REQUEST FOR QUALIFICATIONS (RFQ)
ARCHITECTURAL SERVICES
MARY PHALEN LEADERSHIP ACADEMY
MARMET, WEST VIRGINIA

RFQ Number: **MPLA-2026-001**
Date of Issuance: **November 06, 2026**
Submission Deadline: **November 20, 2026, at 12:00 PM EST**

SECTION 1: PURPOSE & PROJECT OVERVIEW
Mary Phalen Leadership Academy, located at 408 94th Street, Marmet, West Virginia 25315, is soliciting Statements of Qualifications from qualified, licensed architectural firms to provide professional design, construction document preparation, and construction administration services.

The project encompasses General Infrastructure Renovations and Campus Safety Enhancements at the academy's campus. The total projected construction budget is $197,000. This project is funded through the School Building Authority (SBA) of West Virginia Fiscal Year 2027 NEEDs Grant (Grant Award No. 2700000013).

SECTION 2: LEGAL & COMPLIANCE REQUIREMENTS
This procurement process and all resulting contracts are governed strictly by the laws of the State of West Virginia and the policies of the funding authority. Firms must demonstrate complete compliance with:

1. West Virginia Code Section 5G-1-1 et seq. (Procurement of Architect-Engineer Services), which mandates a qualification-based selection process. No pricing or fee structures shall be submitted with this qualification statement.
2. West Virginia Code Section 18-9D-1 et seq. (School Building Authority) and all guidelines within the SBA Policy and Procedures Handbook.
3. West Virginia Code Section 12-4-14 regarding uniform administrative requirements and state grant reporting standards.
4. West Virginia Department of Education policies.

Firms must be in good standing and verified against State and Federal debarment/exclusion lists prior to any contract execution.

SECTION 3: SCOPE OF SERVICES
The selected architectural firm will be expected to deliver comprehensive services, including but not limited to:

1. Verification of educational and infrastructural specifications required by the academy and the School Building Authority of West Virginia.
2. Development of schematic designs, design developments, and final construction drawings/specifications for general infrastructure renovations and school safety upgrades.
3. Submission of design plans and specifications to the School Building Authority for formal review and final approval prior to bidding.
4. Assistance with the construction bidding phase.

5. Construction administration services, including reviewing contractor performance, evaluating progress, and managing construction change orders or construction change directives for submission to the SBA.

SECTION 4: SUBMISSION REQUIREMENTS & FORMAT
Interested firms must submit five (5) physical copies and one (1) digital copy (USB flash drive or secure link) of their Statement of Qualifications. Submissions must include:

1. Cover Letter: Signed by a principal of the firm, detailing interest, availability, and verification of active West Virginia professional licensure.
2. Firm Profile: General background, size, location of the office executing the work, and corporate structure.
3. Relevant Experience: Profiles of similar educational (K-12) facility renovations, institutional infrastructure repairs, or safety/security hardware implementation projects executed within the past five (5) years. Experience navigating West Virginia SBA guidelines is highly preferred.
4. Personnel Qualifications: Resumes of the principal-in-charge, project architect, and primary engineering consultants earmarked for this project.
5. Project Approach: A brief narrative outlining the firm's philosophy, quality control protocols for managing design changes, and timeline optimization.

SECTION 5: EVALUATION & SELECTION CRITERIA
Statements of Qualifications will be evaluated by a selection committee based on West Virginia Code Section 5G-1-3 guidelines. Criteria will include:

1. Professional qualifications and technical competence of the designated staff (30%)
2. Specialized experience in K-12 educational facility infrastructure renovations and school safety upgrades (25%)
3. Past performance on projects funded by the School Building Authority of West Virginia, including adherence to budget constraints and approval workflows (25%)
4. Capacity to initiate and complete the scope of work within the required grant timelines (20%)

Following evaluation, the highest-ranked firms may be invited for interviews. The top-ranked firm will be selected to negotiate a fair and reasonable professional services fee structure.

SECTION 6: SUBMISSION INSTRUCTIONS
Please mark all packages clearly as "RFQ: Architectural Services – Mary Phalen Academy Infrastructure & Safety Project." Deliver submissions to:

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

All qualifications must be received no later than **November 20, 2026, at 12:00 PM EST**. Submissions received after this deadline will not be evaluated.