

## NOTICE OF REQUEST FOR PROJECT ADMINISTRATION SERVICES

The Clay Roane Public Service District wishes to obtain Project Administration Services for the following project:

### **Clay Roane Public Service District – Phase 1 Water System Improvements**

Project Administration services required may include the following: preparation of funding applications including submission to the WVIJDC, assistance with procurement of professional services, project financial management, labor compliance and any general services required to complete the project.

All firms interested in being considered for this project must be WVIJDC certified and should submit an expression of interest outlining prior related experience and a quote for a not-to-exceed total contract amount to:

Responses should be received by the close of business on May 30, 2024

Questions regarding this request may be directed to Crystal Adkins at 304-548-5209

Attention is directed to the fact that the proposed project may be undertaken through the state and federal funding agencies and that all work will be performed in accordance with the regulations issued by these agencies and the State of West Virginia pertaining hereto.

The selected firm will be required to comply with the Title VI of the Civil Rights Act of 1964, Executive Order 11246, Conflict of Interest Statement and Access Records provisions. Alternative Federal and State funding requirements may also apply.

The Clay Roane Public Service District will afford full opportunity for minority and women-owned business enterprise to submit a show of interest in response to the invitation and will not discriminate against any firm or individual on the grounds of race, creed, color, sex, age, handicap status or national origin in the contract award.