

Request for Qualifications
Roof Repair Architectural Services



Mineral County Development Authority
87 N Main Street
Keyser, WV 26726

Project Type: Remediation Specialist

Qualifications Due By: February 11, 2019 @12pm

Executive Director: Kevin Clark

Contact Information: Office: 304-788-2233

Email: kclark@mineraleda.com

Introduction

The Mineral County Development Authority is soliciting qualifications from Licensed Architects in the State of West Virginia. The Architect shall provide architectural design services and construction management to the Mineral County Development Authority (MCDA) to repair a roof leak. Experience with roof design and repair projects or other applicable experience is preferred.

In March of 2017, MCDA purchased the Old Anchor Glass Building a 280,000 sq.ft. warehouse facility. The site is located at 598 Waxler Road, Keyser, West Virginia. MCDA would like to procure an Architect to guide us through the inspection, design and construction management of a roof leak at the Anchor Glass Building.

Scope of Work:

The Architect will communicate effectively with MCDA through the roof repair process. MCDA's intent is to hire an Architect to provide all design and construction management so that the repair will be fixed to match the life expectancy of the building. MCDA intends that this project will provide a guarantee from either or both the architect and roofing contractor.

The following conditions exist for the proposed project:

- The property is located on 598 Waxler Rd, just outside of Keyser WV. The building consists of two connected buildings measuring approximately 160,000 sq.ft. and 120,000 sq.ft. The leak exists where these two roofs connect with a third roofline covering the dock area.
- Roof material is trapezoidal-rib metal panels with EPDM roofing where the roofs intersect.

The Architect will provide the following services

- Investigate the roof leak(s) in the EPDM area
- Report findings and design repair project
- Develop bidding documents for repair/replacement
- Bidding administration and construction management

The following items are requested in the Request for Qualifications:

1. A letter of interest.
2. Experience and references.
3. Personnel and/or subcontractors who may be assigned to the project.
4. Insurance documents

Evaluation Criteria

The following criteria will be used to evaluate each submitted proposal:

1. **Comfort Level:** MCDA desires to work with a firm that can be trusted to be fully transparent, easy and available to work with, and relied upon to successfully complete the project.
2. **Staff Qualifications:** Experience and qualifications of key personnel assigned to the project.
3. **Prior Experience:** Quality of similar work completed.
4. **Reference Recommendations:** Please provide your preferred references and references for the last three entities that you have performed work for.

Response Information

Mineral County Development Authority is not obligated to enter into any contract on the basis of any submittal in response to this RFQ. MCDA reserves the right to request additional information from any firm submitting under this RFQ if it is deemed that such information is necessary to further evaluate the firm's qualifications. Firms shall be responsible for all costs associated with the firm's submittal and associated costs are not reimbursable.

The Mineral County Development Authority reserves the right to reject all submissions, reissue a subsequent RFP, terminate, restructure, or amend this procurement process at any time.

Project Timeline

Event/Activity	Date
Distribution of RFQ	January 16, 2019
Qualifications Due	February 11, 2019 @ 12pm
MCDA Bid Opening	February 11, 2019 @ 2pm

Submission Requirements

A. Responses to this RFP shall be submitted in accordance with the following requirements:

1. Proposals must be mailed to the address below **no later than 12:00 pm on February 11, 2019**. Late submittals will not be accepted.
3. Proposals shall be addressed to:

Mineral County Development Authority
87 N Main Street, Suite 1
Keyser, WV 26726

***The Mineral County Development Authority is an equal opportunity employer.**