General Information

The West Virginia Council for Community and Technical College Education (Council) and West Virginia Higher Education Policy Commission (Commission) are seeking proposals from experienced individuals for professional services as the Council’s and Commission’s full-time, on-site, project representative during construction of the projects listed below. The term of the engagement is anticipated to be approximately 18 to 24 months depending on the project; however, the actual length of service may be shorter or longer depending on the bid results and the contractors’ progress. Services are expected to begin full-time at the project site as soon as possible.

- **Kanawha Valley Community and Technical College Headquarter Building for the West Virginia Council for Community and Technical College Education, South Charleston, West Virginia (Phase 1, Building 2000 Renovation):** The project consists of construction of a 14,200 square foot entrance addition and renovation of approximately 71,000 square feet of interior space in the south and west wings of Building 2000 for Kanawha Valley. The renovation will convert existing offices to classrooms, laboratories, faculty and administrative offices and ancillary spaces and serve as Kanawha Valley Community and Technical College’s headquarter building. The construction budget is approximately $12.1 million. The fourth floors of the south and west wings, approximately 25,000 square feet, will be renovated for the Commission and will be used as office space. In total, Building 2000 contains approximately 200,000 square feet. In addition, the HVAC, electrical and curtainwall systems will be replaced. Bids were received February 8. Construction should begin around March 1, 2011 and be complete by March 31, 2012. This is Phase 1 of total renovation of Building 2000. Asbestos abatement in Phase 1 is currently under way.

- **Renovation of Building 2000, Phases 2 and 3, West Virginia Higher Education Policy Commission:** Following completion of Phase 1 renovation, work will commence on Phase 2 renovation, the north wing, which is scheduled to be substantially complete July 31, 2012. Phase 3 renovation, the east wing, will begin following completion of Phase 2 and is scheduled for substantial completion November 30, 2012. Phase 2 and 3 contain approximately 104,000 square feet and will include tenant offices as well as offices for the Commission and Council. The HVAC, electrical and curtainwall systems will be replaced in the north and east wings. The construction budget for Phase 2 and 3 is approximately $13.9 million.

- **Advanced Technology Center, Advantage Valley, for the West Virginia Council for Community and Technical College Education, South Charleston, West Virginia:** This is a new facility that will house community and technical college and workforce development programs. The building will be a 52,000 square foot steel-frame building with brick veneer located in the West Virginia Education, Research and Technology (Dow) Park in South Charleston. It is expected to bid in April 2011 and be complete by July 2012. Construction of the building will be preceded by preliminary sitework which is currently under construction and will be complete in approximately 100 days.
Services Required of the Project Representative

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 Council/Commission

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 will be posted on the purchasing webpage at the following URL: https://wvhepc.org/purchasing/
RESPOND BY 5:00 PM, EASTERN TIME, MARCH 3, 2011, TO:

Chief Procurement Officer
RFP 11142
West Virginia Higher Education Policy Commission
1018 Kanawha Boulevard East, Suite 700
Charleston, WV 25301