

NOTICE OF REQUEST FOR ENGINEERING/ARCHITECTURAL QUALIFICATIONS

The Corporation of Harpers Ferry (Town), West Virginia is accepting statements of qualifications from qualified professional engineering consulting firms detailing the firm's qualifications, technical expertise, management and staffing capabilities, and related prior experience for project on call services related to proposed projects that may be undertaken by the Town.

Professional services may include, but are not limited to, preliminary engineering, environmental review, cost estimate, design, preparation of bidding and contracting documents, evaluation of bids and construction monitoring and inspection services. Possible projects include but not limited to streets and grounds, technical document review, etc. The Town's intent is to enter into a General Services Contract with the selected firm which allows the Town to issue task orders for specific projects and/or services as identified by the Town. The Town anticipates that the contract with the chosen firm will be for a period of five (5) years with annual renewals thereafter with the mutual agreement of the consultant and the Town.

Procurement of said services will be in accordance with West Virginia Code 5G-1-3. Interested firms must submit three (3) copies of all requested information by mail to the Corporation of Harpers Ferry, Attention: Deb Kelly, PO BOX 217, Harpers Ferry, WV 25425 AND one (1) electronic copy of all requested information to dkelly@harpersferrywv.us by **4:00 PM on March 31, 2026**. In the alternative to mail, copies of Statements of Qualifications also may be hand-delivered to Corporation of Harpers Ferry, Attention: Deb Kelly, 1000 Washington Street, 2nd Floor, Harpers Ferry, WV 25425 by **4:00 PM, March 31, 2026**. It is the responsibility of the respondent to ensure receipt of the proposal by the date and time specified.

Attention is directed to the fact that the proposed project(s) may be undertaken with a variety of Federal, State and Local funds and that all work will be performed in accordance with the regulations issued by such agencies and the State of West Virginia pertaining thereto.

The Town shall evaluate the statements of qualifications and performance data and other material submitted by interested firms and select a minimum of three firms which, in their opinion, are best qualified to perform the desired services. Interviews with each firm selected shall be conducted, which may include discussions regarding anticipated concepts and proposed methods of approach. The Town shall rank, in order of preference, these three professional firms deemed to be the most highly qualified to provide the services required and shall commence scope of services and price negotiations with the highest qualified professional firm for engineering services.

Should the Town be unable to negotiate a satisfactory contract with the professional firm considered to be the most qualified, at a fee determined to be fair and reasonable, price negotiations with the firm of second choice shall commence. Failing accord with the second most qualified professional firm, the Town shall undertake price negotiations with the third most qualified professional firm. Should the Town be unable to negotiate a satisfactory contract with any of the selected professional firms, it shall select additional professional firms in order of their competence and qualifications, and it shall continue negotiations in accordance with these procedures until an agreement is reached.

The Corporation of Harpers Ferry will afford full opportunity to women-owned and minority business enterprises to submit a show of interest in response to this request and will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, handicap, or national origin in the award of this contract.