

REQUEST FOR QUALIFICATIONS

The Ohio County Development Authority and Ohio County Commission invite interested firms to submit a Statement of Qualifications to provide engineering services, specializing in civil, structural, environmental and or geotechnical engineering.

The selection process will follow the guidelines set forth in West Virginia Code §5G-1-3. The evaluation criteria to be used in ranking and selecting consultants include, but is not limited to, what is listed below. A particular emphasis will be placed on a firm's proven ability to accomplish the tasks the tasks requested in a quick, efficient, cost effective, and responsible manner and include:

- Capability to perform all or most aspects of a project, such as planning, environmental, evaluation, financial analysis, electrical and civil engineering.
- Recent experience in utility projects comparable to anticipated projects.
- Key personnel's professional qualifications, experience, and availability.
- Capability to conduct a value engineering study for projects that are particularly complex or have unique features.
- Capability to furnish qualified inspections for construction inspections.

Statement of Qualifications must include the following:

- Executive Summary
- Description of the Firm
- Firm Project Experience
- Individual Project Experience
- Organization and Management

The material presented in the Statement of Qualifications to address the above topics is expected to clearly reflect the qualifications that demonstrate the consultant's knowledge and experience designing, implementing, and maintaining utility infrastructure.

To follow is a partial list of potential projects:

- Pavement assessment, design, and rehabilitation.
- Earthwork analysis and design.
- Retention / detention pond assessment, and maintenance.
- AMD system assessment, design, rehabilitation.
- Environmental assessment and analysis.
- Administration of contracts associated with construction or maintenance work.

Statements of Qualifications submitted in response to this Request for Qualifications must be submitted electronically no later than 3:00 p.m. on Thursday, April 16, 2025, to Randy Russell at rrussell@ohiocountywv.gov, copied to Cody Koehler at ckoehler@ohiocountywv.gov. The subject line in the email should read "SOQ for Civil Engineer 04/2026." Once submitted, all Statements of Qualifications become the property of the Ohio County Development Authority and the Ohio County Commission and will be made available to the public upon request.

Only timely responses meeting the requirements of this Request for Qualifications will be considered. No response will be considered or accepted that is submitted by a consultant that is in default under the terms of any existing agreement with the Ohio County Development Authority or the Ohio County Commission, or that has failed to perform its obligations faithfully under any previous agreement with same. Responses must be signed by an authorized representative of the consultant. Following a review of all responses, the Ohio County Development Authority will shortlist the most qualified respondents and request an interview

and presentation date. Shortlisted respondents should be prepared for an in-person interview the week of April 26,2026.

It is believed that this request contains all the information needed to prepare a response to the Request for Qualifications. However, any questions or requests for information that may arise must be submitted via email to rrussell@ohiocountywv.gov, with a copy to ckoehler@ohiocountywv.gov, by 1:00 p.m. on Tuesday, April 14, 2026. Responses, where deemed appropriate, will be in writing and copies will be distributed to all applicants by the Ohio County Commission. All parties are advised that the Ohio County Development Authority and the Ohio County Commission reserve the right to not initiate any work listed in this Request for Qualification or to initiate an additional Request for Qualifications for any services included in this Request for Qualifications.

Ohio County Development Authority
Randel A. Russell, Administrator