

**REQUESTS FOR QUALIFICATIONS**  
**County Commission of Jefferson County, West Virginia**  
**Request for Professional Engineering Services**  
**Bardane Industrial Park**  
**WWTP Lagoon Decommission & Sinkhole Remediation Project**

The County Commission of Jefferson County (Owner) is accepting Statements of Qualification from interested qualified professional engineering consulting firms detailing the firm's qualifications, technical expertise, management and staffing capabilities, references, and related prior experience with similar projects, for the purpose of selecting a firm to provide engineering consulting services to decommission a waste water treatment plant lagoon and to remediate a sinkhole. The scope of work generally includes, but is not limited to, the following:

- Perform field run topographic survey of project site and produce 1' contour map. Identify existing physical features (e.g., fences, lagoon, driveways, roads, sinkhole, culverts, utility poles, utility and drainage easements and rights-of-way, property corners, buildings and structures, pump house on lagoon berm, etc.). Coordinate with the contractor obtaining topography of the inside of the lagoon after the lagoon is dewatered.
- Design a new drainage swale through the lagoon site and provide a sinkhole remediation plan. Perform hydrologic and hydraulic analysis and size the drainage swale for the 25 year storm event. Provide remediation plan and specifications for the sinkhole in accordance with West Virginia Department of Environmental Protection (WVDEP) guidelines. Provide a grading plan to divert storm water runoff away from the sinkhole and to sheet flow runoff over the sinkhole to the new drainage swale. Provide all necessary construction plans, specifications, details and notes, grading plans and profiles, etc. Provide sequence of construction.

All plans and work shall be in accordance with the Jefferson County Office of Engineering's WWTP Lagoon Decommissioning and Sinkhole Remediation plan approved by the WVDEP.

- Provide Erosion and Sediment Control Plan. Obtain WVDEP NPDES construction stormwater permit.
- Obtain all required local, state and federal permits, as applicable.
- Provide cost estimate & construction timeline.
- Prepare contractor's bid package & advertise for bids. (*county pays advertising costs*)
- Conduct pre-bid conference and issue necessary addenda in response to questions.
- Review bids for completeness, bid bond requirements and proper West Virginia contractor's licensing. Provide bid tabulation to owner and recommend contractor.
- Issue Notice of Award upon approval by Owner.

- Receive and review payment & performance bonds and insurance documents for completeness and execute the agreement.
- Return bid bonds & Issue Notice to Proceed (*County Commission approves Notice to Proceed*).
- Conduct pre-construction conference. Coordinate with contractor the notification of Miss Utility and local utilities for marking of location of existing utility lines before the start of construction.
- Coordinate required WVDEP inspections.
- Provide construction stakeout.
- Provide construction monitoring on a one site visit per week basis and provide a weekly progress report, including photos as deemed necessary, to the owner (identify any unforeseen issues, problems, delays, verify proper sequence of construction, etc.).
- Review contractor's requests for payments for completeness and accuracy. Make recommendation to Chief County Engineer regarding contractor's payment requests. (*Chief County Engineer submits pay requests to finance for payment*).

Prior to final payment to contractor, obtain all lien releases/waivers and bonding firm's approval for final payment.

- Perform post-construction inspection and survey and provide as-built plans of drainage swale and grading demonstrating that the work is built in accordance with the construction plans & specifications. Provide certification letter to Owner.
- Prepare plat of drainage easement for new drainage swale and record drainage easement at county clerk's office.

The total cost of the project is anticipated to be less than \$250,000. Therefore, procurement of professional services will be in accordance with West Virginia Code 5G-1-4, et seq. Interested firms shall submit two copies of their qualifications statement to:

Jefferson County Engineering Office  
116 East Washington Street, Suite 100  
P.O. Box 716  
Charles Town, WV 25414

Attention: Roger Goodwin, PE, Chief County Engineer

The Statement of Qualifications is to be submitted by 3:00 pm, Tuesday, November 28, 2017.

A meeting for prospective engineering firms will be held at 2:00 pm, on Tuesday, November 14, 2017, at the offices of the Jefferson County Engineering Office, 116 East Washington Street, Suite 100, Charles Town, West Virginia. The purpose of the meeting is to give firms the opportunity to ask questions about the project to aid in preparation of their Qualifications Statement.

The Chief County Engineer, as agent for the County Commission of Jefferson County, shall conduct discussions with three or more professional firms solicited on the basis of known or submitted qualifications for the assignment prior to the awarding of any contract. The Chief County Engineer shall evaluate the statements of qualifications and performance data and other material submitted by the interested firms and select a minimum of three firms which, in their opinion, are best qualified to perform the desired services. The Chief County Engineer will then meet with the three firms to finalize the scope of services; and then receive proposals and prices from the three firms for completing the scope of services. The selection of a firm will be based on consideration of both qualifications and a fee determined to be fair and reasonable.

The County Commission of Jefferson County 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.

The County Commission of Jefferson County reserves the right to accept or reject any and/or all qualification statements/proposals and to waive any minor impropriety in the selection process.