

BERKELEY COUNTY COMMISSION
REQUEST FOR PROPOSAL OF QUALIFICATIONS
ENGINEERING SERVICES

The Berkeley County Commission is soliciting sealed proposals from qualified engineering firms to complete the design, specifications and construction oversight for a vault for the storage of records of the Berkeley County Circuit Clerk. The project shall take into consideration the current records volume of the Circuit Clerk's office and projected increases for five year intervals thereafter.

All proposals shall be delivered to the Berkeley County Commission office, 400 West Stephen Street, Suite 201, Martinsburg, West Virginia in a sealed envelope marked "Request for Proposal of Qualifications – Engineering Services" by Wednesday, June 16, 2010 at 4:00 p.m. prevailing time for opening at the County Commission meeting on Thursday, June 17, 2010 at 11:15 p.m.

The Berkeley County Commission reserves the right to accept or reject any or all proposals as the interest of the county may require and waive any formalities in the request for proposals and to award the contract in whole or in part to the most qualified responder. The Berkeley County Commission is an equal opportunity employer. Firms owned by women and minorities are encouraged to participate.

BY ORDER OF THE BERKELEY COUNTY COMMISSION

RONALD K. COLLINS, PRESIDENT

DOC: RFPES/dh

REQUEST FOR PROPOSAL

Scope of Services

- 1) The successful firm shall review existing data; conduct interviews (as deemed necessary) collect additional data and investigate options for the construction of a vault for the records of the Circuit Clerk's office. Specific areas of investigation shall include the following:
 - a) Preparation of 5, 10, 15 and 20 years space projections for the Circuit Clerk's records.
 - b) Site analysis of potential locations for vault construction.
 - c) Preparation of cost estimates.
 - d) Preparation of design specifications.
 - e) Preparation of bid documents.
 - f) Review of bid responses for compliance with all specifications.
 - g) Construction oversight of vault construction
 - h) Review and approval of payment applications.
 - i) Oversight of construction meetings in accordance with construction schedule.
 - j) Completion of final punch list for acceptance of the space by the client.

Engineering Firm Selection

- 1) General: Firms with interest in the above project shall express such interest in writing along with a firm resume, a brief narrative of proposed approach to the design problems if any; a listing of other similar projects and a background statement of staff who will conduct the project.
- 2) Criteria for Firm Selection: Firms shall be evaluated on the basis of the following:
 - a) Experience of firm on other vault projects, especially courthouse projects.
 - b) Methodology to be applied in response to items presented in this RFP.
 - c) Specific knowledge and ability of firm in area of study, design and construction.
 - d) Capability to complete all three components of project: study, design and supervision of construction.
 - e) Priority assigned to county project.
 - f) Depth and variety of staff disciplines available.
 - g) Managerial capabilities.
 - h) Past performance record and relevant experience.
 - i) Technical capabilities.
 - j) Samples of studies and related designs from comparable projects.

2) Submittals

- a) List of completed projects and resume of personnel.
- b) Demonstrated ability to complete projects within specified date and budget.
- c) Current workload.
- d) Understanding of Project.
- e) Project Approach.
- f) Proposed Project Schedule (Study, Design and Construction)

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