



REQUEST FOR QUALIFICATIONS

For

Professional Landscape Architecture and/or Engineering Services

For the design of the

GATEWAY PARK MASTER PLAN

Due Date: January 15 @ 4 p.m.

Advertisement

The City of Wheeling is seeking requests for qualifications from Landscape Architecture and/or Engineering firms that are registered to conduct business in West Virginia. These services are for the design of a new park on Wheeling Island on the bank of the Ohio River. In general, the work will include providing all Landscape Architecture and/or Engineering services required to prepare final design plans, specifications, bidding documents, and other items as may be determined by the City.

Interested and qualified Landscape Architecture and/or qualified Engineering consultants may obtain a copy of the Request for Qualifications document by telephone, fax, email, or mail to the following:

Jesse Mestrovic, Director
Parks & Strategic Planning
City of Wheeling
1500 Chapline Street, Suite 308
Wheeling, WV 26003
Phone: (304) 234-3655
Fax : (304) 234-3899
Email : JMestrovic@wheelingwv.gov

All Landscape Architecture and/or Engineering firms responding to this request shall be registered and entitled to practice Landscape Architecture and/or Engineering in the State of West Virginia, as evidence by holding a current WV State Certificate of Authorization.

All statements of qualifications shall contain the information described in the RFQ and arrive at the City County Building, attention Mr. Robert D. Herron, City Manager on or before 4 p.m., January 15, 2018.

Signed: _____



Robert D. Herron, City Manager

Date: 1-2-18

Send Statement of Charges to:

Parks & Strategic Planning
City of Wheeling
1500 Chapline Street, Suite 308
Wheeling, WV 26003

Advertise in the Intelligencer and New Register on: January 3, 2018

INFORMATION RELATING TO REQUEST FOR QUALIFICATIONS

PROFESSIONAL LANDSCAPE ARCHITECTURE AND/OR ENGINEERING SERVICES GATEWAY PARK MASTER PLAN

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1. PROJECT GOAL

The overarching goal of the Gateway Park Master Plan is to develop a great vision that weaves the threads of history and contemporary community life together into a beautiful, safe, accessible and sustainable park. This project will help bring the park a new level of usability and popularity while preserving the areas historical significance for current and future generations.

2. PROJECT LOCATION AND SITE

The City of Wheeling is seeking Request for Qualifications from Landscape Architecture and/or Engineering firms licensed to practice in West Virginia. The work is for the design of a new park, "Gateway Park," located on Wheeling Island south of the Historic National Landmark, the Wheeling Suspension Bridge, City of Wheeling, WV, 26003. Property of 0.965 acres is bounded by the Wheeling Suspension Bridge (10th Street/Virginia Street) to the north, South Front Street to the west, Ohio Street to the south, and the Ohio River to the east at coordinates: 40.069579, -80.728871.

3. PROPOSED SCOPE OF WORK

The selected Consultant shall provide all required professional landscape architecture and/or engineering services including preliminary studies, site investigation, public process, preliminary design phase, final design phase, preparation of construction drawings, specifications, and bidding documents as more fully described as follows:

3.1 PROJECT SUMMARY

Total Budget: \$800,000 maximum (50-50 match, scalable park design)

Sources of Funding: WV Development Office (WVDO): Fiscal 2018 Land and Water Conservation Fund (LWCF), City of Wheeling, & Wheeling Heritage

Project Schedule:

Planned Date of Design Start Up: February 1, 2018

Planned Date of Design Completion: March 15, 2018

Grant Deadline: April 15, 2018

3.2 PRELIMINARY STUDIES

The consultant will perform such studies as are necessary to define feasible options, recommended work for design, and estimate related costs.

3.3 PUBLIC PROCESS

The planning process will help bring generations of residents together, thus fostering a sense of community, pride, and ownership that will help the park to be well-maintained and stewarded for years to come.

Project Team – To be Determined

Community engagement will be led by the Project Team, which will organize, promote, and host a community event where the Consultant will present recent work and engage meaningfully and purposefully with residents and stakeholders. The Project Team will also convene meetings of the project’s Steering Committee.

The Steering Committee – representing key interests, including elected officials, public agencies, neighborhood representatives, institutions and businesses’ – will interact with and advise the Consultant throughout the planning and design process. Focus groups will be conducted with City and County agencies, park event producers, local design professionals, sports leagues, and other community stakeholders.

To represent the needs and wishes of the community, the planning process should include, but is not limited to, community charrettes/ workshops (events), focus groups discussions and periodic meetings with the Steering Committee. The selected proposal will illustrate strategies to be used to garner ongoing and meaningful community participation and engagement throughout the planning process. Successful past experience with community-driven development should be articulated in proposal applications. The selected Consultant will collaborate with the Project Team to design the community process as an early deliverable. The Consultant will provide facilitation, meeting preparation, materials, and reports.

3.4 SITE INVESTIGATION

The Consultant shall perform all site investigations and obtain all field data necessary to design the new park. The work will include site surveying and may include obtaining soil borings. The existing electric, gas, telephone, and cable TV utility relocations that are required will be performed by the utility companies themselves. With guidance from the Steering Committee, the Consultant shall identify and review existing planning documents and/or information regarding the Park Site. The Consultant shall develop a compilation of existing planning documents and the issues and opportunities previously identified.

3.5 PROJECT ELEMENTS

Elements to be considered in the Master Plan include:

- The context of Wheeling Island and the city, including existing and proposed neighborhood parks, trails and open space;
- Historic structures: Suspension Bridge and artifacts;
- Opportunities to interpret cultural and natural resources;
- Promotion of imaginative, playful, and active lifestyles;
- Access and accessibility;
- Public art, potentially including a water feature;
- Current and future uses;
- Events and programming;
- Sustainability and green infrastructure, with a special focus on tree preservation and storm water management, and biodiversity;
- Recommended project priorities/phasing, cost estimates and possible funding sources for implementing the Master Plan.

3.6 PRELIMINARY DESIGN

This phase will include the preliminary design of the park. Also, an erosion control plan and a storm water management plan shall be designed for the site. Different retaining wall systems shall also be taken into consideration. Related cost estimates shall be prepared for the overall project.

Once the preliminary design is complete and approval given by the City, the consultant may proceed with the preparation of the final design documents.

3.7 FINAL DESIGN

Upon approval by the City to proceed with the final design, the consultant will complete all final design engineering and prepare detailed construction drawings, specification, bid documents, and related construction cost estimates. These documents shall be submitted to the City for a final review and approval. After review, the consultant shall make the appropriate changes if required and provide a digital copy in ArcGIS, AutoCAD version R14, or DXF format for use by the City.

4. CONTENTS OF STATEMENT OF QUALIFICATIONS

The response to this Request for Qualification shall demonstrate the suitability of the consultant to design and engineer the proposed park. The Landscape Architect and/or Engineer's qualifications should be structured as follows:

4.1 LETTER OF TRANSMITTAL

4.2 APPROACH

The Consultant should provide a written description of the services it expects will be needed by major task and sub-task in sufficient detail to fully describe the work to be performed by the Consultant. Present a project review and quality assurance program. Discuss any unique ideas/concerns related to the project. Discuss how the firm will handle the bidding process and bid packages.

4.3 PROJECT ORGANIZATION

This section should include:

- Lead firm with name, address, telephone number, email, name of responsible corporate officer, and location where the majority of the work will be accomplished.
- Subcontractors, if applicable, with name, address, telephone number, email, name of responsible corporate officer, and office location where majority of work will be performed.
- Organizational chart
- A brief description of responsibilities and summary resumes of key professional personnel, emphasizing experience directly relating to responsibilities on this project.
- An estimated amount of time each key person will devote to work on this project.
- Indicate which team members will participate in each area of the work.
- Provide a proposed schedule for the project.

4.4 EXPERIENCE AND REFERENCES

This section should include a brief description of not more than five projects similar to the work to be performed by the proposed Project Manager and Project Engineer(s). Also, the name, address, telephone number, and email should be provided for each reference listed.

4.5 ADDITIONAL INFORMATION (NOT REQUIRED)

This section should contain any additional information the Consultant wishes to offer for the City's consideration and any additional work or services outside those referred to in the RFQ.

5. EVALUATION

A review committee of five people (City Manager, Public Works Director, City Engineer, Community Development Director, and Parks & Strategic Planning Director.) will evaluate the Statements of Qualifications as per the requirements of chapter 5G for the procurement of architectural/ engineering service. Each voting member of the review committee will rank their first, second, and third choices based on the numerical scoring on the grading sheet. Based on the following formula, the firm with the highest number of points will be considered the committee's collective first choice, etc.

Reviewer's:

- | | | |
|---------------|---|--------|
| First Choice | – | 3 pts. |
| Second Choice | – | 2 pts. |
| Third Choice | – | 1 pt. |

The City of Wheeling reserves the right to either award or not award any of the work in any lawful manner deemed to be in the City's best interest.

The City also will retain the right to suspend or cancel the work at any time.

6. SUBMISSION OF RESPONSES

Responses to the Request for Qualifications may be forwarded to the office of the City Manager in a sealed envelope clearly showing the project name and the company's name on the front.

Address as follows:

Mr. Robert D. Herron, City Manager
City of Wheeling
1500 Chapline Street
Wheeling, WV 26003

If the envelope is not clearly marked with the above information, the submittal will be rejected.

Qualification documents must be received at the City Manager's by 4 p.m. January 15, 2018.

All statements of qualifications must include a copy of the submitting firm's West Virginia Certificate of Authorization to practice landscape architecture and/or engineering and must be signed by a West Virginia registered engineer that is an authorized representative of the submitter.

All questions relating to this RFQ shall be submitted in writing, at least five days prior to the required submittal date, to:

Jesse Mestrovic, Parks & Strategic Planning
City of Wheeling
1500 Chapline Street
Wheeling, WV 26003

Answers to the questions received will be forwarded to all holders of this RFQ.

No payment will be made for any costs incurred in the preparation and submission to this Request for Qualifications.

Five Copies of the Statement of Qualifications shall be submitted.

7. APPENDIX

Grant notice attached:




WEST VIRGINIA DEVELOPMENT OFFICE

1900 Kanawha Boulevard East • Charleston, WV 25305-0311
(304) 558-2234 • (800) 982-3386 • WVDO.org

MEMORANDUM

TO: All City and County Chief Elected Officials
Regional Planning and Development Councils
West Virginia Parks and Recreation Association
West Virginia AIA Chapter and state A&E Firms
Area Grassroots, Public Health and Business Organizations
Other Interested Parties

FROM: Mary Jo Thompson, Director 
Community Advancement and Development Division

DATE: December 7, 2017

SUBJECT: Fiscal 2018 Land and Water Conservation Fund (LWCF) Notice:
Invitation to Submit Applications

BACKGROUND: With expected tourism growth in West Virginia, the State has an opportunity to enhance its communities while improving health outcomes for its residents and business outcomes for its communities' retail cores. Public parks are an essential part of the infrastructure of its communities. Park project funding through the State's Land and Water Conservation Fund (LWCF) program for the Fiscal 2018 funding cycle will prioritize new or renovated public park spaces having demonstrated veritable collaborations by and between area businesses, community-based organizations and sponsoring units of local government which effectively increase promotion of a given community's culture, leisure or lived experience while encouraging healthy lifestyles.

Park design and construction may be small or part of a larger park's area but need to feature 'oasis' qualities including one or more of the following features or adjacencies for non-LWCF, indoor design elements: walking opportunities not dependent on access from a car, dining, family health or community wellness centers, different age-appropriate exercise or relaxation amenities, shade/sun/ and natural area sounds, landscaping, water exposure, pleasant views, natural plants, colors or flowers and/or space or facilities for social gatherings.

Park projects addressing the State's Comprehensive Outdoor Recreation Plan (SCORP) priorities for capital repairs or replacement of physically or functionally obsolescent facilities or areas, barring projects judged to be the result of neglect or inadequate maintenance will still be considered, but would be enhanced if made part of the community core improvements described above.

COLLABORATIONS: The process of project design participation usually includes only informing and consultation of the public with a predetermined design proposal. This year's application review process both weighs and provides an opportunity to rethink the form and goals of this traditional approach with more expressive engagement of community grassroots groups, business and health organizations--including financial supports--for some potential development. "Do-it-Yourself" project proposals without expressed public design participation as to mutual benefits from a project's goals, priorities, and design criteria will be

(over)

difficult to recommend. Financial contributions towards—or other co-sponsorship supports in aid of—a given proposal by and between area businesses, visitor and convention bureaus, area business chambers, other community grassroots organizations and area public health organizations and institutions are encouraged, with a limited amount of additional time to develop the same being provided in the submission schedule.

FUNDING: The West Virginia Development Office (WVDO) receives and recommends project proposals to the National Park Service for their federal review and award decision. Project sites must be publicly-owned, maintained, and financially supported for half of a proposal's development costs. Proposed site improvements must be functionally complete and not staged or dependent upon subsequent funding to become operational. Any size project will be considered, however only one project will be recommended at a maximum \$400,000 funding level (\$800,000 total project cost). Project total costs in excess of the required, 50-50 matching share must document local overmatch sources.

To allow for minor deviations from grant limits, the WVDO Community Advancement and Development Director reserves the right to adjust award recommendations by ten percent within any remaining unobligated fund balance during a funding cycle. Units of government may submit more than one application at different funding levels to improve their competitive position or phase part of a comprehensive park development plan, however each project must be functionally complete and not dependent on subsequent funding to become operational. No community will be recommended for more than one grant award.

SUBMISSIONS: Design development, detailed budgeting and financing, public engagement and National Park Service form requirements need to be finished within a four-month period. Complete, single applications must be postmarked to the WVDO on or before April 15, 2018. Electronic submissions are allowed and encouraged before the submission deadline to allow the WVDO staff to advise and recommend any changes or additions necessary to have a complete or eligible application. Early contact helps establish the eligibility of the project sponsor, project and site as well as any major details for a potential grant application. Please call John McGarrity or James Bush of our staff at 304.558.2234 or by email to john.r.mcgarrrity@wv.gov or james.e.bush@wv.gov for further references and information.

NPS Environmental Screening Forms (ESF) with a 01/31/2020 Expiration Date are available for download from the Park Service's website [nps.gov/subjects/lwcf/lwcf-forms] to include with State LWCF forms from the WVDO website [wvcommerce.org/people]. Besides the general, community core recommendations described here, our Open Project Selection Process (OPSP) evaluates projects according to a number of criteria including the following: originality with respect to concept and use of other resources, the applicant's park history including any deferred maintenance, any parkland conversions issues, any lack of progress with prior or current construction, any competition of the project proposal with the private sector, the project sponsor's handicapped access compliance, and the merits of the project's design as it relates to its completeness, quality, and readiness to be bid. Major application errors and omissions include: lack of detailed budgets, lack of documented match, lack of SHPO or other environmental clearance, lack of UASFLA-qualified appraisals on projects including land acquisition, land acquisition without development, and /or missing narratives from ESF or State application sections dealing with a project's description, justification or collaborations.