

NOV-DEC 2014

The Morgan County Courthouse will be closed Wed., Thur., & Fri., December 24, 25 & 26, 2014

Notice-- The Morgan County Planning Commission meeting scheduled for Tuesday, December 9, 2014 has been Cancelled.

The Morgan County offices will be closed today, Wednesday, November 26 due to inclement weather.

Notice- The Morgan County Courthouse will be closed on Thursday, November 27 & Friday, November 28, 2014

Notice- November 4, 2014

The County Clerk's Office and the Prosecutor's Office are open for Election Purposes ONLY
All other offices are closed due to Election Day

Request for Qualifications (RFQ)
For Architectural and Engineering Services
For Renovations at "The Pines"

The County Commission of Morgan County, West Virginia is seeking qualification statements for architectural/engineering services to include space planning/programming, design and construction administration services for renovations and possible additions at "The Pines" Opportunity Center. For this project, portions of the renovation work will be sub-contracted out and portions will be completed with county resources. Overall construction management will be by county personnel. Final design documents shall be configured to support this strategy

The Morgan County Commission (MCC) reserves the right to reject any or all qualification statements and to waive any and all formalities and technicalities and to take whatever action is in the best interest of the county.

The architectural firm and any sub-consultants utilized for this project must possess the professional and business licensing required to conduct business in the State of West Virginia as well as show evidence of professional liability insurance coverage in the amount of one million (\$1,000,000) dollars to include coverage for errors, omissions and negligent acts.

Three (3) copies of proposals from interested Firms should be enclosed in a sealed envelope marked "Architectural Services – "The Pines" Renovations.

Proposals shall be submitted to:

Morgan County Commission
77 Fairfax St
Berkeley Springs, WV 25411.

Submittals shall be received no later than 5:00 PM on Tuesday, November 18, 2014 at the Morgan County Commission. A site visit for all interested Firms is scheduled for Wednesday, October 29, 2014 at 10:30am. The site tour will begin at the front entrance of The Pines.

The contact person for this RFQ is Vince Cichocki, Facilities Director, 304-867-3146. E-mail all questions to: vcichocki@morgancountywv.gov.

Building Background

The Pines Opportunity Center is a two story, brick and block building with single ply roof, of approximately 45,000 total square feet. The building was formerly the county hospital. As a hospital, the building was expanded multiple times with the final expansion occurring in the 1990's. The county

has repurposed the building for use as county offices, record storage, educational space and a limited amount of rental space.

The facility address is:

The Pines
109 War Memorial Drive
Berkeley Spring, WV 25411

Selection Process

From a review of the Statement of Qualifications received, the Morgan County Commission (MCC) intends to evaluate the proposals and invite one or more firms to be interviewed before making a final selection of a firm for the project. MCC will notify firms of the date and time of the interview.

Statement of Qualifications

Provide architectural and engineering design and construction administration services for renovations and possible additions at "The Pines".

Statement of Qualifications to include:

Qualifications of the firm

Firm contact information

Size of firm and # of years in business

Names of principals in the firm

Primary contact for the project

Firms experience on similar projects to include:

Project name and location

Year completed

Short description of project

Construction cost and percentage of change orders

Construction cost compared to pre-construction cost estimates

Resume for individuals including sub-consultants who would be assigned to this project

Firms available resources to complete this project on time

Names and contact information for professional references

Briefly propose a general strategy for architectural support of this project

Any other information that will assist in evaluating the firm