

REQUEST FOR PROPOSALS
CONSULTING SERVICES
COMPREHENSIVE PLAN UPDATE



City of Wheeling, West Virginia
Building and Planning Department 1500 Chapline Street
Wheeling, WV 26003
304-234-3601
<https://www.wheelingwv.gov/>

**ANSWERS TO WRITTEN QUESTIONS RECEIVED
BY 10 A.M. ON 30 JUN 2023**

POSTED BY NOON ON 06 JUL 2023 AT:

<https://www.wheelingwv.gov/departments/buildingandplanning/planning-commission>

Question 1 Was a consultant hired to develop the 2014 Envision Wheeling Comp Plan? Who was that consultant?

Response Yes, the City of Wheeling competitively procured consulting services to prepare the 2014 Envision Wheeling Comprehensive Plan. The consulting team included Compass Point Planning, E.L. Robinson Engineering, and MindMixer [see Page 4 “Acknowledgements” of the [2014 Envision Wheeling Comprehensive Plan](#)].

Question 2 Has the city made significant progress toward goals laid out in the 2014 Plan? How has that progress been measured?

Response Although the 2014 Envision Wheeling Comprehensive Plan recommended the formation of an Implementation Committee responsible for overseeing and monitoring the Plan and Working Groups to lead efforts on certain Plan recommended strategies, there has been a lack of overall tracking and measurement of progress due to limited resources, staffing, and turnover.

Section 3.05.01 of the RFP provides that, “The selected Offeror will review the current Plan and identify relevant sections and/or elements that should remain, be revised, or be removed. The review should include recognition of deficiencies of the current Plan and identification of elements that should be incorporated into the Plan Update.”

Question 3 Does the City expect to highlight new or emerging opportunities and challenges elevated by the pandemic?

Response The pandemic has affected all aspects of community planning from housing affordability and availability, employment, the cost and access to capital, emerging economies, education, healthcare, etc. The City of Wheeling recognizes the need to explore and highlight pandemic driven challenges and opportunities as it plans for its future.

Question 4 The RFP indicates that “particular attention shall be paid to ensuring adequate housing diversity and densities.” Does the city expect a formal Housing Assessment as part of this project?

Response Please refer to the [2014 Envision Wheeling Comprehensive Plan](#) and [West Virginia State Code §8A-3](#) for insight and guidance on the level of assessment for the City of Wheeling’s current and future housing opportunities and constraints.

Question 5 Have any previous housing studies been completed for the city and/or county? When were those studies completed?

Response Neither the City of Wheeling nor the Wheeling Housing Authority recently commissioned a housing study and are not aware of any current housing market analyses available in the public domain.

Question 6 **The RFP indicates an allocation of \$100,000 in FY 2023 General Fund for this project. Will the City have access to any additional funds, if necessary, to complete the project?**

Response The City of Wheeling operates on a 01 JUL Fiscal Year start date. This assignment is anticipated to extend into FY 2024. Although additional resources may be allocated to this assignment, Offerors are expected to recognize and observe the \$100,000 project budget identified in Section 3.02.02 of this RFP when preparing proposals.

Question 7 **The RFP requests “maps, plats, charts and/or descriptive material presenting basic information on the land.” What level of detail do you expect as part of these resources?**

Response The level of detail expected should support the Offeror’s innovative and inclusive visioning, engagement, and participation scheme discussed in Section 3.05.02 of this RFP in terms of effective presentation, communication, education, and engagement. Planning for final deliverables should include hard copy and digital mapping, charts, etc. and GIS shapefiles the Offeror assembles and/or creates. Please refer to the [2014 Envision Wheeling Comprehensive Plan](#) for the approach used to prepare the current Comprehensive Plan. The means and methods of developing, organizing, and presenting illustrative mapping, visual aids, and similar materials have advanced over the past decade and Offerors are expected to utilize current trends and best practices accordingly.

Question 8 **The RFP outlines a meeting approach that includes no less than 8 meetings. Does the city expect these meetings to take place in person, virtually, or a combination?**

Response Offerors are encouraged to utilize current best practices in this area when preparing innovative and inclusive visioning, engagement, and participation schemes discussed in Section 3.05.02 of this RFP. Most, if not all the four (4) community engagement meetings, two (2) open house style meetings, and two (2) public hearings discussed in Section 3.05.02.02 of this RFP are anticipated to be in person. Please note, the final scope of work, to include the number and style of meetings, will be negotiated with the selected Offeror prior to contract authorization.

Question 9 **The RFP requests Preliminary Planning & Zoning Code Diagnostic and Strategic Approach. Can you confirm that the city seeks an approach to conducting this work independent of the Comp Plan update project? That is, work to be performed by the city at a later date.**

Response As noted in Section 3.05.07 of this RFP, the City of Wheeling recognizes its Planning & Zoning Code [zoning ordinance and subdivision ordinance] requires significant revisions if not total rewrites. Under the assignment outlined in this RFP, Offerors are expected to include in their proposals the preparation of a Preliminary Diagnostic and Strategic Approach Report. Zoning Ordinance and/or Subdivision Ordinance amendments, although informed by the Preliminary Diagnostic and Strategic Approach Report deliverable, will be undertaken separately from the Comprehensive Plan Update assignment under this RFP.

Question 10 Can the City provide office space for the consultant?

Response No. Space within the City-County Building is extremely limited, and costs associated with securing temporary office space should not be included in the Cost Proposal submitted to the City under this RFP.

Question 11 Will city leadership be available to conduct a tour of the city?

Response As discussed in Section 5.01.02 of this RFP, the Evaluation Committee will consider, upon request, arranging a site visit with Offerors selected for interviews.

Question 12 Will the city provide contact information and meeting space for community engagement?

Response Yes. City Administration and Building and Planning Department staff will assist in identifying and securing venues for community engagement exercises and public meetings.

Question 13 Who will be the main contact for the project?

Response Brenda "BJ" Delbert, Director
Building and Planning Department
City of Wheeling, WV

Question 14 The RFP estimates a project period of 14 months (Sept 2023 – November 2024). Is the city open to an expedited timeline, i.e., 9 months?

Response Yes. As mandated by WV State Code §8A-3-11, the City is obligated to review its comprehensive plan and make updates at least once every ten (10) years. Because the current Comprehensive Plan was adopted in 2014, the assignment under this RFP must be completed not later than 15 NOV 2024 as noted in Section 1.06 of this RFP. Completing the assignment sooner is acceptable, provided sufficient time is provided for innovative, inclusive, and meaningful community engagement and public education.

Question 15 Are there certain areas where the City wants to focus on more as part of this update? For example, if the process leads to a determination that a majority of the 2014 Plan continues to be relevant, that there would be a desire to get into more detailed planning for things like parks and recreation or perhaps a special development/redevelopment area in the city?

Response The Wheeling Planning Commission's ad-hoc Comprehensive Plan Update Steering Committee will guide and provide direction to the selected Offeror in this area should it be determined by the selected Offeror and the Steering Committee that a majority of the 2014 Envision Wheeling Comprehensive Plan remains relevant.

However, this question will be presented to the Wheeling Planning Commission and its input provided to Offerors selected for interviews and either explored during the interview process and/or during final scope of work negotiations.