

**REQUEST FOR EXPRESSION OF INTEREST  
RENOVATION OF WESCO BUILDING  
FOR WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
EOI 16161**

**OVERVIEW**

The West Virginia Council for Community and Technical College Education (“Council”) is seeking Expressions of Interest (“EOI”) from architectural firms experienced in designing and providing construction administration services to repurpose a warehouse building, the WESCO Building, to house workforce development and technical education programs for West Virginia Northern Community College (“WVNCC”).

The WESCO Building, located at the corner of 18th and Eoff Streets in Wheeling, was built in 1947 by Westinghouse Electric Supply Company and has 20,000 square feet on the first level. Most of the first floor space was used to warehouse electrical equipment and is high-volume space (approximately two stories high). The remainder of the first floor was used for offices and utilities. There is also an open mezzanine level above the office space that provides an additional 6,900 square feet.

The building will be re-purposed from an electrical supply warehouse to open college lab space designed with flexibility to accommodate changing program needs. Initial programs will include a welding program and a petroleum program. The projected new accelerated welding program will accommodate twenty-four (24) booths. The Petroleum Program will be relocated from another facility to the WESCO Building.

Additional intended use of the first level will include classrooms, faculty offices, tool storage, restrooms, lounge with vending, storage and other support spaces. This project will require upgrading mechanical, electrical, plumbing, fire suppression and fire alarm systems to contemporary standards, installing ADA compliant restrooms and building access, and façade renovation/repair.

The selected architect will plan and design the entire project; however, construction may be phased over several years to accommodate WVNCC’s budget.

**SCOPE OF SERVICES**

The selected architect consultant will work with Council staff and WVNCC’s faculty and staff to: (1) program the project, (2) design a state-of-the-art facility that meets programmatic needs, is aesthetically pleasing and energy efficient; (3) develop a logical and economic construction phasing plan; (4) provide construction administration services; and (5) assist with purchase and installation of equipment and furniture.

**EXPRESSIONS OF INTEREST AND EVALUATION**

Architectural firms interested in being considered for this engagement should provide the

following which the Council and WVNCC staff will use to evaluate and select the architect that the staff believes to be the best qualified to provide the services requested:

1. Relevant prior experience of the firm and its proposed consultants, the “project team,” with similar projects.
2. Perceived quality of the firm's management and project team’s capability to provide the services identified above. The firm will be expected to clearly demonstrate that it has the expertise and flexibility to work with Council and WVNCC staff to meet program objectives.
3. The principals of project team should be LEED Accredited Professionals.
4. Determination that the firm and project team is of sufficient size and has the capability to handle the project by providing services on a timely basis and within the fee agreed to at the outset.
5. Firm's and project team's enthusiasm about this particular engagement; perceived ability to work effectively with the Council and WVNCC staff to produce the kind of facility envisioned; experience in designing aesthetically pleasing, energy efficient “green” buildings, preferably LEED certified buildings.

Interested firms should submit a brochure covering the evaluative criteria above as well as the firm's history, resumes of principals and proposed project team, organizational arrangement, and at least four references from recent clients with similar projects.

Expressions of interest will be used to select the most experienced and qualified firm and project team (in the Council and WVNCC staff’s opinion). Firms under final consideration may be interviewed prior to making a final decision. A fee and a not-to-exceed amount for expenses will be negotiated with the selected firm.

### **OTHER INFORMATION**

In the event that mutually acceptable terms cannot be reached within a reasonable period of time, the Council reserves the right to undertake negotiations with the next most advantageous firm or firms without undertaking a new procurement process. The project architect shall be licensed to practice architecture in the State of West Virginia, and the architect’s consulting engineers of record shall be registered professional engineers in the State of West Virginia. The successful firm shall be a registered vendor with the Purchasing Division, WV Department of Administration, and have a valid vendor number. The form of agreement will be AIA Document B101-2007, Standard Form of Agreement Between Owner and Architect, with the State of West Virginia Supplementary Conditions to AIA Document B101. The successful firm shall provide professional liability, general liability, automobile liability, and workers compensation insurance for the duration of the project as identified in the state of West Virginia Supplementary General Conditions to AIA Document B101, and provide certificates of insurance to document such coverage.

The following is a list of Exhibits that are attached and are applicable to this EOI:

- Exhibit A, Instructions to Bidders
- Exhibit B, Terms and Conditions
- Exhibit C, No-Debt Affidavit
- Exhibit D, State of West Virginia Supplementary Conditions to AIA Document B101

### **SUBMITTING EXPRESSIONS OF INTEREST**

Please submit an original Expression of Interest in a three-ring loose-binder suitable for photocopying, and one complete copy on a CD or flash drive.

Faxed or emailed Expressions of Interest will not be accepted. All documents/information submitted in response to this solicitation will be considered public information after an award is made and will be subject to the West Virginia Freedom of Information Act.

The Council will not be responsible for expenses incurred in the preparation and/or presentation of Expressions of Interest, or for any oral interviews, or for the disclosure of any material or information received in connection with this request for proposals.

Written questions concerning the EOI will be received until 5:00 PM, Eastern Time, February 29, 2016, at the mailing address or email address below. Please reference EOI 16161 in the subject line of emailed questions. Questions will be answered by addendum posted on the following webpage by March 3, 2016. It is the responsibility of the vendor (A/E firm) to check this webpage for current information regarding the EOI:

<https://wvhepc.org/purchasing/>

Expressions of Interest shall be submitted in a sealed envelope or package. Faxed or emailed EOIs will not be accepted. Expressions of Interest will be received until 3:00 PM, Eastern Time, March 11, 2016, by:

Chief Procurement Officer  
EOI 16161  
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