

**REQUEST FOR EXPRESSION OF INTEREST  
MISCELLANEOUS PROJECTS  
COMMUNITY AND TECHNICAL COLLEGE SYSTEM OF WEST VIRGINIA  
EOI 18096**

**OVERVIEW**

The Community and Technical College System of West Virginia (“CTCS”) is seeking Expressions of Interest (“EOI”) for architectural/engineering services, engineering services only, and interior design services for the projects listed below at community and technical colleges throughout the state:

**Service Category 1: Architectural/Engineering Services**

CTC Institution	Projects	Estimated Construction Value
BridgeValley CTC	Davis Hall Exterior Safety Upgrades & Deferred Maintenance	\$250,000
	Lock Down System, Code Compliance & Deferred Maintenance Projects	\$350,000
	Safety/Emergency Notification System all Classrooms	\$100,000
Eastern West Virginia CTC	Parking and Campus Improvements	\$300,000
Mountwest CTC	North Terrace Renovation	\$500,000
	Student Wellness Center	\$350,000
New River CTC	Nicholas County Center Roof Replacement & Deferred Maintenance	\$268,000
	Greenbrier Hall Floor Replacement & Deferred Maintenance	\$500,000
	Applied Technology Center Roof Repair	\$80,000
Southern West Virginia CTC	Boone Center Roof Replacement	\$504,000
	Logan Campus Building A Fire Alarm System Replacement	\$205,000
	Williamson Campus Main Building Fire Alarm System Replacement	\$146,000
West Virginia Northern Community College	Weirton Building Roof Replacement	\$400,000
	New Martinsville Building Roof Replacement	\$300,000
WVU-Parkersburg	Roof Replacement	\$550,000
	Elevator Replacement	\$400,000
	Courtyard Renovation	\$150,000
	Health Sciences Renovation	\$300,000

**Service Category 2: Engineering Services Only**

CTC Institution	Projects	Estimated Construction Value
Blue Ridge CTC	Headquarter Building Back-up Generator	\$250,000

	Bury Overhead Electric Lines	\$100,000
New River CTC	Applied Technology Center Fire Pump & Tank	\$200,000
	Greenbrier Hall Chiller Replacement	\$100,000
Southern West Virginia CTC	Wyoming Campus Fire Pump and Tank	\$250,000

**Service Category 3: Interior Design Services**

CTC Institution	Projects	Estimated Purchase Value
New River CTC	Greenbrier Valley Campus Arts & Sciences Building Furniture & Equipment	\$200,000
	Headquarter Building Furniture & Equipment	\$350,000

**SCOPE OF SERVICES**

The CTCS anticipates hiring at least one firm for each Service Category. The projects are small and the CTCS is interested in obtaining delivery of services in the most efficient and cost-effective manner possible and will group the projects (in one or more groupings) to achieve this objective. The CTCS may add, delete and modify projects and Service Categories as the need arises. Some projects may not require full architectural and engineering services.

These projects are funded with tax-exempt revenue bond proceeds. The IRS imposes time limits for spending tax-exempt bond proceeds and completing projects. All projects must be complete and the bond proceeds spent within three years. Bidding and construction needs to be coordinated with class, semester and summer-term schedules. The CTCS is interested in completing all projects as quickly as possible, particularly the reroofing projects.

**EXPRESSIONS OF INTEREST AND EVALUATION**

A firm interested in being considered for a Service Categories 1 and 2 should provide the following:

1. Identify the Service Category for which the firm is submitting.
2. Identify personnel who will be assigned to the Service Category, their relevant prior experience and credentials.
3. Clearly demonstrate that that the firm’s management and personnel assigned have the expertise and flexibility to work with Council and CTC staff to meet program objectives and schedule.
4. The project architect or engineer shall be licensed to practice architecture or engineering 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.
5. The principal(s) of project team should be LEED Accredited Professionals.

A firm interested in Service Category 3 should respond to items one through three above and the following:

1. National Council for Interior Design Qualification (NCIDQ) Certificate Number.

2. The designer should have a minimum of five years of commercial interior design experience, experience working with the state agencies and higher education institutions, and experience in preparing furniture design and/or bid packages for West Virginia state agencies and/or West Virginia higher education.
3. Preference will be given to an independent design firm, one without ties to product manufacturers.

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 three 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 CTCS' opinion. Firms under final consideration may or may not be interviewed prior to making a final decision. A fee and a not-to-exceed amount for expenses will be negotiated with the successful firm(s).

### **OTHER INFORMATION**

In the event that mutually acceptable terms cannot be reached within a reasonable period of time, the CTCS reserves the right to undertake negotiations with the next most advantageous firm or firms without undertaking a new procurement process. The successful firm(s) 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 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 CTCS will not be responsible for expenses incurred in the preparation and/or presentation of Expressions of Interest, or for interviews, or for the disclosure of any material or information received in

connection with this EOI.

Written questions concerning the EOI will be received until 5:00 PM, Eastern Time, December 20, 2017, at the mailing address or email address below. Please reference EOI 18096 in the subject line of emailed questions. Questions will be answered by addendum posted on the following webpage by December 22, 2017. It is the responsibility of the vendor (A/E and Interior Design 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. EOIs will be received until 3:00 PM, Eastern Time, January 3, 2018, by:

Chief Procurement Officer  
EOI 18096  
West Virginia Council for Community and Technical College Education  
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Charleston, West Virginia 25301  
(681) 313-2212  
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