



Request for Qualifications #2025-03-04 Pavement Resurfacing Program Services

The City of Huntington (City) is seeking a Statement of Qualifications (SOQ's) from qualified firms to provide engineering and analysis services for the resurfacing of City streets. The City anticipates a one (1) year contract with the option to renew for four (4) additional one-year terms for these services. Selection shall be based on West Virginia Code 5G et al.

All firms submitting proposals will be considered. The City will accept SOQ's for providing pavement resurfacing program services until 10:00 am on Thursday March 27th, 2025 and must be submitted through BidExpress.com. At that time, electronic proposals will be opened at City Hall, 800 5th Ave, Room 135, Huntington, WV. Questions in regards to BidExpress may be directed to Dan Underwood, Purchasing Director, dunderwood@huntingtonwv.gov, or by calling 304.696.5540 ext. 2015.

Project Scope

The City of Huntington desires consulting services to include but not limited to:

- (1) preparation of specifications and design for resurfacing projects,
- (2) securing all necessary permits and environmental clearances associated with the project,
- (3) preparation of bidding and contracting documents
- (4) participation in evaluation of bids received, and
- (5) monitoring and observation of construction activities as required to ensure compliance with plans and specifications.

Pavement resurfacing engineering shall be in accordance with the West Virginia Division of Highways (WVDOH) Design Directives and the 2023 WVDOH Standard Specifications including the 2025 Supplemental Specifications. These services shall be provided on an as-needed basis.

Evaluation Criteria

Project Approach (30 points) - Provide a description of your project approach. Describe why your firm is a good fit for this project. Confirm that your firm has a solid understanding of the project area and issues. Describe any innovative ideas and any other relevant information concerning your firm's qualifications for the project. Address your firm's technical approach and explain rationale for proposed pavement rating index and cost containment practices.

Project Team and Capacity of Staff and Facilities to Perform Work (30 points) - List other key individuals of the project team including the engineer(s) responsible for the technical design of the project and any key sub-consultant staff. Describe staff capacity and the ability to perform the work in a timely



manner to meet the project schedule referenced in the Request for Qualifications.

Consultant's Performance on Similar Projects (30 points) - Provide key projects to serve as examples of similar projects completed by the consultant staff within the last five years. Include reference names with phone numbers. Indicate if any of the proposed project team members worked on these key projects.

Project Manager (10 points) - List the Project Manager and discuss relevant experience managing similar projects.

While the consultant selection process will be based on qualifications, please be prepared to provide a cost estimate if selected.

A committee comprised of City officials will evaluate the SOQ and rank each firm using the above points. The top three (3) firms by average ranking per committee member shall then be brought in for interviews for final selection.

Submittal Requirements

Firms interested in the above project shall submit:

1. A cover letter expressing interest in performing the services described in the SOQ.
2. A statement of qualifications addressing each criteria listed above, which is a maximum of twenty (20) pages of at least twelve (12) point font (excluding cover letter and resumes).
3. Resumes for each key team member (limited to a maximum length of two pages each)
4. Previous project reference letters and contact information.

Adherence to the maximum page criterion is critical; each page side (maximum of 8½"X11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards maximum number of pages, twenty (20).

The City retains the right to reject all statements of qualifications and either cancel or rebid the project. Submissions by vendors become public record once received. The City retains the right to make alterations in the scope of work after proposals are submitted while in the process of review or while negotiating a contract with the selected respondent.

The City will enter into negotiations with the most qualified firm and execute a contract upon completion of negotiation of fees and contract terms. If the Owner is unsuccessful in negotiating a contract with the committee selected most-qualified firm, the Owner will then negotiate with the next



most qualified firm in sequence with the evaluation matrix scoring until an agreement is reached or a determination is made to reject all firms on the final list. Once negotiations reach an impasse with a firm, the owner will terminate the fee negotiations with that firm and will not return to that firm for any renegotiations.

Contact with Evaluation Team: All firms interested in this project, (including the firm's employees, representatives, agents, lobbyists, attorneys and sub-consultants), will refrain under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process; with any person who may play a part in the selection process, including but not limited to, the evaluation team, other city staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact during this selection process must be addressed to the authorized representative identified below:

Dan Underwood
Purchasing Director