General Information

The West Virginia Council for Community and Technical College Education (Council) is seeking proposals from experienced individuals for professional services as the Council’s full-time, on-site, project representative during construction of the projects listed below. The term of the engagement is anticipated to be approximately 12 to 18 months depending on the project; however, the actual length of service may be shorter or longer depending on the bid results and the contractor’s progress. Services are expected to begin part-time (not at the project site), and full-time (at the project site) when the contractor begins work. An Owner’s Project Representative will be hired for each project below:

- **Blue Ridge Community and Technical College Headquarter Building, Martinsburg, West Virginia:** The project consists of sitework and construction of a 54,000 square feet steel-frame and masonry building on approximately 43 acres five miles south of Martinsburg. The building will provide classrooms, laboratories, faculty and administrative offices and ancillary spaces and serve as Blue Ridge Community and Technical College’s headquarter building. The construction budget is approximately $13.5 million. The project will be ready to bid in mid to late February and is expected to be complete within 15 months, around July 2012.

- **Mountwest Community and Technical College Headquarter Building, Huntington, West Virginia:** The former Ashland Coal Building will be renovated to house Mountwest Community and Technical College. The building contains 120,000 square feet. The building is a four-story metal clad building with a basement and will provide classrooms, laboratories, faculty and administrative offices and ancillary spaces and serve as Mountwest Community and Technical College’s headquarter building. The construction budget is approximately $9.1 million. The project is primarily interior renovation and will be ready to bid in May with construction commencing around September 1, 2011. The project is expected to be complete within 12 months.

- **Advanced Technology Center, Fairmont, West Virginia:** This is a new facility that will house community and technical college and workforce development programs. The building will be a 52,300 square foot steel-frame building with brick veneer located at the High Technology Consortium Park in Fairmont. It is expected to bid in May 2011 and be complete by September 2012. Construction of the building will be preceded by preliminary sitework which is expected to bid in March 2011 and be complete in approximately 100 days.

Services Required of the Project Representative

The project representative is to begin part-time to review plans and specifications, meet with the institution, architect and Council’s representative to become familiar with the project. Once construction begins, the project representative shall be present at the job site full-time until final completion. Services shall include but are not limited to: (1) plan reviews and advice prior to, during and after bidding; (2) monitoring, evaluating and inspecting the contractor’s work; (3) filing daily written reports on the progress and quality of the contractor’s work, manpower problems encountered, and
other significant information; (4) maintaining a photographic record of the progress of the project; (5) evaluating and providing advice on payment applications, change order proposals and contractor requests; (6) assisting with coordination between the architect, general contractor, other contractors hired for the installation of equipment, construction testing, the Fire Marshal and others; (7) other related services as the need arises.

**Accommodations Provided by the Central Office**

The Council will provide a furnished field office, local and long distance telephone service, a telephone and fax machine, a telephone answering machine, a computer with modem and a printer for the field office, certain office supplies, inspection report forms, xerographic copying of reports and other documents, and reimbursement for film, photo developing and postage.

**Minimum Qualification, Preferences and Requirements**

The minimum qualifications are: (1) a high school diploma and at least fifteen year’s experience in construction, either as an Owner’s representative, a contractor’s superintendent or project manager providing field services of increasing responsibility, or as an architect/engineer’s field representative or clerk-of-works; (2) skill in reading and interpreting drawings and specifications; and (3) ability to communicate effectively and work with the owner, architect, institution and contractor(s) to achieve a harmonious working relationship and positive results. Preference may be given to persons having experience on major commercial and institutional buildings, preferably major college and university buildings, and a college level degree (two or four year) in architecture, engineering or an allied construction field. Experience in preparing, updating and monitoring construction schedules and in using a computer to prepare and distribute reports and other paperwork is also highly desirable. The selected Project Representative must have a digital camera with an automatic date recorder, a valid driver’s license and be prepared to use his/her own vehicle. The Council will not be responsible for relocation or housing costs, subsistence expenses, or mileage to reach the project site.

**Proposal Requirements**

Forward a typewritten resume indicating education, work experience, at least three professional references, relevant personal and other information. Indicate salary history and the monthly fee expected. A selected group of applicants may be interviewed shortly after the close of this advertisement, leading to a final selection.

This RFP and any updates is and will be posted on the purchasing webpage at the following URL: [https://wvhepc.org/purchasing/](https://wvhepc.org/purchasing/)

**RESPOND BY 5:00 PM, EASTERN TIME, FEBRUARY 22, 2011, TO:**

Chief Procurement Officer  
RFP 11128  
West Virginia Higher Education Policy Commission  
1018 Kanawha Boulevard East, Suite 700  
Charleston, WV 25301