



## CITY OF HUNTINGTON

### Request for Statement of Qualifications

#### **2023-11-05: Architectural/Engineering Services for Mountain Health Arena Roof Replacement and Other Improvements**

The City of Huntington is seeking qualifications from architectural/engineering firms interested in providing full service design and construction administration for RFQ# 2023-11-05: Architectural/Engineering Services for Mountain Health Arena Roof Replacement and Other Improvements located in Huntington, WV. This RFQ shall follow the guidelines set forth in West Virginia State Code Chapter 5G *et al.* All firms submitting proposals will be considered and those firms considered most qualified will be short-listed and will be interviewed by the selection committee for further qualifications.

City of Huntington will accept a Statement of Qualifications (SOQ) for providing Architectural/Engineering design services until 10:00 am on Tuesday December 19<sup>th</sup>, 2023. At that time, electronic proposals will be opened at City Hall, 800 5th Ave, Room 135, Huntington, WV.

#### **All SOQ are to be uploaded on *BidExpress.com*.**

The scope of work to be performed will be the design needed for replacing the roof and structural review and design for additional rigging, lighting, sound and other improvements identified by the owner. 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

Firms wishing to submit SOQ should demonstrate expertise, experience and capacity to provide all significant parts of the above services and design criteria.

#### **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 the potential services required in 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:

- Identification in detail of how replacing the roof and structural review and design for additional rigging, lighting, sound and other improvements will be addressed, qualifications of either in-house or outside consultants who will perform this design work, and the approach to be used in this critical design area. A proven track record of the working relationship among members of the design team must be specified.
- 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.

A committee comprised of City officials 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 various phases of work required. In the event that acceptable fees cannot be negotiated with the firm deemed most qualified, negotiations will move to the next, most qualified firm.

**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 . . . . . December 19<sup>th</sup>, 2023 at 10 AM local time**  
**City Review of Firm(s) . . . . . Week of December 19<sup>th</sup>, 2023**  
**Interviews . . . . . First 2 weeks of January 2024**  
**Selection of Firm(s) . . . . . Within 1 week of interviews**

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, Director of Purchasing, 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.**