**REQUEST FOR PROPOSALS FOR ARCHITECTURAL/ENGINEERING SERVICES**

The City of Ravenswood, West Virginia is in the process of selecting a consultant to provide general architectural, engineering, survey, environmental and other services as needed by the City for various projects that it intends to undertake. Scopes of work may include but shall not be limited to services related to streets, sidewalks, bridges, parks, water, stormwater, wastewater, buildings, brownfields, property, and other responsible areas of the City. Professional services may include the following items: consulting; planning; preliminary estimating; code review; study and report phase; architectural design; engineering design; preparation of bidding and contract documents; participation in the solicitation and evaluation of bids; environmental assessments; surveying and mapping; preparation of all necessary permit applications; construction administration; and construction inspection. Procurement of said services shall be made in accordance with section 5G of the West Virginia State Code. The contract will be for a period of three (3) years. The City of Ravenswood retains the right to procure engineering services for specific projects, over and above this potential agreement.

All firms interested in being considered for this project must submit five (5) copies of their proposal detailing technical expertise, qualifications, and related prior experience. Proposals must be submitted by 4:00 P.M. on Monday, September 20, 2021, to the following address:

City of Ravenswood

Attn: Mayor Josh Miller

1 Wall Street, 1st Floor

Ravenswood, West Virginia 26164

The goal of the competitive process is to objectively select the firm(s) which will provide the highest quality of service at a reasonable fee. Accordingly, technical qualifications and experience will be weighed heavily. Ravenswood City Council shall evaluate the statement(s) 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 service(s). Interviews with each firm selected shall be conducted and the committee shall conduct discussions to evaluate the presented information. The committee shall then rank in order of preference no less than three professional firms deemed to be the most highly qualified to provide the services required and shall commence scope, fee & contract negotiations with the highest qualified professional firm for said services. Should the committee 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 committee shall undertake negotiations with the third most qualified professional firm. Should the committee be unable to negotiate a satisfactory contract with any of the professional firms in order of their competence and qualifications, it shall continue negotiations in accordance with these procedures until an agreement is reached. The Ravenswood City Council reserves the right to refuse any and all bids and also award to multiple vendors due to the numerous upcoming project that require specialized services.

Attention is directed to the fact that any projects may be undertaken using various funding sources, including Federal and State funding sources, examples of which are: City Funds, Small Cities Block Grant Program (SCBG) from the U.S. Department of Housing and Urban Development through the State of West Virginia, USDA -Rural Utilities Service (RUS), the West Virginia Infrastructure and Jobs Development Council (IJDC), the United States Department of Commerce, Economic Development Administration (EDA), the Appalachian Regional Commission (ARC), and the West Virginia Department of Environmental Protection (DEP). All work shall be performed in accordance with the regulations issued by the federal funding source and the State of West Virginia pertaining thereto. The City of Ravenswood will afford full opportunity to minority business enterprises to respond 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 awarding of this contract.

The City of Ravenswood reserves the right to accept or reject any and/or all proposals and reserves the right to award to multiple vendors if deemed necessary by city council. We look forward to reviewing your proposals.

The City of Ravenswood is an Equal Opportunity Employer

City of Ravenswood, West Virginia

[www.cityofravenswood.com](http://www.cityofravenswood.com)