

**REQUESTS FOR QUALIFICATIONS**  
**Professional Architectural / Consulting Services**

**Jefferson County Commission**  
**County Complex Project**

The Jefferson County Commission (JCC), (Owner) is accepting Statements of Qualification from interested qualified Architectural 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 architectural and engineering design services for the demolition of existing buildings, the design of a 40,000 square-foot Office building, parking facilities and related site work in the County Courthouse Complex (100 block of East Washington Street, Charles Town) in Jefferson County, West Virginia.

**A. Scope of Work** generally includes, but may not be limited to, the following:

**1. Design:**

- a. Meet with the JCC to discuss the scope and type of building and amenities to be constructed.
- b. Submit design development drawings for a 40,000 square-foot office building to the JCC for review and comment.
- c. Incorporate the JCC's comments and prepare construction drawings and bid documents.
- d. Prepare a study of the current space needs for affected departments and employees; and, a future space needs assessment for 10 and 20 years in the future. *See Attachment "Jefferson County Space Assessment" for current information.*
- e. Prepare a cost estimate and conceptual plan for:
  - i. Demolition of existing buildings,
  - ii. Temporary relocation of existing County offices with 2 options:
    - 1) phasing in the relocation of offices with a phased in demolition and construction, and a phased in construction timeline
    - 2) complete relocation of offices during demolition and construction; and,
  - iii. Construction of the new building and recommendations regarding the best method to satisfy parking needs (i.e. parking lot, parking structure, etc) with a construction timeline for both options in 1. d. ii.
- f. Include site engineering design, conceptual and construction drawings in accordance with all applicable Jefferson County land development regulations.
- g. Locate all utility lines, easements & rights-of-way existing on the site and delineate them on the site plan.
- h. Determine any historical constraints involved with historical structures such as the Courthouse building (100 E Washington Street, Charles Town, WV 25414), the Hunter House buildings (124 E Washington Street, Charles Town, WV 25414), or other buildings of historical significance in the proposed area (100 Block of E Washington Street, Charles Town, WV 25414).
- i. Provide site development cost estimate and a construction timeline for the future County Complex. The estimate must also include the cost and estimated drawdown timeline for budgeting purposes.

- j. Provide professional services cost estimate for space needs assessment outlined in 1.d. and the conceptual plan completion outlined in 1.e. The estimate(s) must also include the cost and estimated drawdown timeline for budgeting purposes.
- k. Obtain all planning, zoning, and building permit approvals.
- l. Obtain all applicable state and federal permits and approvals.

## **2. Bidding & Contract Award:**

- a. Prepare Advertisement for Bids.
- b. Conduct pre-bid conference and issue necessary addenda in response to questions.
- c. Review bids for completeness, bid bond requirements, and proper West Virginia contractor's licensing, etc. Provide bid tabulation to owner and recommend contractor. Manage the contractor selection process.
- d. Facilitate negotiations if necessary.
- e. Issue Notice of Award.
- f. Receive and review payment & performance bonds and insurance documents for completeness and execute the agreement between the Owner & Contractor.
- g. Return bid bonds & Issue Notice to Proceed.

## **B. Project Schedule:**

The architectural and engineering conceptual design part of the project is expected to commence upon selection of the Architect by the Jefferson County Commission.

## **C. Selection & Fee Negotiation**

The Architect will be selected based on qualifications, technical expertise, management and staffing capabilities, references, and related prior experience.

The total construction cost of the project is anticipated to be more than \$250,000. Therefore, procurement of professional services will be in accordance with West Virginia State Code 5G-1-3, et seq.

The JCC shall evaluate the statements of qualifications, performance data and other material submitted by the interested firms; and then rank in order of preference, no less than three professional firms deemed most highly qualified to provide the services required. The JCC shall then commence scope of service and price negotiations with the highest professional firm for the architectural and engineering services. If the JCC is unable to negotiate a satisfactory contract with the professional firm considered most qualified, at a fee determined to be fair and reasonable, price negotiations with the firm of second choice shall commence, and so on.....

**D. Qualifications Statement Submission:**

The Consultant's Qualifications Statement must contain four (4) parts: An original, seven (7) copies, and a PDF file of their qualifications statement. Submit all parts in an envelope to:

Jefferson County Commission  
124 E Washington Street  
Charles Town, WV 25414

Attention: Stephanie Grove, County Administrator

Phone: 304-724-8425

The Statement of Qualifications shall be received by 4:00 pm, Monday, September 30, 2019.

The JCC 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 JCC reserves the right to accept or reject any and/or all qualification statements/proposals and to waive any minor impropriety in the submission and selection process.