



REQUEST FOR EXPRESSIONS OF INTEREST

ENGINEERING AND ARCHITECTURAL DESIGN
AND
CONSTRUCTION MANAGEMENT SERVICES

FACILITIES ASSESSMENT FOR BALLPARK STADIUM

Issued: July 1, 2026

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City Manager

Table of Contents

- SECTION ONE: GENERAL INFORMATION 3
 - 1.1. Purpose 3
 - 1.2. Background 3
- SECTION TWO: SCOPE OF SERVICES4
 - 2.1. Expectations..... 4
- SECTION THREE: INSTRUCTIONS TO FIRMS SUBMITTING PROPOSALS 5
 - 3.1. The Proposal 5
 - 3.2. Questions About the Solicitation 6
 - 3.3. Submission of Proposal..... 7
- SECTION FOUR: PROPOSAL EVALUATION & SHORTLIST..... 7
 - 4.1. Evaluation Committee 7
 - 4.2. Shortlisted Firm Evaluation..... 7
- SECTION FIVE: SCHEDULE OF EVENTS..... 8
- SECTION SIX: CONSULTANT SELECTION MANUAL..... 8
 - 6.1. General Contracting Process..... 8
- EXHIBIT A..... 9
- EXHIBIT B..... 19

SECTION ONE: GENERAL INFORMATION

1.1. Purpose

The City of Charleston is soliciting Expressions of Interest (“EOI” or “Proposals”) from qualified firms to provide Architectural and Engineering (“A/E”) services for a comprehensive facilities assessment of GoMart Ballpark Stadium. Located at 601 Morris Street, Charleston, WV 25301.

1.2. Background

The City of Charleston is West Virginia’s capital and largest municipality. The city limits span approximately 33 square miles, and it has a resident population of just under 50,000. The system of government is a Strong Mayor/City Council structure. The City Manager is the Chief Administrative Officer for the City and is appointed by the Mayor with approval by the Council.

GoMart Ballpark Stadium is a central recreational and cultural asset within the City of Charleston and the greater Kanawha Valley region. Opened in April 2005, the stadium was developed as part of the City’s long-term investment in expanding community amenities, supporting professional sports, and stimulating economic activity in Charleston’s East End. With a seating capacity of approximately 4,500, it serves as the home of the Charleston Dirty Birds of the Atlantic League of Professional Baseball and hosts a wide range of civic, entertainment, and community events.

The stadium’s design blends modern ballpark features with practical functionality, incorporating grandstands, suites, press facilities, concession areas, team spaces, and various public-use amenities. In addition to professional baseball, GoMart Ballpark has supported youth sports, charitable events, concerts, festivals, corporate activities, and other community programming. Its continued use has strengthened local tourism, neighborhood vitality, and the visibility of the East End.

As the facility approaches two decades of operation, many of its systems and components are at an age where a comprehensive evaluation is needed to ensure ongoing safety, efficiency, and user satisfaction. While routine maintenance and upgrades have been completed over the years, a full-scale assessment is necessary to determine long-term capital needs and support future planning.

Evolving industry standards, accessibility expectations, and building code requirements further reinforce the need for a detailed, multidisciplinary assessment. The City seeks to understand the current condition of the stadium’s architectural, structural, mechanical, electrical, life-safety, and site systems. The results will guide prioritization of renovations, capital planning, user-experience improvements, and the long-term viability of GoMart Ballpark as a modern, safe, and competitive venue.

SECTION TWO: SCOPE OF SERVICES

2.1. Expectations

The successful firm will be expected to perform the following activities:

- Conduct a comprehensive, multidisciplinary assessment of all major stadium systems, including architectural, structural, mechanical, electrical, plumbing, life-safety, and site components;
- Identify existing deficiencies, safety concerns, code compliance issues, and areas requiring repair, replacement, or modernization;
- Evaluate the facility's overall condition, functionality, and ability to meet current and future operational demands;
- Review accessibility conditions in accordance with ADA requirements and industry best practices;
- Provide prioritized recommendations for maintenance, upgrades, and capital improvements;
- Develop cost estimates and projected timelines for all proposed corrective actions and improvements;
- Document findings in a detailed report supported by photos, diagrams, and other relevant materials;
- Present conclusions and recommendations to City leadership in a clear and actionable format;
- Collaborate with City staff and stakeholders to ensure access, coordination, and transparency throughout the assessment process;
- Deliver all services in compliance with applicable building codes, professional standards, and City of Charleston requirements;

The successful firm will be expected to provide the completed assessment within 3 months of contracting with the City of Charleston.

The comprehensive scope of the required Facility Condition Assessment, including all system categories, deliverable formats, capital planning matrices, and final package

requirements, is set forth in Exhibit B: Facility Condition Assessment (FCA) and Capital Asset Management Plan – Required Scope, attached hereto and incorporated herein by reference. The selected firm shall address each component and deliver all items enumerated in Exhibit B.

SECTION THREE: INSTRUCTIONS TO FIRMS SUBMITTING PROPOSALS

3.1. The Proposal

Consultants interested in being considered for work must submit an Expression of Interest to the City Purchasing Coordinator. **No pricing information is permitted to be included in the submitted EOI.**

Proposals should be prepared simply and economically, providing straightforward, concise descriptions of the firm’s capabilities to satisfy the City’s service needs. Emphasis should be placed on completeness and clarity of content.

The City recognizes that firms may possess strong experience in sports venue facility assessments but may not hold a West Virginia professional engineering license, or vice versa. Firms that meet one qualification but not both may submit joint proposals with a partnering firm that collectively satisfies all requirements. Joint proposals should clearly identify each firm’s role, the person in responsible charge, and confirm that at least one firm holds a current West Virginia professional engineering license in good standing.

The EOI should include the following items:

- Statement of the firm’s history and relevant experience, particularly with facility assessments of stadiums, arenas, or comparable public venues;
- Statement of the firm’s overall capabilities to perform a comprehensive, multidisciplinary facilities assessment, including personnel assigned to the project, their qualifications, and current workload;
- Identification of the intended project manager and their relevant experience;
- Statement of the firm’s familiarity or expertise with assessing architectural, structural, mechanical, electrical, plumbing, life-safety, and site systems;

- Statement of the firm’s experience with evaluating code compliance, ADA accessibility, building condition assessments, and facility maintenance planning;
- Statement regarding the firm’s experience coordinating with municipal clients and presenting technical findings to public-sector leadership;
- Office location where the work will primarily be performed;
- Statement regarding whether subconsultants will be utilized and, if so, identification of the intended subconsultants and their roles;
- If submitting as a joint proposal: identification of all participating firms, the lead firm, each firm’s scope of responsibility, and the person in responsible charge of the project;
- A certification from the West Virginia State Board of Registration for Professional Engineers confirming that the person in responsible charge is a registered professional engineer in the State of West Virginia and is in good standing;
- Statement that the firm’s Workers’ Compensation and Unemployment Accounts are in good standing;
- Statement regarding any debarment status (whether debarred by any federal, state, or municipal agency);
- Statement that the firm is in good standing with the City Collector’s Office regarding its tax and fee obligations to the City of Charleston (if applicable); and
- Two letters of reference from clients for whom the firm has provided comparable facility assessment or A/E evaluation services within the last 3 years.

NOTE: Ownership of all data, materials, and documentation originated and prepared for the City pursuant to this solicitation will belong to the City and are subject to the West Virginia Freedom of Information Act, unless the content is proprietary in nature such that it is excluded from production. All pages or sections of submitted documents considered by the firm to be proprietary in nature should be clearly labeled.

3.2. [Questions About the Solicitation](#)

All questions must be transmitted according to established deadlines to Mr. Rodney Burdette, Purchasing Coordinator, by emailing Rodney.Burdette@cityofcharleston.org.

Firm representatives are prohibited from communicating with elected City officials or City staff (excluding the Purchasing Coordinator and the City Manager) from the time the solicitation is advertised until the Evaluation Committee makes its final selection.

3.3. Submission of Proposal

All proposals must be submitted in electronic PDF format.

Proposals must be transmitted according to established deadlines to Mr. Rodney Burdette, Purchasing Coordinator, by emailing Rodney.Burdette@cityofcharleston.org.

NOTE: Documents exceeding 15 MB in size should be sent to the Purchasing Coordinator via a secure, sharable link. (Examples: SharePoint, OneDrive, or Dropbox)

SECTION FOUR: PROPOSAL EVALUATION & SHORTLIST

4.1. Evaluation Committee

All EOIs will be reviewed by an Evaluation Committee established by the City Manager.

The Evaluation Committee will consider the statements of qualifications and performance data and other material submitted by the interested firms. The Evaluation Committee will select no more than 3 firms that, in the committee’s opinion, are the best qualified to perform the desired services.

The shortlisted firms will be invited to participate in interviews.

4.2. Shortlisted Firm Evaluation

The Evaluation Committee will conduct interviews of the shortlisted firms and evaluate each firm based on the following scoring criteria.

Evaluation Criteria

Experience & Qualifications.....45 pts

- History and stability of the firm (10 pts)
- Professional competence (10 pts)
- References (10)
- Experience providing comparable services (15 pts)

Implementation Services.....35 pts

- Office location where the work will be primarily performed (5 pts)
- Current workload and ability to complete work (15 pts)
 - including personnel to be assigned to the work, their qualifications, and their current workload
- Vendor’s suggested project timeline (15 pts)

Oral Interview.....20 pts

- Demonstrated thoughtfulness in project development (15 pts)
- Assessment of the firm’s proposed project manager(s) (5 pts)

NOTE: The Evaluation Committee will notify each shortlisted firm of the results of the scoring process, including the name of the selected firm.

SECTION FIVE: SCHEDULE OF EVENTS

- Release of the EOI..... July 1, 2026
- Written Questions Submission Deadline..... July 17, 2026, 1:00 PM (EDT)
- Addendum Issued July 21, 2026
- Expressions of Interest Due Date..... **July 24, 2026, 1:00 PM (EDT)**
- Estimated Date for Interviews of Shortlisted Firms.....Week of August 3, 2026

NOTE: The schedule is subject to change. Please visit the following City website for updates:
<https://charlestonwv.gov/bids-purchasing/current-bids>

SECTION SIX: CONSULTANT SELECTION MANUAL

6.1. General Contracting Process

The City will follow the contracting process outlined in the City of Charleston Consultant Selection Manual, December 20, 2021, included here as Exhibit A. The required scope of services for the Facility Condition Assessment is included as Exhibit B.

EXHIBIT A

The City of Charleston Consultant Selection Manual, December 20, 2021



**CONSULTANT SELECTION PROCEDURES
FOR PROCURING
ARCHITECTURAL AND ENGINEERING SERVICES**

Office of the City Manager
City of Charleston, West Virginia

Issued: December 20, 2021

Table of Contents

- SECTION ONE: GENERAL INFORMATION 3
 - 1.1. Purpose 3
 - 1.2. Background 3
- SECTION TWO: REQUESTING EXPRESSIONS OF INTEREST 3
 - 2.1. Solicitations 3
 - 2.2. Expressions of Interest 4
- SECTION THREE: PROPOSAL EVALUATION & SHORTLIST 5
 - 3.1. Evaluation Committee 5
 - 3.2. Shortlisted Firm Evaluation 5
- SECTION FOUR: CONTRACTING PROCESS 6
 - 4.1. Scope of Work Meeting 6
 - 4.2. Independent Cost Estimate 6
 - 4.3. Cost Proposal 6
 - 4.4. Negotiation 7
 - 4.5. Agreement 8
- SECTION FIVE: INVOICING & PAYMENT 8
 - 5.1. Presenting Invoices 8

SECTION ONE: GENERAL INFORMATION

1.1. Purpose

These procedures are established to outline the methods for requesting expressions of interest, shortlisting qualified firms, evaluating shortlisted firms for selection, negotiating terms, executing contracts, supplementing or modifying contracts, and presenting invoices.

1.2. Background

All City Departments seeking to hire a consultant for architectural and/or engineering services must adhere to these procedures.

SECTION TWO: REQUESTING EXPRESSIONS OF INTEREST

2.1. Solicitations

The City will advertise its requests for expressions of interest (“EOI”) on its public procurement website and in the *Charleston Gazette-Mail*, with copies of the advertisement being forwarded to the West Virginia Society of Professional Engineers, the American Council of Engineering Companies of West Virginia, and the West Virginia Contractor’s Association. The advertisement will identify the types of services being requested.

Service requests may include:

- project management / construction management / contract administration;
- construction and materials inspection;
- feasibility studies;
- preliminary engineering;
- design engineering;
- design;
- general engineering;

- surveying;
- mapping;
- architectural services;
- sampling and testing;
- archaeological investigation;
- historic investigation; and
- related services to any of the items listed above.

The request for EOIs will also include the evaluation criteria the Evaluation Committee will use in determining the successful firm.

2.2 Expressions of Interest

Consultants interested in being considered for work must submit an Expression of Interest to the City Purchasing Director. No pricing information is permitted to be included in the submitted EOI.

The EOI should include the following items:

- Statement of the firm's history and experience;
- Statement of the firm's overall capabilities to handle the proposed work, including personnel to be assigned to the work, their qualifications, and their current workload;
- Statement regarding whether the firm is certified as a Disadvantaged Business Enterprise ("DBE") by the West Virginia Department of Transportation, Division of Highways;
- Office location where the work will primarily be performed;
- Statement of whether subconsultant work is expected, including whether any subconsultants are expected to be DBEs;

- Statement regarding whether the firm maintains a cost accounting system that is capable of segregating and identifying accumulating costs for each job that is performed under cost-type contracts;
- In instances where engineering services are sought, a certification from the West Virginia State Board of Registration for Professional Engineers that the person in responsible charge of the firm is a registered professional engineer in the State of West Virginia and is a member in good standing;
- Statement that the firm's Workers' Compensation and Unemployment Accounts are in good standing;
- Statement regarding any debarment status (whether debarred by any federal, state, or municipal agency); and
- Statement that the firm is in good standing with the City Collector's Office regarding its tax and fee obligations to the City of Charleston.

SECTION THREE: PROPOSAL EVALUATION & SHORTLIST

3.1 Evaluation Committee

All EOIs will be reviewed by an Evaluation Committee established by the City Manager.

The Evaluation Committee will consider the statements of qualifications and performance data and other material submitted by the interested firms. The Evaluation Committee will select no more than 5 firms that, in the committee's opinion, are the best qualified to perform the desired services.

The shortlisted firms will be invited to participate in interviews.

3.2 Shortlisted Firm Evaluation

The Evaluation Committee will conduct interviews of the shortlisted firms and evaluate each firm based on previously published scoring criteria.

The Evaluation Committee will notify each shortlisted firm of the results of the scoring process, including the name of the selected firm.

SECTION FOUR: CONTRACTING PROCESS

4.1 Scope of Work Meeting

The City and the selected firm will hold a project scoping meeting that will outline the general work requirements. The City will distribute a set of Scope of Work Notes to the firm post-meeting, and the City will also provide information on how to prepare and submit the firm's fee proposal.

The firm will be requested to submit a narrative describing its project assumptions and related data to be used in preparing its fee proposal.

As soon as is practical, the City will review the firm's narrative and make any corrections or clarifications regarding the scope of work to be performed. Upon drafting the final Scope of Work Notes, both the City and the firm will sign off on them.

4.2 Independent Cost Estimate

Once the final agreed-upon Scope of Work Notes is distributed, the City will cause to be prepared an independent cost estimate for the contemplated work.

The independent cost estimate must be completed prior to the firm submitting its fee proposal.

4.3 Cost Proposal

Unless otherwise advised, the method of payment for the fee proposal may be presented as a cost plus fixed fee, lump sum, or specific rate of pay subject to the City's approval.

The Cost Proposal must include:

- All costs related to the salaries of employees for time directly chargeable to the project must be shown as an hourly rate. Direct non-salary costs estimated in the fulfillment of the contract must be presented in a unit rate format.
- Should overtime be required due to the anticipated schedule of the project, the firm shall clearly delineate and separate the premium portion of the overtime in their proposal.

- Subcontract costs, such as boring or rental equipment, shall be acquired on a quote basis and generally requires a minimum of 3 quotes. Copies of all quotes shall be retained for an audit review.
- All subconsultants must be listed in the fee proposal and are subject to City approval.
- The prime consultant may change subconsultants following negotiations; however, no increase in the contract cost will be permitted. Written approval must be obtained prior to engaging any subconsultant not previously presented in the original proposal or EOI.
- Subconsultant costs must include all of the costs and show supporting data using the same criteria as required of the prime consultant.
- The original and all supplemental fee proposals shall include a technical narrative from the prime consultant and each subconsultant describing their portion of the work to be performed. The narrative shall state in detail all assumptions made in preparing the fee proposal.
- The fee proposal shall contain a proposed schedule showing the estimated starting date, duration, and completion of all major milestone activities.
- The current allowable overhead ceilings, salary limits, expense reimbursements, and other regulated costs established by the West Virginia Department of Transportation, Division of Highways, will control.
- Prior to entering into contract negotiations, the selected firm and any subconsultants shall submit a current audited overhead rate computation performed by a state or federal governmental agency or independent CPA firm.

4.4 Negotiation

Once the firm submits the fee proposal, it will be evaluated by the City. The City and the firm may schedule negotiation meetings to discuss differences, discrepancies, etc. Once negotiation of the fees is complete, the City will prepare a consultant agreement.

4.5 Agreement

The City will prepare an agreement based upon the agreed-to Scope of Work. Additionally, the agreement will outline the monetary considerations agreed to by the parties. Each agreement will have a maximum amount payable. The firm will not be permitted to perform work that will exceed the maximum payable amount.

Should a substantial change in scope, complexity, or character of work develop, the project will be evaluated, and a revised maximum amount will be negotiated. The agreement may be amended by supplemental written agreement only.

SECTION FIVE: INVOICING & PAYMENT

5.1 Presenting Invoices

The firm shall not submit any invoice for payment for services prior to the agreement being fully executed.

All invoices should be presented in the following manner:

- Invoices must be addressed to the appropriate City official. (The firm will be informed of the designed City official at the Scope of Work Meeting.)
- Invoices must clearly identify the project, including listing any assigned project numbers.
- Invoices must be able to be identified by invoice number and date (not by payment request amount).
- Invoices must list the firm's Federal Employer's Identification Number ("FEIN").
- Invoices for cost plus fixed fee agreements shall have two attachments:
 - (1) a tabulation of direct payroll costs, which includes employee name (or employee number), title, and hourly rate of salary; and
 - (2) a tabulation of direct non-salary costs, which includes printing, transportation costs, expense accounts, etc.
- Upon submission of the final project invoice, all records of direct cost must be in the firm's possession, filed, and referenced according to the invoice number and project number (if any) they were billed under.

- A tax release from the West Virginia Tax Department and the City Collector's Office is required to be submitted with the firm's final invoice.

Prime consultants will be required to pay all subconsultants within 10 calendar days of receiving payment from the City of Charleston.

EXHIBIT B

Facility Condition Assessment (FCA) and Capital Asset Management Plan Required Scope of Services

1. Executive Summary Requirements

The FCA shall include a comprehensive executive summary presenting:

- Overall facility condition rating
- Facility Condition Index (FCI)
- Identification of immediate safety concerns
- Quantified deferred maintenance backlog
- Total capital needs over 0–2, 3–5, 6–10, and 11–20 years
- Major modernization requirements
- Recommended annual capital reserve funding levels

2. Asset Inventory

The selected firm shall prepare a complete asset inventory covering all major building and stadium systems, including:

- Structural and architectural systems
- HVAC, electrical, plumbing, and fire protection
- Vertical transportation
- Technology and security systems
- Scoreboards, displays, and other specialty stadium systems
- All equipment requiring lifecycle evaluation

3. Structural and Building Envelope Assessment

The scope includes a detailed evaluation of:

- Primary structure (foundations, concrete framing, structural steel, roof structure, seating bowl, concourses, suites, press areas)
- Building envelope (roofing, exterior walls, glazing, waterproofing components), drainage)
- The assessment shall document observed conditions, deficiencies, and risks, including but not limited to cracking, settlement, corrosion, concrete spalling, rebar exposure, water intrusion, and fatigue issues, and provide condition ratings, remaining useful life estimates, recommended repairs or replacements, and cost projections, along with the estimated timing for each recommended repair or replacement.

4. Mechanical (HVAC) Systems Assessment

The consultant shall evaluate:

- Central plant equipment (chillers, cooling towers, boilers, heat exchangers,

pumps) - assess capacity adequacy, reliability, energy efficiency, refrigerant compliance, and controls integration

- Air distribution systems (AHUs, RTUs, VAVs, exhaust systems) - assess capacity adequacy, reliability, energy efficiency, refrigerant compliance, and controls integration
- Specialty spaces (clubs, kitchens, locker rooms, broadcast and IT spaces) - assess capacity adequacy, reliability, energy efficiency, refrigerant compliance, and controls integration
- Building Automation System (BAS) for platform suitability, obsolescence, cybersecurity, and required upgrades
- For all equipment assessed, provide output including age, useful life, remaining life, condition, and priority

5. Electrical Systems Assessment

The scope requires evaluation of:

- Utility service capacity, transformers, and load characteristics
- Distribution systems (switchgear, switchboards, MCCs, panelboards, bus duct)
- Emergency power systems (generators, transfer switches, fuel systems)
- Stadium, concourse, and parking lighting, including LED conversion opportunities
- Technology infrastructure (fiber backbone, Wi-Fi, DAS, network rooms, security systems), including an assessment of capacity for modern consumer expectations and resulting upgrade recommendations

6. Plumbing Systems Assessment

The consultant shall assess:

- Domestic water, booster pumps, water heating, and irrigation systems
- Sanitary and stormwater systems, including event-load performance, with evaluation of roof drainage, area drains, retention systems, and underground piping, and determination of flooding risks and capacity deficiencies
- Stadium-specific plumbing (concessions, beer systems, ice makers, field irrigation, bullpen systems)

7. Fire Protection and Life Safety Assessment

The assessment shall include:

- Fire suppression and alarm systems
- Notification devices
- Egress routes and stairways

- Crowd-flow characteristics
- Code compliance and identification of deficiencies

8. Vertical Transportation Assessment

Evaluate elevators, escalators, and wheelchair lifts for:

- Condition and reliability
- Maintenance status and parts availability
- Modernization requirements

9. ADA and Accessibility Assessment

Review all ADA provisions including:

- Accessible seating and routes
- Restrooms and concessions
- Parking and elevators
- Identify compliance gaps and recommended upgrades.

10. Energy and Sustainability Assessment

The assessment shall analyze:

- Energy and water consumption trends
- Energy intensity and carbon footprint
- Opportunities for LED retrofits, controls upgrades, solar applications, and water conservation.
- Provide ROI-based recommendations.

11. Capital Planning Matrix

Develop an asset-level matrix including:

- Install date
- Useful life
- Remaining life
- Estimated replacement year
- Estimated replacement cost
- Priority ranking (1–5), defined as: 1 = life safety or operational risk; 2 = required within 1–2 years; 3 = required within 3–5 years; 4 = required within 6–10 years; 5 = long-term planning item

12. Deferred Maintenance Backlog

Prepare a quantified backlog of deficiencies with:

- Descriptions
- Estimated repair costs
- Priority assignments
- Summary metrics (total backlog, cost per seat, cost per square foot)

13. Long-Range Capital Improvement Plan (CIP)

Develop a 20-year CIP including:

- Immediate repairs (Years 1–5)
- System renewals (Years 6–10)
- Major modernization (Years 11–20)
- Annual spending forecasts and cash-flow schedules
- Inflation assumptions and funding strategy

Final Deliverables

The selected firm shall deliver the following:

- Facility Condition Assessment Report
- Asset Register Database
- Facility Condition Index (FCI)
- Remaining Useful Life (RUL) Analysis
- Deferred Maintenance Backlog
- ADA Assessment
- Code Compliance Assessment
- Energy Assessment
- Capital Improvement Plans (5-, 10-, and 20-year)
- Interactive asset spreadsheet/database