



**CITY OF HUNTINGTON
Request for Qualifications**

2026-03-01: Services for Structural, Electrical and Mechanical Engineering Design Services

The City of Huntington, WV seeks qualified vendors to conduct professional services for the structural, mechanical, and electrical engineering design services on an as needed basis. This would be for a one (1) year contract with the option to renew for four (4) additional one (1) year terms. The selected vendor shall also provide construction/contract administration for any needed work to be done.

Firm selection shall be based on WV Code Chapter 5G *et al.*

City of Huntington will accept questions in reference to this RFQ until 2:00 pm local time on April 7th, 2026, and must be asked through BidExpress. The Statement of Qualifications (SOQ) for providing Engineering design services will be accepted until 10:00 am local time on April 14th, 2026 and must be uploaded on *BidExpress.com*. At that time, submissions will be opened at City Hall, 800 5th Ave, Room 135, Huntington, WV.

Submitted SOQs should demonstrate technical expertise, management and staff capacity to provide all significant parts of the above services and design criteria, familiarity with local conditions, and related prior experience. Selected respondents may be interviewed.

The following criteria will be used to review and rank proposals:

General Information:

- Experience in and/or understanding of the local and/or West Virginia construction market capabilities and cost.
- Demonstrate that the location of the firm is such that services to the City will be readily available and convenient from the development phase through the construction contract administration
- Specific identification of the project team and their individual project experience.

Key personnel experience:

Identification of the project team to be assigned to the proposed project, including their individual experience with the firm, their experience on similar projects, and the role they will play.

- Specific experience in providing flood control design and administration for a project of a similar size and complexity.
- At least three (3) references from organizations at which the firm and the project team have provided similar services during the past three years.

Design Experience:



- Experience, in detail, in designing and maintaining flood control structures in watersheds of similar size.
- Demonstrated ability to coordinate construction contract administration in a general contractor approach.

Project Approach and Understanding:

- Discuss the major issues your team has identified as potentially emerging on this project and how you intend to address those issues.
- Describe systems used for tracking and managing design, processing submittals and shop drawings, and construction administrative responsibilities.
- Describe the firm’s design quality control program strategies.

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 of Huntington reserves the right to accept or reject SOQs that exceed the maximum 20-page limit.

Selection & Anticipated Schedule

A committee comprised of officials from the City of Huntington will evaluate the SOQ. It is anticipated that a short list of three firms may be selected for local interviews. As part of these interviews, firms may be asked to submit additional information.

A final selection of the most qualified firm will be made, and fees will be negotiated for phases of work required. 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 City is unsuccessful in negotiating a contract with the committee-selected most-qualified firm, the City 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. If negotiations reach an impasse with a firm, the City will terminate the fee negotiations with that firm and will not return to that firm for any renegotiations.

Questions due April 7th, 2026 by 2:00pm



Statement of Qualifications due April 14th, 2026 by 10:00 am
City Review of Firm(s) Week of April 14th 2026 (tentative)
Interviews The following week if necessary (tentative)

Other Considerations:

All plans, drawings, specifications, and calculations, including drafts, developed by selected firm are the property of the City of Huntington. Procurement of these services shall be in conformity with the applicable laws and regulations of the City of Huntington, State of West Virginia and any applicable federal agencies.

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 or 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, Director of Purchasing, 304-696-5540 x2015 or dunderwood@huntingtonwv.gov

ALL STATEMENTS OF QUALIFICATIONS MUST BE RECEIVED ON BID EXPRESS BY THE ABOVE-REFERENCED TIME AND DATE.