

REQUEST FOR QUALIFICATIONS (RFQ)

for

On-Call Architectural and Engineering Services

Issued June 18, 2026



Department of Engineering and Public Works
389 Spruce Street
Morgantown, WV 26505
304-291-7465

<http://morgantownwv.gov/bids.aspx>

Public Notice

Published: June 18th and June 25th, 2026

City of Morgantown, West Virginia Request for Qualifications (RFQ) for Professional Services

The City of Morgantown is soliciting Statements of Qualifications (SOQs) from qualified engineering and architectural firms to provide on-call professional services. Services may include, but are not limited to, concept design, preparation of plans and specifications, surveying, traffic studies, permit review, construction administration and inspection services for various City projects and planning initiatives.

Responses from prospective firms must be submitted to the City no later than **3:00 p.m. on July 16, 2026**. Detailed information as to the specific services requested and the requisite content of the SOQ are set forth in the related RFQ document, which can be obtained at <http://morgantownwv.gov/bids.aspx> or by contacting Madison Brotosky, Department of Engineering and Public Works at 304-284-7412 or mnbrotsky@morgantownwv.gov.

The leading firms will be invited to participate in interviews with the selection committee.

Jamie Miller
City Manager

Introduction and Background

Morgantown encompasses 11 square miles and is situated along the Monongahela River. The City is governed by a seven-member City Council with members selecting a Mayor for a one-year term and has an appointed City Manager. The City houses slightly more than 30,000 permanent residents and an average daytime population of around 70,000. It is home to West Virginia University's main campuses and two major, regional hospitals. A great emphasis is placed on public participation in local government and the citizenry is quite active. Other information regarding the City of Morgantown can be found on the City's website – <http://morgantownwv.gov/>.

The City is seeking experienced and qualified architectural and engineering firms or individual consultants to perform professional services in support of the City's Capital Improvement Program and other initiatives on an as-needed basis.

The City will contract with selected firm(s), which may include subconsultants. The City is requesting services for up to a five (5) year period. The term of the agreement shall be for one (1) year, with up to four (4) one (1) year renewals.

The contract(s) will be administered by the Department of Engineering and Public Works. The engineering consultant(s) will work under the direction of the Director of Engineering and Public Works or designee to handle service tasks as they are required. The highest rated consultant(s) will be selected to be on a list for on-call services. Consultants will enter into a master agreement specifying the billing rates, personnel to be assigned, and other terms. No monthly retainer is anticipated.

Consultant selection for a particular task will be based on qualifications as set forth in the RFQ. Consultant selection will be at the sole discretion of the City. No consultant is guaranteed a work assignment.

Scope of Services

Summary of potential services – this list is not intended to be exhaustive. Actual services will be defined in individual task orders.

- **Architecture** - Utilization and feasibility studies, full-spectrum design services, construction cost estimating and contract administration, historic preservation services
- **MEP Engineering** - HVAC System design, refrigerant management, fire protection
- **Civil & Site Engineering** - Land development engineering, erosion and sediment control plan design, traffic control, striping and signage, hydrologic and hydraulic studies, GIS mapping and services, utility coordination including relocations
- **Landscape Architecture** - Parking lot/roadway, green roof, water efficiency, plant materials and planters, SWM practices, trails and related structures, park bridges/signage, natural resource inventory/forest stand delineation
- **Traffic Engineering Services** - Traffic control device warrant analyses and studies, traffic control plans including signing, signaling, and pavement marking, traffic calming studies, analysis, and design, design of traffic signals, traffic capacity analysis studies, traffic impact studies, traffic data collection and data analysis
- **Transportation Planning** - Development of plans and policies, reviewing studies, data collection and analysis

- **Geotechnical** - Laboratory testing of construction materials, construction testing and inspection services, soils/site investigation, review, testing and classification, determination of groundwater levels, design, review of geotechnical reports
- **Surveying** - Construction and centerline/baseline stakeout, cross-section plans: streams, roadways, and drainage basins, prepare topographic and property line base sheet, topographic survey with elevation, easement sketch preparation and layout, record plat, property line/boundary survey, utility inverts verification
- **Environmental Engineering** - Chemical, physical, and biological monitoring and testing of water, soil, and air quality, emergency hazardous spill response, cleanup and disposal, hazardous product inventory and management support, environmental assessments, laboratory or field testing and monitoring
- **Owner's Construction Management Representative** - Construction contract administration and coordination, construction inspection
- **Program Support** - Grant research and writing, public engagement support

Important Note: An offeror does not need to have expertise in all the categories listed above. The City will identify specific firms for each (or multiple) category as needed for task assignments. A firm may submit for more than one service category.

Submission Requirements

SOQs should include the following elements:

- **Cover Letter and Expression of Interest**, an introduction of the firm, a statement of interest in providing Consulting Services to the City, and an acknowledgment of all addenda (if applicable).
 - **Firm qualifications and relevant experience**, including project examples and references.
 - **Key personnel**, including resumes and defined roles for the proposed team.
 - **Description of proposed services**, clearly indicating firms' expertise in each submitting service category.
 - **Other Relevant Information**, including any additional information deemed helpful in the selection process.
 - **Attachment A**, Response Certification (template provided)
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Submission Details

Submissions and other required documents must be enclosed in a sealed opaque envelope that is identified as “RFQ - On-Call Architectural and Engineering Services” including the Firm’s name and this Request for Qualifications (RFQ) due date.

The envelope shall be addressed to:

Damien Davis, PE
Director of Engineering and Public Works
City of Morgantown
389 Spruce Street
Morgantown, WV 26505

Submissions must be received by July 16, 2026, no later than 3:00 p.m. Submissions received after this date and time will be returned unopened. Offerors are responsible for ensuring submissions are received by the specified deadline.

Firms must provide one (1) PDF version (on a USB drive) and three (3) hard copies of the SOQ that address all sections of the submission requirements.

All questions regarding this RFQ must be submitted electronically via email to:

Damien Davis at ddavis@morgantownwv.gov, and
Madison Brotosky at mnbrotsky@morgantownwv.gov, and

All questions must be submitted no later than 3:00 p.m. on July 9, 2026. Questions will be answered by 3:00 p.m. on July 13, 2026.

The submission shall clearly provide all information within forty (40) pages, single sided, 8 ½ x 11 paper with a minimum 10-point font, which includes all attachments and exhibits. However, the cover page, tabs, and the Attachment A– Response Certification (from Submission Requirements) will not be included in the page count.

The City will not be responsible for any expenses in the preparation and/or presentation of the written statement of qualifications submission or any subsequent interviews or for the disclosure of any information or material received in connection with this RFQ. The City reserves the right to reject any and all proposals received in response to this RFQ, when determined to be in the City’s best interest, and to waive minor noncompliance in a proposal. The City further

reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals in response to this RFQ.

Selection Schedule

- RFQ Published: June 18 and June 25, 2026
- Questions Due: July 9, 2026 by 3 p.m.
- Answers Posted: July 13, 2026 by 3 p.m.
- Submissions Due: July 16, 2026 by 3 p.m.
- Interviews (by invitation): Week of July 27, 2026
- Selection Notification: Week of August 3, 2026
- Contract Approval: TBD

The dates listed above are estimates as of the date of posting. Any changes to the question due date, the answers due date or submission due date will be posted in an addendum. Dates for interviews, selection and contract approval will be based on staff and firm availability and are expressly included for planning purposes.

Evaluation Criteria

The City will review properly submitted SOQs based on the following criteria, and submissions will be rated and ranked according to the following points for consideration for shortlisting firms to interview.

Criteria	Points
Firm Qualifications and Relevant Experience	0-30
Personnel Qualifications and Professional Capacity	0-30
Understanding of Project and Approach	0-20
Local Knowledge and Familiarity with City procedures, operations, and infrastructure	0-10
Reference Reviews	0-5
Small/Minority/Women-Owned Business	0-5
Total	100

ATTACHMENT A – Response Certification

CITY OF MORGANTOWN

The undersigned, as submitter, declares that they have read the Request for Qualifications and the following submission is submitted on the basis that the undersigned, the company and its employees or agents, shall meet, or agree to all specifications contained therein. Furthermore, the firm, its members, employees, or individual Engineer are not debarred from participating in federal contracts or on work paid with federal funds.

Date: _____

Does the Firm qualify as a:

Small Business Firm
 Yes No

Minority Owned Enterprise
 Yes No

Women Owned Enterprise
 Yes No

Name of Submitter

Signature of Submitter

Title

Company Name

Street Address

City, State, Zip

Telephone

Facsimile Number

FEIN Number

E-MAIL