

## NOTICE OF REQUEST FOR ENGINEERING SERVICES

Pursuant to West Virginia Code 5G-1-3, the Wood County Commission and Wood County Parks and Recreation Commission-Mountwood Park are in the process of obtaining the services of a consulting engineer that include the engineering and design for multiple miles of machine-built, singletrack, mountain biking-optimized trails at Mountwood Park. The consultant will be required to (1) prepare a preliminary engineering report; (2) design and prepare construction drawings, bid specifications, and bid documents, and create a comprehensive bid package outlining the above specifications for a qualified trail-building contractor to fulfill the work outlined (this will include a detailed list of required materials and equipment to be used by the trail-building contractor and a detailed bidder evaluation; the bid package must meet the specifications of the RTP program); (3) evaluate bids, receive and make recommendations of award; (4) monitor and inspect construction activities to ensure compliance with plans and specifications; (5) field design to include: establishing control points and flagging the trail corridor; (6) review and approve contractor's pay estimates; and (7) any other services required by the county for the implementation of this project. All consultants interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, management, and staffing capabilities, related prior experience, and explanation of firm's current errors and admissions and insurance coverage. The consultant must have a WVDOH-approved Audited Overhead Rate.

The purpose of the competitive process is to objectively select the consultant who will provide the highest quality of service at a realistic fee. Accordingly, technical qualifications and experience will be weighed heavily.

Please submit three (3) copies of proposal prior to 4:00 p.m. Thursday, December 12, 2024, to:

Wood County Commission  
Attention: Jeremy Cross  
1 Court Square  
Parkersburg, WV 26101

Please also forward a copy of your proposal via email to [jcross@woodcountywv.com](mailto:jcross@woodcountywv.com)

For questions or additional information, please contact Wood County Parks Director, Jeremy Cross at (304) 588-0916.

It is the responsibility of the respondent to ensure the receipt of the proposal by the date specified.

Attention is directed to the fact that the project may be undertaken with a combination of the State and/Federal funds and all work must be performed in accordance with all applicable laws, rules, and regulations.

The selected firm will be required to comply with the Uniform Relocation Act, Title VI of the Civil Rights Acts of 1964, President's Executive Order No. 11246, Section 109 of the Housing and Urban Development Act of 1974, Section 3 of the House and Urban Development Act of 1968, Conflicts of Interest Statement and Access to Records provisions. The selected firm must also comply with the Minority/Women-Owned Businesses. This shall be done in compliance with the six affirmative steps as outlined in 40 CFR 33.240.