LEGAL NOTICE
REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES

The **Mary Phalen Leadership Academy** is soliciting **Statements of Qualifications from licensed architectural firms** to provide professional design, construction documentation, and construction administration services for its upcoming **General Infrastructure Renovations and Campus Safety Enhancements** project.

The project is located at the academy's campus at **408 94th Street, Marmet, West Virginia 25315**. The projected construction budget for these improvements is **$197,000**, funded in whole by the **School Building Authority (SBA) of West Virginia** Fiscal Year 2027 Grant (Grant Award 2700000013).

Procurement Rules & Scope

Procurement will be conducted strictly in accordance with **West Virginia Code §5G-1-1 et seq.** (Qualification-Based Selection) and all regulatory frameworks established under **West Virginia Code §18-9D-1 et seq.** and School Building Authority policies. **No pricing or fee structures are to be submitted with this qualification statement.**

The selected firm will be responsible for schematic programming, preparing complete construction documents, navigating formal SBA design reviews, and providing construction oversight—including managing change directives through the state review pipeline. All respondents must be in active good standing with State and Federal debarment and exclusion registries.

Submission Details

Firms interested in being considered must submit **five (5) physical copies and one (1) digital copy** of their Statement of Qualifications outlining firm history, K-12 educational design experience, personnel resumes, and project approach to:

Mary Phalen Leadership Academy
Attn: Evaluation Committee
408 94th Street
Marmet, West Virginia 25315

All qualification packages must be received at the above address no later than **November 20, 2026, at 12:00 PM EST**. Submissions received after this date and time will not be accepted or considered. The Mary Phalen Leadership Academy reserves the right to reject any or all submissions.