

## **CITY OF HUNTINGTON**

### **Request for Statement of Qualifications**

#### **RFQ# 2026-07-01: Geotechnical Engineering Services**

The City of Huntington is inviting qualified geotechnical engineering firms to submit statements of their professional qualifications providing full service design and construction administration for all geotechnical projects within the City limits of Huntington on a one (1) year contract with the option to extend with the agreement of all parties for four (4) additional one (1) year terms. This request is based on West Virginia State Code 5G-1-1, *et seq.* All questions are due at the same time as the Statement of Qualifications and submitted through BidExpress.com.

The City of Huntington will accept a Statement of Qualifications (SOQ) for providing Engineering design services of this nature until 10:00 am local time on Thursday July 23rd, 2026, and must be submitted on bidexpress.com. At that time, electronic submissions will be publicly opened at City Hall, Room 135 Huntington, WV.

The City seeks to select firms that:

- Have a previous history working in Huntington
- Have local municipal design experience
- Local civic involvement and familiarity
- Physical proximity to Huntington

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

##### **General Information (30 points):**

- 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 (70 points – broken down below):**

- 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 (30 points).
- Specific experience in providing the potential services required in a project of a similar size and complexity (30 points).
- At least three (3) references from organizations at which the firm and the project team have provided similar services during the past three years (10 points).

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.

Once the selection has been made, fees will be negotiated for various phases of work required. In the event that acceptable fees cannot be negotiated with the firm selected, negotiations will move to the next firm within the rankings.

### **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.

### **Anticipated Schedule**

**Statement of Qualifications due . . . . . July 23rd, 2026 @ 10:00 AM**  
**City Review & Selection of top 3 Firm(s) . . . . . Last week of July, 2026**  
**Interviews . . . . . To be determined**

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, 304-696-5540 x2015 or [dunderwood@huntingtonwv.gov](mailto:dunderwood@huntingtonwv.gov)

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