

## NOTICE FOR CONSULTING SERVICES

Notice is hereby given by the West Virginia Department of Transportation, Division of Highways, that consulting services will be utilized for Asphalt Materials Testing Services for calendar year 2022/23 who have expertise and capability in the following:

Provide Highways with Asphalt Materials Testing Services on samples collected from various projects. The required testing laboratories shall be accredited by a FHWA body namely AASHTO Resource and Participation in the Accrediting Proficiency Sample Program.

Firms interested in being considered must submit the following documents addressed to Mr. Ronald L. Stanevich, P. E., Director, Materials Control, Soils and Testing Division, 190 Dry Branch Drive, Charleston, West Virginia 25306 prior to 4:00 p.m., November 12, 2021.

1. Letter of Interest/Qualification
2. Un-priced Prospectus

All documents are to be submitted electronically in pdf format to:

[DOHMCSnTConsultantServ@wv.gov](mailto:DOHMCSnTConsultantServ@wv.gov)

And copied to:

[Patrick.D.Hughes@wv.gov](mailto:Patrick.D.Hughes@wv.gov)

As a minimum, the prospectus shall include the following:

1. A completed copy (latest) of the WVDOH Consultant Confidential Qualification Questionnaire (CCQQ).
2. Overall capabilities to perform the work, including workforce available to assign to the project, personnel qualifications, and present workload.
3. Location of office in which control of the work will be performed.
4. Indicate the area(s) of the State in which the work will be performed.
5. Indication of whether a cost accounting system has been maintained and is in effect such that is capable of segregating and identifying accumulating costs for each job that is performed under cost-type contracts.
6. Type of work anticipated to be subcontracted or performed by a sub-consultant, with a listing of the proposed sub-consultants. Successful Consultants must be

capable of performing a minimum of fifty one percent (51%) of the work as the prime Consultant.

7. The firms Point of Contact for this prequalified list, including email, phone, and address.
8. Completed WVDOH Consultant's Short List Selection Criteria Technical Evaluation form. Cross-referencing on this form to other parts of the prospectus is not acceptable.

Prior to entering into contract negotiations, the selected firm and any sub-consultants shall submit a current audited overhead rate computation performed by a State or Federal government agency or independent CPA firm. The submitted overhead audit shall contain a detailed exhibit of the computations with all applicable eliminations and references. The audit shall be done in accordance with Government Auditing Standards issued by the Comptroller General of the United States and all eliminations required by the Federal Acquisition Regulations will be made. This requirement will be waived for the selected firm or any sub-consultant when its portion of the fee for the project is less than Five Hundred Thousand Dollars (\$500,000.00). In such instances, a company computed overhead rate may be utilized.

It is the policy of the West Virginia Department of Transportation, Division of Highways, that Disadvantaged Business Enterprises (DBE) shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds.

The inclusion of firms to this prequalified list will be based on experience, expertise in type of work to be performed including demonstrated ability, capacity of firm to perform contract, time required to accomplish work, past performance both technically and administratively, and quality management and workmanship.

For additional information concerning this notice, please contact Mr. Patrick Hughes at (304) 414-6640 or at [Patrick.D.Hughes@wv.gov](mailto:Patrick.D.Hughes@wv.gov).