

**REQUEST FOR EXPRESSION OF INTEREST
BUILDING EVALUATION AND IMPROVEMENTS FOR
PIERPONT COMMUNITY AND TECHNICAL COLLEGE**

**COMMUNITY AND TECHNICAL COLLEGE SYSTEM OF WEST VIRGINIA
EOI 19072**

OVERVIEW

The Community and Technical College System of West Virginia (“CTCS”) is seeking Expressions of Interest (“EOI”) from Architects for architectural and engineering services for a complete architectural/engineering evaluation of the former Huntington Bank Building in the I-79 Technology Park, Fairmont, West Virginia. Services may also include improvements that are required to allow Pierpont Community and Technical College (“Pierpont”) to occupy the building as soon as possible.

SCOPE OF SERVICES

The Huntington Bank Building is an 18,036 square-foot one-story facility originally built as a processing center for Huntington Banks approximately 23 years ago. The building has been vacant and largely unused for the last 10 years. Pierpont is interested in a short-term lease, and possibly purchasing the building once the lease term expires. A complete architectural/engineering evaluation is needed to determine the condition of the building and the lessor or leasehold improvements required for Pierpont to occupy the building as soon as possible; and the long-term improvements needed if Pierpont elects to purchase the building when the lease term expires.

Pierpont is considering relocating student services and its elementary education programs to this building. Other services and programs could be relocated here if it is determined that it would be more cost-effective.

EXPRESSIONS OF INTEREST AND EVALUATION

An Architect (firm) interested in being considered for this engagement should provide the following:

1. Name and address of the architectural firm submitting the expression of interest, and the contact person at the firm.
2. Identify the consultants who will be employed to assist the Architect, particularly the MEP consultants.
3. Identify the key personnel who will be assigned to this engagement and provide their resumes.
4. Clearly demonstrate that that the firm’s management and key personnel assigned have the expertise and flexibility to work with Pierpont and CTCS staff to meet program objectives and schedule.
5. The project architect and consulting engineers shall be licensed to practice architecture or engineering in the State of West Virginia.
6. The principal(s) of project team should be LEED AP Building Design + Construction (LEED AP BD+C) Accredited Professionals.

7. Affirm that your firm and the individuals who will be assigned to this engagement are free from all obligations and interests that might conflict with the interests of Pierpont and the CTCS.

Architects should submit a brochure covering the evaluative criteria above as well as the firm's history, 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 Pierpont's and 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 Architect.

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 Architect without undertaking a new procurement process. The successful Architect 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 B101-2017, 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 follows and provide certificates of insurance to document such coverage:

1. General Liability: \$1,000,000 per occurrence, \$2,000,000 aggregate;
2. Automobile Liability: \$1,000,000 combined single limit;
3. Workers Compensation: West Virginia statutory requirements including West Virginia Code §23-4-2 (Mandolidis); and
4. Professional Liability: \$1,000,000 each occurrence on a claims made basis.

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 B101-2017
- Exhibit F, Building Floor Plan

SUBMITTING EXPRESSIONS OF INTEREST

Please submit an original Expression of Interest in a three-ring loose-leaf 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.

Pierpont and 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, October 18, 2018, at this email address: Rich.Donovan@wvhepc.edu. Please reference EOI 19072 in the subject line of emailed questions. Questions will be answered by addendum posted on the following webpage by October 19, 2018. It is the responsibility of the vendor (Architect) to check this webpage for current information regarding the EOI:

<http://www.wvhepc.edu/resources/purchasing-and-finance/>

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, October 26, 2018 by:

Chief Procurement Officer
EOI 19072
Community and Technical College System of West Virginia
1018 Kanawha Boulevard, East, Suite 700
Charleston, West Virginia 25301
(681) 313-2212
Rich.Donovan@wvhepc.edu