

## NOTICE OF REQUEST FOR CONSULTING/ENGINEERING SERVICES

**City of Shinnston** is requesting proposals from qualified consulting engineering firms to provide the services necessary to **expand and develop the City of Shinnston's trail system**. The consultant will be required to (1 ) design and prepare construction drawings, bid specifications and bid documents, (2) assist in meeting State and Federal environmental requirements, (3) assist in necessary permits, (4) evaluate bids received and make recommendations of award(s), (5) monitor and inspect construction activities to ensure compliance with plans and specifications, (6) review and approve contractor's pay estimates and (7) any other services needed by City of Shinnston 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 references or examples of successful projects similar in nature.

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 **3** copies of all requested information prior to **November 6, 2025 at 4:00 p.m.**, for the attention of:

**Tori Drainer**

**City of Shinnston**

**40 Main Street**

**Shinnston, WV 26431**

**Please feel free to contact Tori Drainer by email at [tdrainer@shinnstonwv.com](mailto:tdrainer@shinnstonwv.com) or by phone at 304-592-2126. If you intend to visit the site location, please call in advance of your visit.**

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

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, Conflict of Interest Statement and Access to Records provisions.

The selected firm must also fully comply with the Minority/Women-Owned Business Enterprise and Affirmative Action requirements. If a portion of the contract is subcontracted, then "positive efforts" must be made to subcontract to Minority/Women-Owned Businesses. This shall be done in compliance with the six (6) affirmative steps as outlined in 40 CFR 33.240.

The project sponsor will afford full opportunity to women-owned and minority business enterprises that submit a show of interest in response to this request and will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, handicap or national origin in the award of this contract. The award of the contract shall be established after fee negotiations are conducted with the highest-ranking firm based on qualifications. Should the agency be unable to negotiate a satisfactory contract with the professional firm considered to be the most qualified, negotiations with the firm of second choice shall commence. Failing accord with the second most qualified professional firm, the agency, shall undertake price negotiations with the third most qualified professional firm. Should the agency be unable to negotiate a satisfactory contract with any of the selected professional firms, it shall select additional professional firms in order of their competence and qualifications, and it shall continue negotiations in accordance with this section until an agreement is reached.