

KANAWHA COUNTY COMMISSION

P. O. BOX 3627
407 VIRGINIA STREET, EAST
CHARLESTON, WEST VIRGINIA 25336
(304) 357-0115

REQUEST FOR EXPRESSIONS OF INTEREST, STATEMENT OF QUALIFICATIONS, PERFORMANCE DATA AND PROPOSED METHODS OF APPROACH

COUNTY COMMISSION OF KANAWHA COUNTY
CHARLESTON, WEST VIRGINIA

ITEM: Engineering & Architectural Services for the Shawnee Sports Complex
Expansion Project

Date: May 18, 2026

Proposal Due Date & Time: Expressions of Interest must be received in a sealed envelope, with the date, time and purpose for the opening marked on the outside of the envelope, **on or before Friday, May 29, 2026, at 11:00 a.m., in the Kanawha County Commission Purchasing Department, 407 Virginia Street, East, Room 229, Charleston, WV 25301 (PO Box 3627, Charleston, WV 25336)**

INSTRUCTIONS:

***PLEASE USE THIS FORM AS YOUR COVER SHEET**

1. **Expressions of Interest must be received in a sealed envelope with the date and time of the Proposal opening on the outside of the envelope. Faxed and electronically submitted Proposals will not be accepted.**
2. All Expressions of Interest should be signed and in ink.
3. The Kanawha County Commission reserves the right to accept or reject in part or in whole any proposal submitted, whichever is in the best interest of the County.

Expressions of Interest, Statement of Qualifications, Performance Data and Proposed Methods of Approach for Engineering and Architectural Services for the Shawnee Sports Complex Expansion Project

Firm Name: _____

Address: _____

Telephone: _____

Fax: _____ Date: _____

E-Mail Address: _____

Signature: _____

**REQUEST FOR EXPRESSIONS OF INTEREST, STATEMENT OF
QUALIFICATIONS, PERFORMANCE DATA AND
PROPOSED METHODS OF APPROACH**

**COUNTY COMMISSION OF KANAWHA COUNTY
CHARLESTON, WEST VIRGINIA**

ITEM: Engineering and Architectural Services for the Shawnee Sports Complex Expansion Project

PROJECT LOCATION: Shawnee Sports Complex
519 King Street
Dunbar, WV 25064

CONTACT: **Questions Regarding Proposal Submission:**
Jerie Whitehead
Purchasing Director
Kanawha County Commission
407 Virginia St., East
P.O. Box 3627
Charleston, WV 25336
jeriewhitehead@kanawha.us

Questions Regarding the Shawnee Sports Complex Expansion Project:
Jeremy Young, County Manager
Kanawha County Commission
407 Virginia Street, East
PO Box 3627
Charleston, WV 25336
jeremyyoung@kanawha.us

DUE DATE: **Expressions of Interest, Statements of Qualifications, Performance Data and Proposed Methods of Approach must be received in a sealed envelope, with the due date and time on the outside of the envelope, on or before Friday, May 29, 2026, at 11:00 a.m., in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, West Virginia 25301 (P.O. Box 3627, Charleston, WV 25336). *Faxed and electronically submitted proposals will not be accepted.***

SCOPE OF WORK: Provide Expressions of Interest, Statement of Qualifications, Performance Data, and Proposed Methods of Approach which may include anticipated concepts and proposed methods of approach for the Shawnee Sports Complex Expansion Project

1. The Kanawha County Commission seeks professional services to explore the following: The Kanawha County Commission is initiating a capital improvement project to add additional soccer fields at the Shawnee Sports Complex. The Commission is seeking qualified firms to provide professional services related to planning, design, and implementation of the proposed expansion
2. Professional services sought may include, but are not limited to, preliminary and general engineering services, cost estimates, architecture and design services, proposed site renderings, surveying, permitting, preparation of construction plans and technical specifications, bidding and contracting assistance, including evaluation of bids, construction administration services, and construction observation services.

3. Procurement of said services will be in accordance with Chapter 5G-1-3 of the WV Code. Interested firms must submit five (5) copies of the requested information to the Kanawha County Commission Purchasing Office no later than 11:00 a.m., on Friday, May 29, 2026, in order to receive consideration. Faxed or electronically submitted proposals will not be accepted.
4. The proposed project(s) may be undertaken with a variety of federal and state funds. All work will be performed in accordance with the applicable regulations. The Kanawha County Commission shall evaluate the statements of qualifications and performance data and other material submitted by interested firms and select a minimum of three firms which, in its opinion, are best qualified to perform the desired services. Interviews with the top three selected firms will be conducted on the afternoon of Tuesday, June 2, 2026, and firms submitting qualifications should ensure availability at that time. Interviews will include discussions regarding anticipated concepts and proposed methods of approach.
5. For questions regarding submission, please contact the Purchasing Office at 304-357-0115. Kanawha County reserves the right to reject in whole or in part any proposal submitted, if doing so is in the best interest of the County.

TERMS & CONDITIONS:

“No bid will be accepted or opened on any County contract if the vendor is listed on the last list of delinquent personal property taxes in Kanawha County; provided, however, that the Commission will accept bids by vendors who provide the Commission with satisfactory proof of payment of current taxes or certification from the Sheriff that no taxes are due prior to submission of said bid.”

Successful firm shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement, IRS Form W9 and a “No Debt Affidavit”.

The Kanawha County Commission reserves the right to reject any and/or all proposals and to waive any informality in bidding.