



Notice of Request for Expressions of Interest (EOI) for Architectural & Engineering Services

The City of Ranson, located in Jefferson County, West Virginia, is seeking qualified architectural and engineering firms to submit Expressions of Interest (EOI) for professional services related to the planning and preliminary design of a new Police Department and Public Safety Facility. The proposed facility will be located on City-owned property along Mildred Street and is intended to support both current operations and the City's long-term public safety needs.

Services to be provided include but are not limited to: (1) site evaluation; (2) space needs assessment; (3) operational programming; (4) development of conceptual and schematic design options; (5) incorporation of emergency management and resiliency considerations; and (6) preparation of preliminary construction cost estimates.

Procurement of these services will be conducted in accordance with West Virginia Code §5G-1-1 et seq. This solicitation will be publicly advertised in accordance with West Virginia Code §5G-1-3 and §59-3-1 et seq. In accordance with these requirements, this is a qualifications-based selection (QBS) process, and fees will be negotiated with the top-ranked firm following selection.

The purpose of this solicitation is to identify and select the firm best qualified to provide high-quality professional services to the City of Ranson. In evaluating submissions, the City will place strong emphasis on technical qualifications, the experience of the firm and its key personnel, and a demonstrated ability to successfully deliver similar projects. Firms that can clearly demonstrate both technical competence and practical, results-driven experience will be viewed favorably.

The complete EOI package, including submission requirements and evaluation criteria, is available by contacting the Operations Director at rrinehart@ransonwv.us or by visiting www.ransonwv.gov.

The City reserves the right to select one or more firms under this solicitation. The City also reserves the right to reject any or all submissions, waive minor irregularities, and request additional information or clarification from any respondent if it is in the best interest of the City.

All submissions must be clearly labeled **"Expression of Interest – Architectural & Engineering Services"** and received no later than **5:00 p.m. on 6/12/2026**.

Submissions may be delivered electronically or by mail:

Electronic Submissions:

rrinehart@ransonwv.us

Mailing Address:
Operations Director
City of Ranson
312 S. Mildred Street
Ranson, WV 25438

Submissions received after the deadline will not be considered.

Firms selected for the short list may be invited to participate in an interview and oral presentation before the City's evaluation committee. Additional details regarding this process will be provided to selected firms at that time.

The City of Ranson is committed to providing equal opportunity in all contracting activities. Minority-owned, women-owned, and disadvantaged business enterprises are strongly encouraged to submit qualifications. The City will not discriminate against any firm or individual based on race, color, religion, sex, age, disability, or national origin in the award or performance of any contract.

1.0 Project Overview

1.1 Project Objective

The City of Ranson is seeking qualified architectural and engineering firms to submit Expressions of Interest (EOI) for professional services related to the planning and preliminary design of a new Police Department and Public Safety Facility. The proposed facility will be located on City-owned property along Mildred Street and is intended to support the City's current and future public safety needs.

Located in the heart of the Eastern Panhandle, the City of Ranson has experienced significant growth and continues to evolve as a key part of the Hagerstown–Martinsburg metropolitan area. With its strategic proximity to Washington, D.C. and Baltimore, Ranson is committed to thoughtful, sustainable development that enhances quality of life while supporting essential public services. The City views this project as a critical investment in public safety, operational efficiency, and long-term community resilience.

The selected firm will provide comprehensive architectural and engineering services to support the initial phases of this project, including site analysis, facility planning, and conceptual and schematic design.

2.0 Scope of Services

The selected firm will be expected to provide, at a minimum, the following services:

- **Site Evaluation and Feasibility Analysis**
Assess the suitability of the proposed site along Mildred Street, including access, utilities, environmental considerations, and constraints.
- **Space Needs Assessment and Operational Programming**
Work collaboratively with City staff, police personnel, and other stakeholders to define operational requirements, staffing needs, functional relationships, and future growth considerations.
- **Conceptual and Schematic Design**
Develop multiple conceptual design options for the facility, including site layout, building configuration, and key functional components. Advance a preferred concept into schematic design-level documentation.
- **Public Safety and Resiliency Planning**
Incorporate best practices in emergency management, facility security, durability, and resilience to ensure the building can effectively support critical operations under a variety of conditions.
- **Preliminary Cost Estimating**
Prepare planning-level construction cost estimates for each design phase, including identification of major cost drivers and potential value engineering opportunities.

- Coordination and Stakeholder Engagement
Participate in meetings with City officials, staff, and stakeholders as needed to refine project goals and ensure alignment throughout the design process.

3.0 Firm Qualifications

Firms responding to this EOI should demonstrate:

- Experience in the planning and design of public safety facilities, such as police stations, fire stations, or emergency operations centers
- Strong capabilities in architectural design, civil engineering, and site development
- Familiarity with public-sector projects, including regulatory requirements and stakeholder coordination
- Experience incorporating sustainability, resiliency, and secure facility design principles
- The ability to provide a multidisciplinary team, including architecture, engineering, and any necessary subconsultants
- Firms must include, or partner with, professionals licensed in the State of West Virginia as required to perform the services described herein.

3.1 Non-Discrimination and Equal Opportunity

The City of Ranson is committed to providing equal opportunity in all contracting activities and encourages participation from minority-owned, women-owned, and disadvantaged business enterprises.

The selected firm shall not discriminate against any employee, applicant, or subcontractor based on race, color, religion, sex, national origin, age, or disability, except where permitted by law. The firm shall comply with all applicable federal, state, and local non-discrimination requirements and shall include similar provisions in all subcontracts.

4.0 Proposal Format

The proposal must include the following information and be organized in the following format.

Section 1: Letter of Interest (Max 2 pages)

- Brief company overview
- Statement of interest in this project
- Confirmation of no conflict of interest
- Primary contact information

Section 2: Firm Profile & Capacity

Provide the following metrics in table format:

- Years in business

- Number of municipal projects (last 5 years)
- Current active projects
- Staff utilization (%)
- Number of WV licensed engineers

Narrative (max 1 page):

- Current workload
- Capacity to perform work for the City of Ranson
- Ability to scale for multiple concurrent assignments

Section 3: Past Performance Metrics (Required)

Provide data for the last five (5) years:

- Percentage of projects completed on time
- Percentage of projects completed within budget
- Average number of change orders per project
- Number of claims or disputes
- Client satisfaction ratings (if available)

Provide explanations for any metrics that fall below industry standards.

Section 4: Project Team

For each key team member include:

- Name and role
- Years of experience
- Relevant project experience
- Percentage of availability for this contract
- Office location

Include an organizational chart clearly showing reporting relationships.

Section 5: Technical Approach & Risk Management

Technical Approach (max 2 pages):

- Plan review methodology
- Utilities, stormwater, grading, and erosion control approach
- Permitting and regulatory coordination

Risk Management:

- Identify top three (3) risks in municipal engineering projects
- Provide mitigation strategies for each

Section 6: Scenario Response (Required)

Respond to the following scenario:

“During the early planning phase for a new Police Department and Public Safety Facility, the City of Ranson determines that the proposed Mildred Street site can accommodate the project, but only with careful attention to circulation, security, stormwater management, and future expansion. At the same time, police leadership, City officials, and community stakeholders have differing priorities regarding building size, public accessibility, operational efficiency, and long-term flexibility. The City needs a consultant team that can help organize these priorities, develop practical design options, and guide the project toward a preferred schematic concept that is both functional and financially realistic.”

Provide a written response that addresses:

- how you would organize and lead the programming and conceptual planning process;
- how you would identify and reconcile competing stakeholder priorities;
- how you would evaluate site constraints and incorporate them into design options;
- how you would develop preliminary cost estimates and advise the City on tradeoffs;
- and how you would recommend a preferred direction for schematic design.

Note: Responses to the scenario are intended solely to evaluate the firm’s qualifications, judgment, and approach. Scenario responses are conceptual in nature and will not be used for design, construction, or implementation purposes. The City will not use any concepts, ideas, or materials submitted in response to this scenario without entering into a formal agreement with the submitting firm.

Section 7: Relevant Project Experience (Max 5 projects)

For each project include:

- Client name and contact information
- Project scope, size, and cost
- Planned vs. actual schedule
- Budget performance
- Key challenges and how they were resolved
- Relevance to City of Ranson needs

Section 8: References (Required format)

Provide six (6) references using the following format:

- Client name
- Project name
- Contact person

- Phone and email
- Was project completed on time? (Yes/No)
- Was project completed within budget? (Yes/No)

Section 9: Required Attachments

- Resumes of key personnel
- Proof of insurance
- WV licenses
- Sample work (optional but encouraged)

5.0 Contract Terms

It is the City's goal to bring forward a recommended firm for consideration by the City Council at a regularly scheduled City Council meeting following completion of negotiations, consistent with the tentative schedule outlined in Section 9.0.

The City anticipates entering into a one-year professional services agreement, with the option to renew for one additional one-year term, for a total potential contract period of two years. Any work initiated prior to the expiration of the agreement may continue through completion under the terms of that contract.

The selected firm will enter into a master agreement with the City. Specific assignments will be issued as task orders, with the scope, schedule, and compensation for each task negotiated and approved individually.

5.1 Payment Process and Billing Expectations

Following selection and execution of a professional services agreement, the City anticipates assigning work under a defined scope for conceptual and schematic design services. Compensation will be negotiated with the selected firm and may be structured as a lump sum or hourly fee with a not-to-exceed amount.

The selected firm may submit monthly invoices for work completed, accompanied by a progress report summarizing activities and deliverables. Payments will be processed within approximately thirty (30) days following receipt and approval of the invoice.

6.0 Selection Process

This procurement will be conducted in accordance with West Virginia Code §5G-1-3, which establishes a qualifications-based selection process for architectural and engineering services.

Under this process, the City will publicly solicit Statements of Interest, evaluate the qualifications and performance history of responding firms, and develop a short list of the most qualified candidates. Short-listed firms may be invited to participate in interviews and present their approach to the project. Following these discussions, firms will be ranked in order of preference.

The City will begin negotiations with the highest-ranked firm. If a satisfactory agreement cannot be reached, the City will proceed to negotiate with the next-ranked firm, continuing this process until an agreement is successfully established.

6.1 Reservation of Rights

The City of Ranson reserves the right to reject any or all submissions, waive minor irregularities, and request clarification or additional information from any respondent if it is in the City's best interest to do so.

Submission of an Expression of Interest does not create any contractual obligation or entitlement on the part of the responding firm. The City is not obligated to award a contract as a result of this solicitation.

7.0 Evaluation Criteria

All Expressions of Interest (EOIs) will be reviewed by an Evaluation Committee made up of City staff. The Committee will evaluate each submission based on the criteria outlined below and will rank firms accordingly.

The Evaluation Committee shall consist of no fewer than three (3) and no more than five (5) representatives, in accordance with West Virginia Code §5G-1-3.

After the initial review, the City will develop a short list of the most qualified firms. As part of this process, the City may request clarifications, additional information, or supplemental materials from any respondent. The City also reserves the right to meet with firms, either individually or collectively, to better understand their qualifications.

Up to five (5) firms may be invited to participate in an interview and oral presentation. Following these presentations, the Committee will re-evaluate and finalize the rankings. The City will then begin negotiations with the highest-ranked firm.

The City reserves the right to reject any or all submissions, waive minor irregularities, and request revisions or clarifications as needed to ensure a fair and thorough evaluation process.

7.1 Evaluation Framework

The evaluation process is designed to identify the firm best suited to support the City's needs during the conceptual and schematic design phases of this project. A total of 100 points is available, divided between two phases:

Phase 1 – Written EOI (60 points)

Phase 2 – Interview / Presentation (40 points)

Scores from the written submissions will carry forward into the final evaluation.

7.1.1 Phase 1 – Written EOI Evaluation (60 Points)

The written submissions will be evaluated based on the following criteria:

A. Relevant Experience and Past Performance (20 Points)

Evaluation will consider the firm's experience with similar municipal projects, including project complexity, relevance, and documented outcomes.

0–10 points: Limited or not directly relevant experience

11–15 points: Relevant experience with generally successful outcomes

16–20 points: Highly relevant experience with demonstrated success delivering projects on time and within budget

B. Key Personnel and Team Strength (15 Points)

Evaluation will focus on the qualifications, experience, availability, and organization of the proposed project team.

0–5 points: Limited experience or unclear team structure

6–10 points: Qualified team with some capacity constraints

11–15 points: Highly experienced team with clear roles, strong organization, and demonstrated availability

C. Technical Approach and Problem-Solving (10 Points)

Evaluation will consider the firm's understanding of the project, proposed methodology, and ability to anticipate and address challenges.

0–3 points: Generic or unclear approach

4–7 points: Solid but conventional approach

8–10 points: Thoughtful, tailored approach demonstrating insight and proactive problem-solving

D. Past Performance Metrics (10 Points)

Evaluation will be based on documented performance data provided by the firm, including:

On-time project delivery

Budget adherence

Frequency of change orders

Client satisfaction

Points will be assigned based on demonstrated performance, with higher scores awarded to firms showing consistent, measurable success across these indicators.

E. Capacity and Risk Management (5 Points)

Evaluation will consider the firm's current workload, staffing capacity, and approach to managing project risks.

0–2 points: Capacity or risk approach is unclear

3–4 points: Adequate capacity and general risk awareness

5 points: Strong capacity with a clear, proactive risk management approach

F. Responsiveness and Submission Quality (5 Points)

Evaluation will consider the completeness, clarity, and organization of the submission.

0–2 points: Incomplete or unclear submission

3–4 points: Complete and adequately organized

5 points: Clear, well-structured, and easy to evaluate

7.1.2 Phase 2 – Interview / Oral Presentation (40 Points)

Short-listed firms will be invited to participate in an interview and oral presentation.

Evaluation will be based on the following:

Scenario-Based Problem Solving (15 Points)

Firms will be evaluated on their ability to respond to a project-specific scenario, demonstrating technical thinking, practicality, and depth of understanding.

Communication and Stakeholder Approach (10 Points)

Evaluation will consider how effectively the firm communicates ideas, facilitates collaboration, and engages with City staff, stakeholders, and the public.

Team Dynamics and Key Personnel Fit (10 Points)

Evaluation will focus on the proposed project team, including how well team members work together and whether key personnel are directly involved in the presentation.

Innovation and Value-Added Approach (5 Points)

Evaluation will consider the firm's ability to offer practical, value-driven ideas that enhance project outcomes without unnecessary complexity.

7.2 Final Scoring and Selection

Final rankings will be based on the combined scores from both phases. Following completion of the evaluation process, the City will enter into negotiations with the highest-ranked firm.

If an agreement cannot be reached, the City will proceed to negotiate with the next-ranked firm, in accordance with applicable procurement requirements.

7.3 Public Records

All materials submitted to the City of Ranson in response to this solicitation are considered public records and will be subject to disclosure in accordance with applicable laws, including the West Virginia Freedom of Information Act (W. Va. Code §29B-1-1 et seq.).

Responding firms should be aware that information submitted may be made available for public inspection during normal business hours. While firms may identify portions of their submission that they consider proprietary or confidential, the City does not guarantee that such information will be withheld from disclosure unless it qualifies for exemption under applicable law. The burden of identifying and justifying any such exemption rests with the submitting firm.

8.0 General Terms and Conditions

By submitting an Expression of Interest (EOI), the responding firm acknowledges and agrees to the following terms and conditions:

8.1 Conflict of Interest

The firm must disclose any existing or potential conflicts of interest that could impair its ability to perform the services described in this solicitation. The firm agrees not to acquire any interest, direct or indirect, that would conflict with the performance of its services. The firm shall promptly notify the City in writing of any such conflicts that arise during the term of the contract.

8.2 Prohibition Against Gratuities

The firm certifies that it has not offered or given, and will not offer or give, any gratuity, fee, commission, or other consideration to any City official or employee in connection with the award of this contract. Any violation of this provision may result in termination of the contract and other remedies available under law.

8.3 Certifications Related to Lobbying

The firm certifies that no federally appropriated funds have been used, or will be used, to influence or attempt to influence any federal official in connection with the awarding of this contract or any related federal action. If non-federal funds have been used for such purposes, the firm agrees to disclose such activities in accordance with applicable regulations. This certification shall apply to all subcontractors and subconsultants.

8.4 Independent Contractor Relationship

The firm shall perform all services as an independent contractor. Nothing in this agreement shall be construed to create an employer-employee or principal-agent relationship between the City and the firm. The firm is solely responsible for the actions of its employees, agents, and subcontractors, as well as for all compensation, taxes, insurance, and related obligations.

8.5 Indemnification

The firm agrees to indemnify, defend, and hold harmless the City, its officers, and employees from and against any and all claims, damages, losses, or expenses arising out of or resulting from the firm's performance of the contract, including the actions or omissions of its employees, agents, or subcontractors, to the extent permitted by law.

8.6 Contract Execution and Order of Precedence

Following selection and successful negotiation, the City and the selected firm will enter into a formal written agreement. In the event of any conflict between documents, the order of precedence shall be:

- (1) the executed contract
- (2) this EOI
- (3) the firm's submitted proposal.

8.7 Governing Law and Compliance

This contract shall be governed by the laws of the State of West Virginia. The firm shall comply with all applicable federal, state, and local laws, regulations, and ordinances, including but not limited to civil rights laws and licensing requirements.

8.8 Permits, Licenses, and Taxes

The firm is responsible for obtaining all necessary permits and licenses required to perform the work. The firm shall also be responsible for all applicable taxes associated with the services provided under the contract. The City is exempt from payment of certain taxes as provided by law.

8.9 Subcontracts and Joint Ventures

The selected firm shall serve as the primary point of contact for all contractual matters. Any subcontracting or joint venture arrangements must be approved in advance by the City. The firm remains fully responsible for the performance and payment of all subcontractors.

8.10 Term of Contract

The contract shall become effective upon execution and shall remain in effect for the agreed-upon term, unless terminated earlier in accordance with the provisions of the contract. Renewal options may be exercised upon mutual agreement of both parties.

8.11 Non-Appropriation of Funds

If funds are not appropriated or otherwise made available to support the continuation of the contract in any future fiscal year, the City may terminate the contract without penalty. The City will provide written notice as soon as practicable in such circumstances.

8.12 Termination

The City reserves the right to terminate the contract for cause if the firm fails to fulfil its obligations or fails to make satisfactory progress. The City may also terminate the contract for convenience upon written notice. In either case, the firm will be compensated for services satisfactorily performed up to the date of termination.

8.13 Changes to the Contract

Any changes to the scope of work must be approved in writing through a formal contract amendment or change order prior to the commencement of such work. No additional services shall be performed without written authorization from the City.

8.14 Invoices and Progress Payments

The firm may submit invoices monthly for services performed. Each invoice shall include a summary of work completed and progress achieved. Payment will be made upon review and approval by the City and in accordance with applicable laws. Progress payments, if permitted, may include retainage provisions as outlined in the final agreement.

8.15 Liquidated Damages

Where applicable, the contract may include provisions for liquidated damages in the event the firm fails to meet agreed-upon deadlines. Such provisions shall not limit the City's right to pursue other remedies available under law.

8.16 Record Retention and Confidentiality

The firm shall maintain all records related to the contract for a minimum of five (5) years and shall make such records available to the City upon request. The firm may be granted access to confidential City information as necessary to perform its duties and agrees to protect such information from unauthorized disclosure. The firm shall be responsible for any breach of confidentiality by its employees, agents, or subcontractors.

9.0 Tentative Schedule (Subject to Change)

06/12/2026 - Proposals Due

06/26/2026 - Notify short-listed firms and schedule interviews

07/16/2026 - Interviews/Presentations

07/28/2026 - Notify firm of selection and begin contract negotiations

08/18/2026 - Council approval (if negotiations are complete)

10.0 Tentative Evaluation Panel

Todd Wilt- City Manager

Bill Silveous - Public Works Director

Bob Anderson - Project Manager

Jeffrey Cisar – Chief of Police

Rick Rinehart - Operations Director