



REQUEST FOR EXPRESSIONS OF INTEREST

CONSTRUCTION ADMINISTRATION SERVICES

**CAPITAL CONNECTOR PROJECT
FOR
KANAWHA BOULEVARD EAST MULTIMODAL CORRIDOR**

Issued: August 13, 2026

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City Manager

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SECTION ONE: GENERAL INFORMATION

1.1. Purpose

The City of Charleston is soliciting Expressions of Interest (“EOI” or “Proposals”) from qualified firms to provide Construction Administration (“CA”) services for the Capital Connector Project, a multimodal transportation and pedestrian improvement project along an approximately 3.8-mile corridor of Kanawha Boulevard East and Greenbrier Street, Charleston, West Virginia.

1.2. Background

The City of Charleston is West Virginia’s capital and largest municipality. The city limits span approximately 33 square miles with 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.

The Capital Connector Project is a federally funded multimodal improvement initiative supported by a RAISE (Rebuilding American Infrastructure with Sustainability and Equity) Discretionary Planning Grant. The project encompasses an approximately 3.8-mile corridor beginning at Magic Island and running east along Kanawha Boulevard East to the 35th Street Bridge, as well as Greenbrier Street from the intersection at Kanawha Boulevard to the I-64 interchange. The project includes roadway reconfiguration, shared-use path and trail improvements, pedestrian and bicycle infrastructure, traffic signal modifications, wayfinding, lighting, stormwater management, and structural improvements to the Kanawha Boulevard Bridge, all designed to WVDOH standards and specifications.

With design development nearing completion, the City is now seeking a qualified firm to provide Construction Administration services to support the successful delivery of the Capital Connector Project in compliance with all applicable local, state, and federal requirements, including those associated with FHWA federal-aid funding.

SECTION TWO: SCOPE OF SERVICES

2.1. Expectations

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

- Serve as the City’s Construction Administrator for the Capital Connector Project, providing oversight and management of the construction contract from award through project closeout;

- Review and process contractor submittals, requests for information (RFIs), shop drawings, and change order requests in a timely manner consistent with WVDOH and federal requirements;
- Conduct regular construction progress meetings with the contractor, City staff, WVDOH, and other project stakeholders, and prepare and distribute meeting minutes;
- Review and evaluate contractor pay applications and make recommendations to the City regarding payment;
- Monitor construction schedule and provide written updates to the City on project progress, delays, and corrective actions;
- Coordinate with the design engineer of record on design clarifications, field adjustments, and resolution of construction conflicts;
- Ensure contractor compliance with contract documents, WVDOH standards and specifications, ADA requirements, and all applicable federal, state, and local regulations, including FHWA federal-aid requirements;
- Monitor and document contractor compliance with FHWA Form 1273 and applicable federal-aid requirements;
- Manage project documentation, including maintaining a complete and organized record of all correspondence, submittals, RFIs, change orders, pay applications, and federal compliance records;
- Coordinate with WVDOH and FHWA as required for federally funded project oversight, including participation in project reviews, audits, and reporting in compliance with RAISE grant requirements;
- Support project closeout activities, including review of as-built drawings, preparation of punch lists, and coordination of final inspections, acceptance, and grant closeout documentation.

The successful firm will be expected to provide Construction Administration services for the duration of the construction contract, from pre-bid support through final project acceptance and closeout.

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 EOI should include the following items:

- Statement of the firm's history and relevant experience, particularly with construction administration or construction engineering and inspection services for comparable transportation, pedestrian, or multi-use trail projects;
- Statement of the firm's overall capabilities to perform the required services, 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 WVDOH standards, specifications, and inspection requirements applicable to roadway and trail construction projects;
- Statement of the firm's experience with construction oversight, quality assurance, documentation, and coordination with state and federal agencies on federally funded projects;
- Statement of the firm's familiarity with federal capital investment grant program requirements, including RAISE (Rebuilding American Infrastructure with Sustainability and Equity) or comparable federal-aid programs, as they relate to construction, inspection, procurement, and reporting;
- Statement regarding the firm's experience coordinating with municipal clients and presenting project status and 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;
- 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 construction administration 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.....60 pts

- History and stability of the firm (10 pts)
- Professional competence (20 pts)
- References (10)
- Experience providing comparable services (20 pts)

Implementation Services.....20 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

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.....	August 13, 2026
Written Questions Submission Deadline.....	August 25, 2026, 10:00 AM (EDT)
Addendum Issued	August 28, 2026
Expressions of Interest Due Date.....	September 9, 2026, 10:00 AM (EDT)
Estimated Date for Interviews of Shortlisted Firms.....	Week of September 21, 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.

EXHIBIT A

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

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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.