West Virginia Department of Transportation

Division of Highways

Contract Administration Division

Dispute Resolution Board General Information

The Division of Highways recognizes that situations or events occur on construction projects that contract documents do not clearly address and that may cause a dispute between the Department and Contractor. A Dispute Resolution Board is established on certain projects to assist in resolving disputes that cannot be settled at a lower level.

Contract Administration Division maintains a list of prequalified candidates who are available to serve as chairman of a three member Dispute Resolution Board or act as a single member Dispute Resolution Board.

Prequalified Dispute Resolution Board members shall have experience interpreting construction contract documents and highway and bridge construction.

The Dispute Resolution Board prequalification statement must be completed by the prospective board member and submitted to the Contract Administration Division not less than 15 days prior to the date of a bid opening for any project that is eligible to form a Dispute Resolution Board on which the candidate wishes to serve.

A four person panel will review the Dispute Resolution Board prequalification statement. This panel consists of the Director of Contract Administration Division, the Deputy State Highway Engineer, the State Highway Engineer, and the Commissioner of Highways.

The Director of the Contract Administration Division will issue a Certificate of Qualification and may revoke the certificate at any time without cause, except that in the case of a candidate serving on a Board, the Director may revoke the Certificate for good cause only.

The Certificate of Qualification can be issued at any time and will be valid for 24 months. A new Dispute Resolution Board prequalification statement must be submitted after the initial certificate has expired.

The information of the Dispute resolution Board prequalification statement must be updated to reflect any changes.

All prequalified candidates must have completed formal dispute resolution training that is approved by the Department.

A three-party or multi-party agreement is the contract that binds the Dispute Resolution Board members and contracting parties and will be signed by the Department, Contractor, and Board members after the Dispute resolution Board members have been appointed.

The maximum daily compensation for serving as a Dispute Resolution Board member will be $200.00 per hour and up to $1200 per day, for each day the Board meets. This daily rate includes salary and all expenses related to membership on the Board. The terms of the compensation will be outlined in the three-party agreement. (See Sample Agreement)

Submit the completed Dispute Resolution Prequalification Statement to:

Pamela Jarrell

Building 5, Room A-748

1900 Kanawha Blvd., E.

Charleston, WV 25305-0430

Phone: (304) 558-9237

Fax: (304) 558-2815

Email: Pamela.A.Jarrell@wv.gov

WEST VIRGINIA DEPARTMENT OF TRANPORTATION

DIVISION OF HIGHWAYS

DISPUTE RESOLUTION BOARD MEMBER'S PREQUALIFICATION STATEMENT

NEW APPLICATION ☐ RENEWAL ☐

Personal Information

Name: _____

Address: _____

_____

_____

Telephone Number: _____

Business information

Name: _____

Address: _____

_____

_____

Telephone Number: _____

Fax Number: _____

Email: _____

Federal Employer Identification Number: _____

West Virginia Registered Vendor: YES ☐ NO ☐

List all financial interests in any businesses which may reasonably be perceived as creating a conflict of interest with your service as a Dispute Resolution Board member on this project (Non-disclosure of financial interests that create a potential conflict of interest in the sole discretion of the Director of Contract Administration shall be cause for disqualification and removal from the Board):

_____

_____

Dispute Resolution Training

Complete the following information for all Dispute Resolution training claimed. Include additional sheets if necessary. Attach copies of certificate or diploma.

Organization Providing Training: _____

Address of Organization: _____

_____

_____

Contact Person: _____

Telephone Number: _____

Email Address: _____

Instructor: _____

Location of Training: _____

Type of Training: _____

Description of Training:

Dispute Resolution Experience

Are you eligible to become a Dispute Resolution Board Member for other government agencies?

YES _____ NO _____

If yes, list agencies:_____

Summary of Dispute Resolution cases you have been involved with (List applicable State, Agency, Project, and Issue summary. Attach additional sheets if necessary):

Employment History

List all pertinent work experience. List any change in duties, title, or employment status with the same employer as a separate job. Include additional sheets if necessary.

Employer Name:_____

Address:_____

_____

_____

Contact Person: _____

Telephone Number: _____

Type of Business: _____

Job Title: _____

Employment Dates: _____

Description of Duties:

Employment History (Con't)

Employer Name:_____

Address:_____

_____

_____

Contact Person: _____

Telephone Number: _____

Type of Business: _____

Job Title: _____

Employment Dates: _____

Description of Duties:

AFFIDAVIT FOR INDIVIDUAL

State of _____

County of _____ ss:

_____ being duly sworn, deposes and says that the foregoing information provided in this Dispute Resolution Board Member's Prequalification Statement is a true and accurate statement as of the date thereof. He further declares that the information contained in the Training and Experience sections are true and correct.

_____

(Applicant sign here)

Sworn to me this day of , 20 .

My commission expires

(Notary Public)

(Notary Seal)