



South Charleston Development Authority
Jefferson Park Site Development – RFQ
Construction Manager at Risk

October 7, 2026

South Charleston Development Authority - RFQ

Construction Manager at Risk

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REQUEST FOR QUALIFICATIONS CONSTRUCTION MANAGER AT RISK SERVICES

The South Charleston Development Authority (SCDA) is requesting letters of interest/statements of qualifications from qualified firms to provide Construction Manager at Risk (CMAR) services for a site development project. The project is located on contiguous parcels, and consists mainly of the construction of a structural fill and utility work. The estimated total project cost exceeds \$20 million. Construction is anticipated to begin January 2027. SCDA has designated this project for CMAR delivery under the Government Construction Management At-Risk Contracts Act, W. Va. Code § 5-22B-1 et seq.

Selection will follow the two-phase process required by the Act. In the qualifications phase, an evaluation committee will review submissions based on: competence and experience of personnel to be assigned; workload capacity and experience on similar projects; past performance, including cost control, quality, dispute resolution, subcontractor management, and schedule; financial responsibility, including the ability to provide a surety letter; and knowledge of the local area and relationships with local subcontractors and suppliers. No fewer than three firms will be prequalified to receive a Request for Proposals, unless fewer qualified firms are available.

The complete qualifications package, including a full description of services and existing conditions, is available from Richard Atkinson, Executive Director, South Charleston Development Authority, P.O. Box 8597, 238 4th Avenue, South Charleston, WV 25303; ratkinson@cityofsouthcharleston.com; 304-720-5985. The package will be sent by first-class mail upon request and via email.

Submissions (three hard copies and one electronic copy) must be received in a sealed envelope marked "Jefferson Park – CMAR Qualifications" at 238 4th Avenue, South Charleston, WV 25303, no later than 10:00 a.m. local time on Monday November 9, 2026. Late submissions will not be considered.

SCDA reserves the right to reject any or all submissions and to waive informalities. Protests shall be filed in accordance with SCDA's adopted CMAR procurement policy, available on request.

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CMAR Statements of Qualifications

Form of Submission

The South Charleston Development Authority Evaluation Committee will review the Statements of Qualifications received from all interested Construction Manager at Risk (CMAR) Teams on or before the deadline for submission. To facilitate the review and scoring of the Statements of Qualifications, the Committee requires that the following information be included in the Statement of Qualifications:

1. Name of Lead Entity and point of contact for the proposed CMAR team.
2. The names of key employees of each team member who will work on the project, with a short statement of each person's technical training, education, and experience.
3. A statement of current workload and the number of employees and equipment that can be dedicated to the project.
4. Statement of similar project experience for the team members and key employees.
5. References from previous clients on similar projects. References should specifically address quality of work, dispute resolution, coordination with subcontractors, and ability to meet deadlines.
6. Statement from Surety Company that the Lead Entity has the financial capacity to provide the required 100% performance and payment bonds, stating the Lead Entity's single-project and aggregate bonding limits.
7. Statement of understanding of the project and local conditions, and an overview of the team's approach to the project. The approach should address the team's ability to meet an aggressive timeline and any challenges the team has identified.

The Statement of Qualifications must be submitted in accordance with the legal advertisement announcing the Request for Qualifications: Submissions (three hard copies and one electronic copy) must be received in a sealed envelope marked "Jefferson Park – CMAR Qualifications" at 238 4th Avenue, South Charleston, WV 25303, no later than 10:00 a.m. local time on Monday, November 9, 2026. Late submissions will not be considered.

Summary- Jefferson Park Project

Construction Plan

1. The Jefferson Park Site will require construction documents prepared by professional engineering firm and construction to place approximately 320,000 cubic yards of structural fill (fill) to raise the elevation to a minimum of 2 feet above the base flood elevation; rock toe key and rock slope protection around the perimeter of the structural fill where fill is adjacent to Davis Creek; relocation of approximately 2000 lf 20 inch diameter force main; grading and preparation of approximately 140,000 sf building pad; construction of all utilities including storm sewer, sanitary sewer, domestic and fire water, primary and secondary electric, natural gas, and communications; streets including base stone, paving, striping, and lighting; approximately 200,000 sf parking area including base stone, paving, striping, and lighting; and other incidental work.
2. The fill will be constructed as a structural fill with a minimum of 98 % compaction. The fill material will be required to be 3-inch minus material and built in 8-inch loose lifts.
3. A force main currently runs through the site and must be relocated outside of the development area. The approximate length of the relocated force main is approximately 2,000 ft.
4. Approximately 100,000 cubic yards of fill material is either on site or stocked piled at the Park Place site and approximately 20,000 cy will be transported to the site by others in spring 2027.
5. The site has an active WVDEP Construction Storm Water Permit with all controls installed except for the sediment pond, diversion ditch, and other miscellaneous items of work. The sediment pond will convert to the storm water management pond once construction is completed. The construction storm water plan was prepared by Potesta and Associates.
6. 230,000 yards of fill are available from a site at the WV Tech Park. The haul length from the mid-point of the proposed road to the mid-point of the development site is 1.6 miles and would require on-road hauling. That site would require the construction of the road grade. Thrasher Engineers has completed the plans for this site and has acquired the necessary permits from the WVDEP. A MM109 permit is needed from WVDOH.
7. If teams can obtain 230,000 yards of material from another source within the timeframe of the project delivery that is permissible.
8. The national retailer will require a building pad turnover on or before approximately 8-1-27, so that they can begin construction of their store. Construction of the anchor store may be in progress before the construction manager at risk's scope of work is complete.
9. The deal with the national retailer requires the construction of a parking lot for the anchor retailer.

Financial Plan

1. The South Charleston Development Authority will enter into a ground lease with a major national retailer and will monetize that lease to obtain the necessary funds, that will be held in escrow, to pay for the CMAR contract.

Legal Issues

1. A simultaneous closing for an executed lease with the retailer, the CMAR Contract and the monetization of the lease, to happen on or before January 31, 2027. Award and execution of the CMAR contract are contingent on the closing described below. If the closing does not occur, SCDA may cancel this procurement without liability to any firm, including for preconstruction services.

Jefferson Park Development Project

Necessary Steps – Timeline

1. 10-5-26 SCMBC – Authorizes agreement with SCDA to act as development agent for Jefferson Park
2. 10-6-26 SCDA – Adopts the Construction Manager at Risk model and starts selection process
3. 10-7-26 Discussion with National Big Box retailer regarding project delivery method
4. 10-7-26 Legal Ad runs 1st time
5. 10-14-26 legal ad runs 2nd time
6. 11-9-26 Qualifications from CMAR due
7. 11-9-26 Selection Committee evaluates the proposals and selects the top 3 prequalified firms.
8. 11-10-26 SCDA Votes to accept the 3 prequalified firms
9. 11-12-26 1st Legal Ad runs
10. 11-19-26 2nd Legal Ad runs
11. 12-15-26 Proposals from Prequalified CMAR are due.
12. 12-16-26 Selection Committee reviews the proposals and interviews each CMAR that submitted a proposal and determines the “Best Value” submittal.
13. 12-17-26 SCDA Votes to accept the “Best Value” rankings and authorizes the committee to negotiate a CMAR Contract.
14. 1-8-27 Contract negotiations are completed
15. 1-12-27 SCDA Votes to authorize entering into contract with CMAR Firm.

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Criteria for Evaluation of Qualifications

CMAR Statements of Qualifications

(1) Competence to perform the required management services as indicated by the technical training, education, and experience of the construction manager at-risk's personnel, especially the technical training, education, and experience of the construction manager at-risk's employees who would be assigned to perform the services; (25 Points)

(2) Ability in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the required management services competently and expeditiously, and experience working on similar types of projects; (20 Points)

(3) Past performance as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work, dispute resolution, administration of subcontractors, and meeting of deadlines; (25 Points)

(4) Financial responsibility including evidence of the capability to provide a surety letter; (15 Points)

(5) Other qualifications that are consistent with the scope and needs of the project including, but not limited to, knowledge of the local area and working relationships with local subcontractors and suppliers. (15 Points)

Each voting member of the evaluation committee shall score each letter of interest independently on a written score sheet, and the committee shall rank the responding firms by their combined scores.

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Criteria for Evaluation

The evaluation committee shall evaluate proposals taking into consideration the criteria set out in this section set out in this document, as established by W. Va. Code §5-22B-12, with the maximum percentage of total points for evaluation which may be assigned to each criterion as set forth below. The following criteria shall be evaluated, when applicable:

- (1) The financial resources of the construction manager to complete the project, 10 percent;
- (2) The ability of the proposed personnel of the construction manager to perform, 20 percent;
- (3) The character, integrity, reputation, judgment, experience, and efficiency of the construction manager, 20 percent;
- (4) The quality of performance on previous projects, 20 percent;
- (5) The ability of the construction manager to perform within the time specified, 10 percent;
- (6) The previous and existing compliance of the construction manager with laws relating to the contract, 10 percent; and
- (7) Such other information as may be secured having a bearing on the selection, 10 percent.

Consideration of pricing. Consistent with the definition of “best value” in W. Va. Code §5-22B-2 and the pricing criteria required by W. Va. Code §5-22B-8(a)(1), the preconstruction fee, construction fee, and general conditions submitted by each firm shall be evaluated [under criterion (3), as a measure of the efficiency of the construction manager, and under criterion (7)]. The request for proposals shall state the method by which pricing will be scored within those criteria.

Scoring. Each voting member of the evaluation committee shall score each proposal independently on a written score sheet, and the scores shall be combined to rank the firms. Interviews conducted under W. Va. Code §5-22B-10(a) shall not be scored or included in the scoring of any proposal.

The records of the evaluation committee in evaluating proposals and making recommendations shall be considered public records for purposes of WV Code §29B-1-1 *et seq.*

Jefferson Park BJ Development
Cost Estimate - Budget

Item	Amount
Borrow Site/Hauling Fill 240,000 CY	\$7,326,595.00
Stormwater Construction Management	\$138,800.00
Force Main Relocation	\$2,000,000.00
Site Work/Fill	\$3,337,800.00
Storm Sewer / Streets and Parking	\$1,423,500.00
Public Utilities	\$1,298,600.00
Public Streets	\$635,360.00
BJ's Parking Lot	\$2,097,400.00
Pump Station Access	\$123,800.00
Lights and Signs	\$762,000.00
Misc, Contingencies, Taxes Mob	\$898,500.00
Engineering and QC Testing	\$1,923,500.00
Construction Budget	\$21,965,855.00

