

NOTICE OF REQUEST FOR ARCHITECTURAL/ENGINEERING QUALIFICATIONS

The Jefferson County Parks and Recreation Commission (the Commission), Shenandoah Junction, West Virginia is accepting statements of qualifications from qualified professional engineering consulting firms detailing the firm's qualifications, technical expertise, management and staffing capabilities, and related prior experience for project on call services related to proposed projects that may be undertaken by the Commission.

Professional services may include, but are not limited to, preliminary engineering, environmental review, cost estimate, design, preparation of bidding and contracting documents, evaluation of bids and construction monitoring and inspection services.

Procurement of said services will be in accordance with West Virginia Code 5G-1-3. Interested firms must submit three (3) copies of all requested information by mail to the Jefferson County Parks and Recreation Commission, Attention: Jennifer Myers, Director, 235 Sam Michaels Lane, Shenandoah Junction, WV 25442 AND one (1) electronic copy of all requested information to jmyers@jcprc.org by **4:00 PM on July 26, 2025**. In the alternative to mail, copies of Statements of Qualifications also may be hand-delivered to the Jefferson County Community Center, 235 Sam Michaels Lane, Shenandoah Junction, WV 25442 by **4:00 PM, July 26, 2025**. It is the responsibility of the respondent to ensure receipt of the proposal by the date and time specified.

Attention is directed to the fact that the proposed project may be undertaken with a variety of Federal and State funds and that all work will be performed in accordance with the regulations issued by such agencies and the State of West Virginia pertaining thereto. Such funds may include, but are not limited to, the National Park Service Land and Water Conservation Fund. All work will be performed in accordance with the regulations issued by NPS - LWCF.

The Jefferson County Parks and Recreation Commission 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 Jefferson County Parks and Recreation Commission 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 Jefferson County Parks and Recreation Commission 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 Jefferson County Parks and Recreation Commission be unable to negotiate a satisfactory contract with any of the 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 Jefferson County Parks and Recreation Commission 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.