

REQUEST FOR EXPRESSION OF INTEREST JACKSON COUNTY CENTER REMODEL WEST VIRGINIA UNIVERSITY PARKERSBURG

OVERVIEW

West Virginia University Parkersburg is seeking Expressions of Interest (“EOI”) from Design Professionals for Architectural and Engineering services to design a remodel of an existing building located at our Jackson County Campus in Ripley WV.

BACKGROUND

West Virginia University Parkersburg was founded in 1961 as the Parkersburg Branch of West Virginia University. In 2008 the governance structure was changed by the state legislature and is now controlled locally by a board of governors and is part of a statewide network of independently accredited community colleges known as the West Virginia Community and Technical College Systems. West Virginia University Parkersburg is located on the outskirts of Parkersburg. The campus is home to, among various buildings, the main administrative building, the Workforce and Development building, the Caperton Center for Applied Technology, the Applied Technology Lab, the Riverhawk Farm and the Jackson County Campus. The University campus sits on approximately 142 acres and provides educational opportunities for approximately 1500 students. The University’s website may be found <https://www.wvup.edu/>.

SCOPE OF SERVICES

The Jackson County Center of WVU Parkersburg was established in 1974 as an outreach program in Jackson and Roane counties. The JCC main building is a two-story, free-standing facility. This building contains 17,150 square feet and houses general purpose classrooms, a science lab, faculty offices, and a large student lounge.

WVU Parkersburg is planning to make some renovations to a portion of the building in order to start an Applied Technology Program. The renovations will include approximately 6700 sq. ft. WVU Parkersburg would like to open some space up by removing some of the existing partitions and/or adding windows. The current atrium will be where the equipment will be set up for instructional use. Equipment will include CNC machines, lathes, mills, etc. Storage space for materials and tools will need to be designed into existing space as well. There will need to be an exterior overhead door designed into the plans to allow for transporting materials in and out of the building. There will also need to be classroom space, some of which will house a robotics lab. Although there is sufficient incoming power, WVU Parkersburg would like to upgrade the main service panel and equipment as part of this project.

- General architectural/engineering assessment of existing structure,
- Planning as required with the faculty and staff involved with the project and their needs for the space,
- Schematic and Design Development design/layout

- Completion of detailed set of construction documents for bid
- With West Virginia University Parkersburg, oversight of bidding process and evaluation of bids,
- Oversight of construction progress
- Other related standard project scope items as may be necessary for successful completion of the project.

PROJECT SCHEDULE

The schedule on this project is very compact and must be met to facilitate programming for the Fall Semester beginning August of 2024.

EXPRESSIONS OF INTEREST AND EVALUATION

Any Design Professional firm interested in being considered for this engagement should provide the following:

1. Name and address of the lead architectural/engineering firm submitting the Expression of Interest and the contact person at the firm.
2. List of all sub-consultants who will be involved in the project.
3. Detailed information about the key personnel who will be assigned to this project, with their roles identified and copies of their resumes provided.
4. **Documentation that the firm and any sub-consultant management and key personnel assigned have the expertise and flexibility to work with West Virginia University Parkersburg staff to meet program objectives and schedule.**
5. Confirmation that the project architect/engineer and all consulting architects/engineers are licensed to practice architecture or engineering in the State of West Virginia.
6. Affirmation 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 West Virginia University Parkersburg.

Design Professionals should submit a brochure covering the evaluative criteria above as well as the firm's history and organizational arrangement.

Expressions of interest will be used to select the most experienced and qualified firm and project team in West Virginia University Parkersburg's 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. West Virginia University Parkersburg reserves the right to not select a Design Professional through this process and/or to cancel the EOI process at any time should that be necessary.

EOI SUBMISSION

EOI submissions should be provided in pdf format to Jeannine.ratliffe@wvup.edu by October 30, 2023 by 1 PM.

EOI SCHEDULE

The schedule for this EOI process is tentatively as follows:

- REOI released: October 16, 2023
- EOIs due: October 30, 2023
- Final selection by: November 3, 2023

CONTACT

For any questions regarding this EOI, please contact:

Jeannine Hetrick-Ratliffe, Chief Procurement Officer at jeannine.ratliffe@wvup.edu