Town of Shepherdstown, WV

Request for Qualifications
Number 2026-003

On-Call Professional Engineering Services

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1. Introduction and purpose

The Town of Shepherdstown (the "Town") invites licensed professional civil engineering firms to submit Statements of Qualifications (SOQs) for on-call civil engineering services (Municipal Engineer / Consulting Engineer). The Town intends to enter into a five-year general services agreement for engineering services for the Town with individual work to be assigned through written task orders.

This solicitation follows West Virginia Code §5G-1-1 et seq. A firm will be selected based on demonstrated competence and qualifications. Compensation will be negotiated only firms are ranked. **Do not include fees or rates in your SOQ.**

2. Background

Shepherdstown is a historic municipality in Jefferson County, West Virginia, and home to Shepherd University. Currently, much of the Town is located within a historic district, and its streets, drainage systems, and public buildings reflect that age.

The Town needs a reliable, qualified and licensed professional engineer of firm to serve as Town Engineer / Consulting Engineer. The firm will be expected to provide engineering services for the Town and respond quickly to routine requests. It will also support larger capital projects, including those funded by state and federal grants and loans.

Note: This RFQ is not for engineering services related to the Town's water and wastewater utilities.

Potential Priorities in future 5 years:

- Development review
- Town street and sidewalks – development and maintenance
- Streetscape – design and development
- Expansion of Town Tree Canopy
- Town parks – design and development
- Maintain GIS system for town facilities, historic buildings, town trees, etc.
- Support for Development of a municipal Capital Plan
- Stormwater systems

3. Contract structure

- **Agreement:** The selected firm will sign a master general services agreement with the Town.
- **Task orders:** Work will be authorized only by written task orders stating scope, deliverables, schedule, and a fixed fee or not-to-exceed amount.
- **Term:** Five years from execution of a master service agreement, with optional one-year renewals by mutual written agreement.
- **Compensation:** It is anticipated that an hourly rate schedule will be negotiated after selection.
- **No guarantee:** The Town does not guarantee any minimum amount of work. The Town may procure engineering services for specific projects separately.

- **Ownership:** All plans, reports, models, and data produced under a Task Order become Town property.

4. Scope of services

Services may include, but are not limited to, the following.

1. **Development review:** Review site plans, subdivision and planned unit development plats, stormwater management plans, and engineering reports for compliance with Town ordinances and standards; attend pre-application meetings.
2. **Streets, sidewalks, and parking:** Pavement and sidewalk condition assessments, repair and paving specifications, ADA-compliant ramp and crossing design, traffic and parking studies.
3. **Stormwater and drainage:** Drainage studies, culvert and inlet design, floodplain review, and erosion and sediment control and MS4 compliance support.
4. **Buildings, Facilities and parks:** Structural and site evaluations of Town buildings and parks, renovation design, and cost estimates, with sensitivity to the historic district.
5. **Grants and capital planning:** Preliminary engineering reports, cost estimates, and technical narratives for grant applications; support for development of Capital Improvement Plans.
6. **General advisory services:** Attend Town Council, Planning Commission, and committee meetings when requested; advise on infrastructure and on proposed annexations.

5. Minimum qualifications

Submitted SOQs that do not meet all the following will not be scored.

- A current Certificate of Authorization to practice engineering from the West Virginia State Board of Registration for Professional Engineers.
- Registration to do business in West Virginia, or a commitment to register before contract execution.
- Licensed to do business in the Town of Shepherdstown, or a commitment to become licensed before contract execution.
- Professional liability insurance of at least $1,000,000 per claim, or a commitment to obtain it before contract execution.

6. Submission requirements

Organize the SOQ in the order below, with tabs or headings matching each item. The SOQ may not exceed 25 pages, excluding resumes, a cover letter, and required forms.

- **A. Cover letter:** Primary contact and signature of an authorized officer. Limit two pages.
- **B. Firm profile:** Ownership, the office that will serve the Town and its distance from Shepherdstown, staff size by discipline, and any subconsultants proposed.
- **C. Project team:** Naming the project manager and key staff their roles, and licenses. Attach resumes of no more than two pages each.
- **D. Relevant experience:** At least five town engineer projects completed in the past ten years, with emphasis on small municipalities, historic districts, and grant- or loan-funded work. For

each, give the client, scope, construction cost, funding source, completion date, and a client contact.

- **E. Approach:** How the firm will manage on-call work for the Town, including response times for routine and urgent requests, communication with staff, quality control, and cost and schedule control. Describe any issues the firm sees in the Town's infrastructure or development review process.
- **F. Current workload and capacity:** Current commitments and how the firm will meet the Town's needs.
- **G. References:** At least three municipal clients, with name, title, phone, and email.
- **I. Required forms:** Certificate of Authorization, proof of insurance, and the signed forms in [Attachment A].

7. Evaluation and selection

A selection committee of Town representatives will evaluate SOQs using the criteria below. Price is not an evaluation factor.

Criterion	Lot A points	Lot B points
Relevant experience with small municipalities and comparable projects	25	20
Qualifications and experience of the project manager and key staff	25	25
Experience in historic districts and with grant-funded projects	15	—
Understanding of the Town of Shepherdstown and proposed approach	25	20
References	10	10
Total	**100**	**100**

Selection process, per WV Code §5G-1-3:

1. The committee scores all responsive SOQs and selects the three firms it considers best qualified.
2. The committee may interview each selected firm and discusses anticipated concepts and methods of approach.
3. The committee ranks at least three firms in order of preference.
4. The Town negotiates scope and a fair and reasonable fee with the top-ranked firm. If agreement cannot be reached, the Town ends those negotiations and begins with the second-ranked firm, then the third, and then additional firms in order of qualifications.
5. The negotiated agreement is presented to Town Council for approval.

The Town may check references, request clarification, or ask for additional information from any firm at any stage.

8. Schedule

Dates after the SOQ deadline are targets and may change.

Milestone	Date
RFQ issued; first legal advertisement	November 5, 2026
Written questions due	November 23, 4:00 p.m. ET
Answers posted as addendum	November 30
SOQs due	December 7, 2026, 4:00 p.m. ET
Interviews	Week of December 14
Contracts in Place	Week of January 4, 2027

9. Submission instructions

Deadline. SOQs must be received by **4:00 p.m. ET on December 7**. The Town's clock governs. Late submissions will not be considered. The firm is responsible for timely delivery.

Copies. Submit three bound paper copies and one electronic PDF.

- By mail: Town of Shepherdstown, Attn: Amy Boyd, Town Clerk, P.O. Box 248, Shepherdstown, WV 25443
- By hand or courier: Shepherdstown Town Hall, 104 North King Street, Shepherdstown, WV 25443, weekdays during business hours
- Electronic copy: MKirollos@Shepherdstown.gov, with subject line "SOQ: On-Call Engineering Services"

the package "SOQ: Municipal / Consulting Engineering Services."

1. **Questions.** Submit questions in writing by email to Amu Boyd, Town Clerk, no later than 4:00 p.m. ET on November 23. Answers will be issued as a written addendum to all firms that have registered their interest and posted at Official Website of Shepherdstown, WV - Bids and Requests for Proposals/Qualifications. Only written addenda are binding. The Town of Shepherdstown will not be responsible for oral interpretations of the specifications given by any of its employees, representatives, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information pertaining to the RFQ can be given. It will be responsibility of each entity, prior to submitting their proposal, to contact the Town Clerk via phone at 304.876.2398 by email at ABoyd@shepherdstown.gov or by checking the Town of Shepherdstown website at https://www.shepherdstown.gov (under the Town Hall tab on the website), to determine if any addenda were issues and to make such addenda a part of their competitive proposal.

No contact. From issuance until award, individuals or firms may not discuss this RFQ with the Mayor, Town Council members, or selection committee members except through the designated contact. Violation may result in disqualification.

10. General terms and conditions

- **Funding.** Work under the agreement may be paid with Town, utility, state, and federal funds, including grants and loans. All work must comply with the requirements of each funding source and of the State of West Virginia. For federally funded work, this procurement uses qualifications-based selection as permitted by 2 CFR 200.320(b)(2)(iv).
- **Equal opportunity.** The Town affords full opportunity to small, minority-owned, and women-owned business enterprises to respond, and does not discriminate on the basis of race, color, religion, sex, age, disability, or national origin.
- **Insurance.** The selected individual or firm must maintain professional liability, commercial general liability, automobile liability, and workers' compensation coverage in amounts set in the agreement, naming the Town as additional insured where applicable.
- **Conflicts of interest.** A individual or firm may not represent a private applicant on any matter it reviews for the Town. The individual or firm must disclose potential conflicts during the agreement term.
- **Public records.** SOQs become Town property and may be subject to the West Virginia Freedom of Information Act. Mark any material believed to be exempt and cite the exemption.
- **Costs.** The Town will not pay any cost of preparing an SOQ or attending an interview.
- **Reservation of rights.** The Town reserves the right to reject any or all SOQs, waive minor irregularities, cancel or reissue this RFQ, award one or both lots, or make no award, in the Town's best interest.
- **Governing law.** Any agreement will be governed by the laws of West Virginia.