

Amended Expression of Interest and Statements of Qualifications from qualified Owners  
Representatives for the Capital Sports Center Project

The Capital Sports Center Development Association, Inc is accepting Expressions of Interest and Statements of Qualifications from qualified Owners Representative for the Capital Sports Center Project.

The Commission seeks professional services to explore the following:

The Owner's Representative shall serve as the Capital Sports Center Development Association, Inc's principal point of contact and liaison between the consultants, contractor, approval agencies, and other vendors throughout the project. Owner's Representative shall advocate for the Capital Sports Center Development Association, Inc.'s interests of quality, timely, and cost-sensitive design and construction while maintaining professional relationships with all parties. The Owner's Representative will oversee the delivery of the project at the best and lowest price in the marketplace and the highest degree of functionality and quality. However, the Owner's Representative will not replace the architect, builder, and other consultants. The Owner's Representative will also not act with legal authority on behalf of the Capital Sports Center Development Association, Inc.

Professional services sought may include but are not limited to, monitoring construction activities and materials to ensure the work is in accordance with the plans and specifications, maintain records of the Contractor's operations and significant events, conduct preconstruction and bi-weekly progress meetings, track project unit costs to determine if the project is on budget, provide the Development Association with written justification of any necessary change orders, monitor the contractor's progress to determine if the project is on schedule, review and approve submittals and contract invoicing, review and respond to contractor RFI's and maintain project reports, inspection records, test reports, submittals, as-built records/drawings, etc.

Procurement of said services will be in accordance with Chapter 5G-1-3 of the WV Code. Interested firms must submit five (5) copies and a digital copy of the requested information to the Kanawha County Commission Purchasing Office no later than August 22, 2023 at 11:00 a.m. in order to receive consideration. Faxed or electronically submitted proposals will not be accepted.

The proposed project(s) may be undertaken with a variety of federal, state, and local funds. All work will be performed in accordance with the applicable regulations. The Capital Sports Center Development Association, Inc. shall evaluate the statements of qualifications, performance data, and other material submitted by interested firms and select a minimum of three firms that, in its opinion, are best qualified to perform the desired services. Interviews with each chosen firm will be conducted, which will include discussions regarding anticipated concepts and proposed methods of approach. For questions regarding submission, please contact the County Manager's Office at 304.357.0101. The Capital Sports Center Development Association, Inc. reserves the right to reject in whole or in part any proposal submitted if doing so is in the Association's best interest.