your firm incorporates efficient energy usage into its work.
- j. Describe cost control methods you use and how you establish cost estimates.

Comments or questions concerning specifications or other provisions of this Request for Proposals shall be submitted in writing via email to [bpolk@jeffersoncountywv.org](mailto:bpolk@jeffersoncountywv.org) and cc'd to [lkuhn@jeffersoncountywv.org](mailto:lkuhn@jeffersoncountywv.org) or by mail to William Polk, Jefferson County Commission, Maintenance Department, 128 Industrial Blvd., Kearneysville, WV 25430. **Questions must be submitted by close of business (5:00 p.m.) on April 22, 2016.**

Upon approval of a contract, the selected architectural/engineering firm will have 45 days to provide the design and construction documents.

The County Commission of Jefferson County reserves the right to cancel this Request for Proposal or reject any or all proposals received.