**Pendleton County Commission**

***Request For Proposals***

**Design/Build Office/Storage Facility**

The **Pendleton County Commission**, hereinafter referred to as the **Owner**, is issuing this Request for Proposals (RFP) for the selection of a Design-Build Company (DESIGN-BUILDER) to Design and Build an upcoming capital project. The proposals shall consist of conceptual drawings/plans, experience, qualifications, and financial proposal.

**Procurement Schedule:**

**Proposal Instructions Available**: Wednesday, January 6,2021.

Information and details of proposal requirements may be obtained at the Pendleton County Commission Office, Pendleton County Courthouse 100 South Main St Franklin, WV 26807

**When and where proposals are due**: Proposals must be received by 3:00 p.m., Friday, January 29, 2021, at the. Pendleton County Commission Office, Pendleton County Courthouse 100 South Main St Franklin, WV 26807. Mailed proposals should be sent to Karen Pitsenbarger, County Administrator, Pendleton County Commission, 100 South Main St Franklin, WV 26807. **Late submissions will not be accepted regardless of postmark.**

**When and where proposals will be opened**: 10:00 AM, February 2, 2021 at the Pendleton County Commission Office, Pendleton County Courthouse 100 South Main St Franklin, WV 26807

**Project Description:**

The Owner is issuing this request for proposals for the Design and construction of a combination Storage and Office facility in Franklin, WV. In general, the project consists of the following:

1. Production of Conceptual and architectural drawings and plans
2. Preparation of the building site which is currently an asphalt parking lot.
3. The exterior design of any structure(s) to be in harmony with existing structures in the vicinity
4. Any design submitted should include a gable roof; a flat roof is unacceptable.
5. Project cost should contain all costs for HVAC, electrical, plumbing, telephone, and internet connectivity.
6. The delivered product shall be ready for immediate occupancy.
7. Approximate square footage of the structure(s): Offices 1800 sq ft, storage 1200 sq ft.
8. Office structure will be occupied, storage facility will be unoccupied with environmental controls.

Proposals must include all costs associated with the above-mentioned project. The contractor shall provide a one-year warranty for materials and workmanship on all products furnished as part of this project. In addition, the contractor must be capable of completing all construction and submitting the final invoice by June 30, 2021. All construction shall be compliant with the WV State Building Code (WVSBC) Owner reserves the right to amend the RFP based on questions and issues raised during the conduct of this solicitation.

The proposer shall submit his/her pricing on the forms supplied with the proposal instructions. All forms shall be submitted to Karen Pitsenbarger, County Administrator, Pendleton County Commission, 100 South Main St Franklin, WV 26807. Each proposal shall be **sealed** in an envelope on which is clearly indicated the **Company Name and Address, Proposal for Design/Build Office/Storage Facility.** All submitted proposals shall include, the appropriate Proposal Form A (Pricing), as well as Proposal Form B (Qualifications and References) and Proposal Form C (Proposal Acknowledgments). Proposals may be hand delivered to Karen Pitsenbarger, County Administrator, Pendleton County Commission, 100 South Main St Franklin, WV 26807. Proposer may substitute their own forms in place of Form A, Form B, and Form C designated here if proposer’s form provides the information requested on these forms.

***Proposals received at the Pendleton County Commission office after the time designated in the Procurement Schedule will be returned to the bidder unopened.***

The proposer shall be satisfied as to the requirements of the contemplated services to enable intelligent preparation of their proposal. The proposer shall be familiar with all the proposal documents before submitting a proposal in order that no misunderstanding shall exist in regard to the nature and character of the contemplated services to be performed. No allowance will be made for any claim that the proposal is based on incomplete information. **All vendors that intend to submit a proposal must attend a mandatory meeting on January 15, 2021 10AM at the Pendleton County Courthouse, office of the County Commission.**

**Insurance**:

Prior to the commencement date of the work to be performed, the contractor will provide the Pendleton County Commission with proof, satisfactory to the Commission (Certificate of Insurance) that contractor and any subcontractors carry commercial general liability insurance with a limit of no less than $1 million per occurrence and agree to provide the Commission with 30 days’ notice of any cancellation or change in such insurance coverage up to and until the completion of the project. The selected contractor shall also provide proof of workers compensation coverage for their employees.

**Contractor Selection**:

The work will be awarded to the lowest bidder that meets or surpasses the contained specifications and whose design is most acceptable to the Owner.. Proposers may submit multiple proposals.

The Owner reserves the right to accept or reject all proposals. The successful DESIGN-BUILDER will be determined solely from the Proposals. However, the Owner reserves the right to interview all or some of the proposal respondents if it so chooses.

Unless sooner rejected or accepted, all proposals must be firm and continue in effect for sixty (60) calendar days following the date of proposal opening.

**Pricing and Payments:**

The Pricing Form (Form A) simply requires a quotation for all the costs of the work outlined in the project description section of these instructions. Pricing shall be a flat cost for the total cost of the project as defined herein. Payment shall be made in accordance with a mutually agreeable schedule.