

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/>

RFP Issued..... THU, 15 JUN 2023
Deadline for Written Questions FRI, 30 JUN 2023
10 a.m. prevailing time
Answers to Written Questions Published Online THU, 06 JUL 2023
Proposals Due THU, 13 JUL 2023
at 2 p.m. prevailing time

RFP can be accessed via the internet at:
<https://www.wheelingwv.gov/bids>

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Additional information can be obtained through the following website links:

1. RFP for Consulting Services – Comprehensive Plan Update:
<https://www.wheelingwv.gov/bids>
2. 2014 Envision Wheeling Comprehensive Plan:
<https://www.wheelingwv.gov/comprehensive-plan>
3. City of Wheeling Planning & Zoning Code:
https://codelibrary.amlegal.com/codes/wheeling/latest/wheeling_wv/0-0-0-19244
4. City of Wheeling Zoning Map:
<https://www.wheelingwv.gov/gis-map>
5. Community Information & Demographics:
<https://www.census.gov/quickfacts/wheelingcitywestvirginia>

**ADVERTISEMENT FOR REQUEST FOR PROPOSALS
CITY OF WHEELING, WEST VIRGINIA
UPDATE TO THE 2014 ENVISION WHEELING COMPREHENSIVE PLAN**

The City of Wheeling, West Virginia is soliciting qualified consulting firms and/or teams to submit Proposals to review and prepare an update of the 2014 Envision Wheeling Comprehensive Plan in accordance with West Virginia State Code §8A-3. The full RFP for Consulting Services is available at <https://www.wheelingwv.gov/bids>.

The City of Wheeling's RFP includes a description of the services to be provided by respondents; the minimum content of proposals; proposal submission requirements; the factors to be used to evaluate the proposals; and, the RFP schedule.

The selected consulting firm or team will lead the City's Planning Commission and support staff in making comprehensive surveys and studies of the existing conditions and services and probable future changes of such conditions and services within the City of Wheeling. The Update will state the community's goals and policies regarding its future in terms of commercial vitality, residential and multifamily housing, open space, community facilities and services, and infrastructure. It is the City's objective to Update the 2014 Envision Wheeling Comprehensive Plan rather than starting anew. The selected Offeror will review the current Plan and identify relevant sections and/or elements that should remain, be revised, or be removed. This review should include recognition of deficiencies of the current Plan and identification of elements that should be incorporated into the Plan Update. The Update will serve as a guide for orderly growth and change and provide a rational basis for future planning and zoning decisions.

Technical proposals must be submitted electronically to the City of Wheeling online at <https://www.wheelingwv.gov/bids> no later than 2 p.m., prevailing time, on July 13, 2023. Technical proposals submitted via hardcopy, facsimile, or email will not be accepted. Sealed cost proposals must be submitted by the same time/date deadline in hardcopy to the Building and Planning Department, ATTN: BJ Delbert, Director, City of Wheeling, 1500 Chapline Street, Wheeling, WV 26003.

In order to ensure a fair and objective RFP process and evaluation, all questions and inquiries related to this RFP shall be addressed in writing to BJ Delbert, Director of Building and Planning by email to bdelbert@wheelingwv.gov. The deadline for written questions and inquiries is June 30, 2023 by 10 a.m., prevailing time. All questions and answers will be posted on the City's website <https://www.wheelingwv.gov/departments/buildingandplanning/planning-commission> by 12 p.m., prevailing time, on July 6, 2023.

The City of Wheeling reserves the right to waive any informalities and technicalities and to accept the Proposal considered most advantageous in order to obtain the best value for the City. The City reserves the right to reject any or all Proposals and the right, in its sole discretion, to accept the Proposals it considers most favorable to the City's interest. The City further reserves the right to reject all responses and seek new responses when such procedure is deemed reasonable and in its best interest.

Robert Herron, City Manager
City of Wheeling, WV

PART I – INTRODUCTION

1 Introduction.

- 1.01 Assignment.** The City of Wheeling, West Virginia is soliciting qualified consulting firms and/or teams to submit Proposals to review and prepare an update of the [2014 Envision Wheeling Comprehensive Plan](#) in accordance with West Virginia State Code §8A-3.

The selected consulting firm or team will lead the City's Planning Commission and support staff in making comprehensive surveys and studies of the existing conditions and services and probable future changes of such conditions and services within the City of Wheeling. The Update will state the community's goals and policies regarding its future in terms of commercial vitality, residential and multifamily housing, open space, community facilities and services, and infrastructure. Particular attention shall be paid to ensuring adequate housing diversity and densities and the viability of the City's non-residential districts, including our downtown, retail centers, office areas, and industrial spaces. The Update will serve as a guide for orderly growth and change and provide a rational basis for future planning and zoning decisions.

1.02 City of Wheeling, West Virginia.

Wheeling is the birthplace of West Virginia, served as the first state capitol and, with the arrival of National Road in 1818, was the primary gateway to early western expansion in the United States.

Completed in 1856, the first suspension bridge of its kind in the world was constructed in Wheeling and, until the completion of the Brooklyn Bridge, was the longest in the country. Today, it is the oldest suspension bridge still in use, though limited, and is a National Landmark. The structure is currently being rehabilitated. The Historic American Engineering Record has called the Wheeling Suspension Bridge "the most important extant antebellum civil engineering structure in North America."

With a rich history spanning more than 250 years, our city blends decades of architectural design with beautiful West Virginia scenery. Did you know that Wheeling has more Victorian-style buildings than any other city in the United States? The Wheeling Metro Area continually ranks among the safest and most affordable places to live in America.

The City of Wheeling is situated along Interstate 70 in the northern panhandle of West Virginia, less than an hour's drive from the Pittsburgh International Airport, making travel easy and convenient.

Recent years have seen a number of positive projects and developments occur. Downtown living has multiplied with the Boury Lofts and the Stone Center Lofts projects, along with future development of former Wheeling Pitt Building into loft apartments and the construction of The Doris apartments. New investment in the Health Plan's headquarters, project expansions at Williams Lea, Centre Market, Orrick, WVU Medicine-Wheeling Hospital, LaBelle Greene, and WesBanco, to name a few, have created hundreds of new jobs and millions of private sector investment while the construction of a new regional

cancer center by WVU Medicine is on the horizon. The City has also invested in its own facilities with the construction of a new Water Treatment Plant, completion of the City's Civic Arena/WesBanco Arena renovation and expansion, numerous park and playground improvements, several sewer and water system improvements, bridge re-construction, a major downtown streetscape project and the upcoming new Fire Department Headquarters Building along with the completion of the new Police Department Building renovation project. The Ohio County Board of Education is currently in the midst of over \$70 million in capital investments into every school in the Ohio County School District. All of these efforts, as well as many others, show the community's commitment to continuing to strive to make Wheeling the best City possible.

Known as the Friendly City, Wheeling has a lot to offer in the way of attractions, restaurants, culture, sports, and entertainment – there is truly something for everyone.

1.03 Compensation. After selection is made, the City Manager and the Director of Building and Planning will negotiate a not-to-exceed lump sum amount for this assignment and a reimbursement compensation schedule through the life of this assignment.

1.04 Submission.

1.04.01 Technical Proposals. Technical proposals must be submitted electronically to the City of Wheeling online at <https://www.wheelingwv.gov/bids> no later than **2 p.m., prevailing time, on July 13, 2023.** Technical proposals submitted via hardcopy, facsimile, or email will not be accepted. Technical proposals submitted electronically must be assembled in and presented as one (1) .pdf document. Multiple technical proposal files/documents will not be accepted.

1.04.02 Cost Proposals. Offerors must also submit a sealed envelope to the City of Wheeling no later than **2 p.m., prevailing time, on July 13, 2023,** addressed to:

Building and Planning Department
ATTN: BJ Delbert, Director
City of Wheeling
1500 Chapline Street
Wheeling, WV 26003

The sealed outer envelope shall contain within it the following:

1.04.02.01 The Cover Letter described in Section 4.02.01 of this RFP and the original signed Certification / Authorization / Acknowledgement Affidavit provided in Part VI of this RFP. The cover letter shall be the same as that included in the electronic submission provided in Section 1.04.01.

1.04.02.02 One (1) sealed inner envelope containing the Cost Proposal described in Section 4.03 of this RFP. This inner sealed envelope shall be marked “COST PROPOSAL” as well as the name of the Offeror.

1.05 Contacting the City. In order to ensure a fair and objective RFP process and evaluation, all questions and inquiries related to this RFP shall be addressed in writing to BJ Delbert, Director of Building and Planning by email to bdelbert@wheelingwv.gov. The deadline for written questions and inquiries is June 30, 2023 by 10 a.m. prevailing time. All questions and answers will be posted on the City’s website <https://www.wheelingwv.gov/departments/buildingandplanning/planning-commission> by 12 p.m., prevailing time, on July 6, 2023.

Contact with any City of Wheeling employee or official is prohibited without prior written consent from the Building and Planning Director. Offerors contacting any other employee(s) or official(s) without prior written consent risk elimination of their Proposals from further consideration.

1.06 Tentative Schedule. The tentative schedule for this RFP is as follows:

Release, Publication, and Web Posting of RFP	THU, 15 JUN 2023
Deadline for Written Questions	FRI, 30 JUN 2023 10 a.m. prevailing time
Answers to Questions Posted on City Website	THU, 06 JUL 2023 12 p.m. prevailing time
Proposal Submission Deadline	THU, 13 JUL 2023 2 p.m. prevailing time
Review of Proposals	week of 17 JUL 2023
Interviews (anticipated)	week of 24 JUL 2023
Scope of Work negotiation and Best and Final Offer (anticipated)	week of 31 JUL 2023
Earliest Award of Contract (anticipated) <i>requires two (2) Ordinance readings by City Council</i>	TUE, 05 SEP 2023
Contract Execution and Notice to Proceed (anticipated)	Week of 11 SEP 2023
Assignment Completion Deadline	15 NOV 2024

PART II – DEFINITIONS, TERMS, AND CONDITIONS

2 Definitions, Terms, and Conditions.

2.01 Definitions. In order to simplify and clarify the language throughout this RFP, the following definitions shall apply:

2.01.01 CITY – Same as City of Wheeling, West Virginia.

2.01.02 CITY COUNCIL – The elected officials of the City of Wheeling, West Virginia, authorized to exercise such powers and jurisdiction of all City business as conferred by the State.

2.01.03 PLANNING COMMISSION – The appointed officials of the City of Wheeling, West Virginia, authorized by WV State Code §8A-2 and Wheeling City Code Articles 151 and 1377.

2.01.04 CONTRACT – An agreement between the City of Wheeling and the selected Offeror to furnish supplies and/or services over a designated period of time during which repeated purchases are made of the commodity and/or service specified.

2.01.05 RFP – Request for Proposals.

2.01.06 OFFEROR/VENDOR/FIRM/CONSULTANT – An individual, firm, or team of individuals and/or firms offering a Proposal in response to this RFP.

2.02 Terms and Conditions.

2.02.01 Proposals.

2.02.01.01 The submitted Proposal must be received by the Building and Planning Department prior to the time and date specified in Section 1.04. The mere fact that the Proposal was dispatched will not be considered. The Offeror must ensure that the Proposal is actually delivered and received on time.

2.02.01.02 Proposals received after the date and time specified in Section 1.04 shall be returned unopened and will be considered void and unacceptable. The City is not responsible for lateness of mail carrier, etc., and time/date stamp in the Building and Planning Department shall be the official time of receipt.

2.02.01.03 Proposals cannot be altered or amended after the closing date. Alterations made before the submission deadline must be initialed by the Offeror guaranteeing authenticity. Proposals may not be withdrawn after the submission deadline and Offerors so agree upon submittal of their Proposals.

- 2.02.01.04** Proposals will be received and publicly acknowledged in City Council's Chambers at 2 p.m., prevailing time, on the date specified in Section 1.04. Offerors, their representative(s), and interested persons may be present. The Proposals received will be publicly acknowledged but not read aloud. The City will certify complete Proposals and make available a listing of same by the end of business on the date specified in Section 1.04. Proposals shall remain valid for a period of six (6) months from the date and time identified in Section 1.04.
- 2.02.01.05** By submitting a Proposal, the vendor certifies that he/she has fully read and understands this RFP and has full knowledge of the scope, quantity, and quality of the services to be furnished and intends to adhere to the provisions described herein. Failure to do so will be at the Offerors own risk, and he/she cannot secure relief on pleas or error. Neither law nor regulations make allowance for error of omission or commission on part of Vendors.
- 2.02.01.06** Any Proposal which does not contain all of the information requested in this RFP will be considered incomplete and may be rejected by the City of Wheeling.
- 2.02.01.07** The City of Wheeling is exempt from State Sales Tax and Federal Excise Tax; therefore, the contract to be negotiated with the selected vender shall not include taxes.
- 2.02.01.08** The Offeror shall furnish any additional information as the City of Wheeling may require. The City of Wheeling reserves the right to make an investigation of the qualifications of the Offeror(s) as they deem appropriate.
- 2.02.01.09** This RFP does not commit the City of Wheeling to award a contract, to pay any cost incurred in the preparation of a Proposal, or to procure or contract for services.
- 2.02.01.10** Selected Offeror(s) shall be responsible for all taxes and licenses of the City, State, and Federal authorities.

2.03 Reservations.

- 2.03.01** The City of Wheeling reserves the right to accept or reject any or all Proposals as a result of this RFP, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this RFP if found in the best interest of the City of Wheeling. All Proposals become the property of the City of Wheeling.
- 2.03.02** The City of Wheeling reserves the right to waive any informalities and technicalities and to accept the Proposal considered most advantageous in order to obtain the best value for the City. Causes for rejection of a Proposal

may include but shall not be limited to the Offeror's current violation of any City ordinance, the Offeror's current inability to satisfactorily perform the work or service, or the Offeror's previous failure to properly and timely perform its obligations under a contract with the City. Offerors may be disqualified and rejection of Proposal may be recommended for any (but not limited to) of the following causes: 1) Failure to use the RFP form(s) furnished by the City; 2) Lack of signature by an authorized representative on the Certification Form; 3) Failure to properly complete the Proposal; 4) Evidence of collusion among Offerors; or 5) Any alteration of the language contained within the RFP form(s).

2.03.03 The City reserves the right to retain all Proposals submitted and to use any idea in a Proposal regardless of whether that Proposal is selected. Submission of a Proposal indicates acceptance by the Offeror of the terms and conditions contained in this RFP, unless clearly and specifically noted in the Proposal submitted and confirmed in the contract between the City of Wheeling and the vendor selected.

2.03.04 The City of Wheeling may conduct reference checks as needed to evaluate Proposals. The City may contact those listed, and inclusion of this listing in a Proposal is agreement that the City may contact the named reference. The City reserves the right to contact other companies or individuals that can provide information to the City that will assist in evaluating the capability of the Offeror.

2.04 Reimbursements.

There is no expressed or implied obligation for the City of Wheeling to reimburse responding Offerors for any expenses incurred in preparing Proposals in response to this RFP, and the City of Wheeling will not reimburse responding Offerors for these expenses, nor will it pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

2.05 Communication.

The City of Wheeling shall not be responsible for any verbal communication between any employee of the City and any Offeror. Only written correspondence and Proposals will be considered. Communication and correspondence with the City shall be restricted as set forth in Section 1.05.

2.06 Negotiations.

During the evaluation process, the City of Wheeling reserves the right, where it may serve the City's best interest, to request additional information or clarifications from Offeror(s). At the discretion of the City, all firm(s) subject to being selected based on criteria set forth in this RFP may be requested to make oral presentations. Each Proposal must designate the person(s) who will be responsible for answering technical and contractual questions. Preliminary negotiations may be conducted with responsible Offeror(s) who submit Proposals that are reasonably susceptible of being selected. At the discretion of the City, all Offeror(s) reasonably susceptible of being selected based on criteria set forth in this

RFP may be given an opportunity to make a presentation and/or interview with the Evaluation Committee.

2.07 Disclosure.

At the public opening, there will be no disclosure of contents to competing Offerors, and all Proposals will be kept confidential during the negotiation process. The City will certify complete Proposals and make available a listing of same by the end of business on the date specified in Section 1.04. Except for trade secrets and confidential information which the Offeror identifies as proprietary, all Proposals will be open for public inspection and subject to the Freedom of Information Act (FOIA).

2.08 If Proposal results in a contract(s), the following terms and conditions will apply:

2.08.01 Offerors should be aware that the RFP and the contents of the successful Proposal will become a part of any subsequent contractual document that may arise from this RFP. In case of discrepancy between the RFP and the Offeror's Proposal, the RFP will rule.

2.08.02 The City of Wheeling will not accept any contract terms that require pre-payment for services, supplies, or equipment. Limited exceptions may be considered for operating leases or software maintenance and support agreements with prior approval of the Building and Planning Director. Software maintenance and support fees may not be assessed for any system that is not installed, operational, and available for use by the City of Wheeling.

2.08.03 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the resulting contract. All Change Orders to a contract awarded under this RFP will be made in writing by the City Manager for the City of Wheeling.

2.08.04 Should there be a change in ownership or management of the Offeror, a Contract awarded in relation to this RFP shall be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. A Contract awarded in relation to this RFP is nontransferable by either party.

2.08.05 All invoicing shall be submitted to the City of Wheeling Building and Planning Department and will be paid upon satisfactory delivery of services and billing according to the prevailing laws of the State of West Virginia.

2.08.06 Offerors are advised that all contracts are subject to all legal requirements provided in applicable City ordinances and State and Federal Statutes.

2.08.07 The Certification / Authorization / Acknowledgement Affidavit in Section VI of this RFP must be properly executed and provided with the sealed Proposal. Proposals that do not include an executed affidavit will be considered incomplete and may be rejected by the City of Wheeling.

2.08.08 The City of Wheeling operates and is funded on a fiscal year basis;

accordingly, the City of Wheeling reserves the right to terminate, without liability, any contract for which funding is not available.

2.09 Insurance and Bonds.

2.09.01 The Offeror agrees to maintain, on a primary basis, for the duration of a contract awarded in relation to this RFP, the insurance coverage and limits as described below. The Service Provider must deliver to the City a certificate(s) of insurance evidencing that such policies are in full force and effect with verification within five (5) business days of notification of the City's intent to award a contract. Failure to meet the insurance requirements and provide the required certificate(s) and any necessary endorsements within five (5) business days may cause the award to be rescinded. The City reserves the right to obtain complete, certified copies of all required insurance policies at any time.

2.09.02 The Offeror shall maintain and keep in force during the term the contract one or more policies of liability insurance written by one or more responsible insurance carrier(s), which will include protecting and indemnifying the City in the following amounts:

- a) Comprehensive General Liability – \$1,000,000 combined aggregate.
- b) Automobile Liability – \$1,000,000 combined single limit.
- c) Professional Liability (errors and omissions) - \$1,000,000 per claim.
- d) Workers Compensation

Each liability insurance policy shall name the City of Wheeling as an additional insured. The Offeror shall furnish an original counterpart of such insurance policy to the City. The Offeror shall furnish to the City appropriate certificates for such insurance which shall include a commitment by each insurance company to notify the City in writing of any material change, expiration or cancellation of the insurance policy required hereunder not less than thirty (30) days prior to such change, expiration or cancellation becoming effective. In addition to the above, the Offeror shall obtain and keep in force during the term of the contract such insurance required by any law or regulation or prudent business practices.

2.10 Damage and Indemnity.

The Offeror assumes full responsibility for any and all damages caused by Provider's exercise of its activities as authorized. Offeror agrees that it will at all times protect, defend, and indemnify and hold harmless the City, its officers, agents, employees, tenants, and their successors and assigns from and against all liabilities, losses, claims, demands, actions, and court costs (including reasonable attorneys' fees), arising from or growing out of loss or damage to property or injury to or death to any persons resulting in any manner from the actions or failure to act of the Offeror or any invitees, guests, agents, employees, or subcontractors of the Offeror, whether brought by any of such persons or any other person arising from the Offeror's activities as authorized. The Offeror shall promptly pay to the City, its successors or assigns, the full amount of any

such costs, loss or damage which the City, its successors or assigns may sustain or incur, or for which the City, its successors or assigns, may become liable.

2.11 Addenda.

2.11.01 In the event of a needed change in the published RFP documents, it is understood that all the foregoing terms and conditions and all performance requirements will apply to any published addendum.

2.11.02 All published addenda shall be signed and included with the Offeror's response package as acknowledgement of the addenda. Offerors are responsible for obtaining all published addenda from the City of Wheeling Building and Planning Department or by downloading these documents from the City's website. The City assumes no responsibility for the Offeror's failure to obtain and/or properly submit any addendum. Failure to acknowledge and submit any addenda may be cause for an Offeror's Proposal to be rejected and the City's decision to accept or reject same shall be final.

PART III – ANTICIPATED SCOPE OF WORK

3 Anticipated Scope of Work.

The City of Wheeling, West Virginia is soliciting qualified consulting firms and/or teams to submit Proposals to review and prepare an update of the [2014 Envision Wheeling Comprehensive Plan](#) in accordance with West Virginia State Code §8A-3.

The selected consulting firm or team will lead the City’s Planning Commission and support staff in making comprehensive surveys and studies of the existing conditions and services and probable future changes of such conditions and services within the City of Wheeling. The Update will state the community’s goals and policies regarding its future in terms of commercial vitality, residential and multifamily housing, open space, community facilities and services, and infrastructure. Particular attention shall be paid to ensuring adequate housing diversity and densities and the viability of the City’s non-residential districts, including our downtown, retail centers, office areas, and industrial spaces. The Update should serve as a guide for orderly growth and change and provide a rational basis for future planning and zoning decisions.

3.01 Background of Wheeling Comprehensive Plan.

Envision Wheeling is the City of Wheeling’s comprehensive planning effort that began in late 2013 and established a vision for the City’s future. The purpose of the Envision Wheeling was to serve as a long-term planning tool that identified the city’s policies and strategies related to the physical, economic, and social development of Wheeling. The Plan attempted to balance quality of life, livability, economic health, prosperity, private property needs, and public fiscal responsibility through a consensus building process that allowed the public to assist in directing how Wheeling should grow through the following decade.

The City of Wheeling seeks to update the 2014 Envision Wheeling Comprehensive Plan rather than starting anew. A number of the Envision Wheeling strategies remain relevant, but need to be reviewed, evaluated, and augmented with current comprehensive surveys and studies of existing conditions and services, meaningful community engagement, and adjusted to probable future changes of such conditions and services over the next 10 to 20 years.

3.02 Project Overview.

3.02.01 City leadership and the Wheeling Planning Commission have developed the general scope of work for the Comprehensive Plan Update. An ad-hoc Comprehensive Plan Update Steering Committee, selected by the Planning Commission, will be formed, and will represent a cross-section of City residents, key stakeholders, professional groups, members of various City boards and commissions, and professional staff. The Steering Committee will provide direction to the selected Offeror.

3.02.02 The City of Wheeling has allocated \$100,000 in FY 2023 General Fund to the completion of this Comprehensive Plan Update assignment.

- 3.02.03** As set forth in WV State Code §8A-3-4, the comprehensive plan update is a written statement on present and future land use and development patterns consisting of descriptive materials, including text, graphics and maps, covering the objectives, principles and guidelines for the orderly and balanced present and future economic, social, physical, environmental and fiscal development of the City of Wheeling.
- 3.02.04** A comprehensive plan update must meet the following WV State Code objectives:
- a) A statement of goals and objectives for City Council, concerning its present and future land development;
 - b) A timeline on how to meet short and long-range goals and objectives;
 - c) An action plan setting forth implementation strategies;
 - d) Recommend to City Council a financial program for goals and objectives that need public financing;
 - e) A statement of recommendations concerning future land use and development policies that are consistent with the goals and objectives set forth in the comprehensive plan update;
 - f) A program to encourage regional planning, coordination and cooperation with other governing bodies, units of government and planning commissions; and
 - g) Maps, plats, charts and/or descriptive material presenting basic information on the land included in the comprehensive plan update, including present and future uses.

3.03 Mandatory Components of the Comprehensive Plan Update.

The Comprehensive Plan Update must include under WV State Code, but is not limited to, the following components:

- 3.03.01 Land Use.** Designate the current, and set goals and programs for the proposed general distribution, location, and suitable uses of land, including, but not limited to:
- a) Residential, commercial, industrial, agricultural, recreational, educational, public, historic, conservation, transportation, infrastructure or any other use of land;
 - b) Population density and building intensity standards;
 - c) Growth and/or decline management;
 - d) Projected population growth or decline; and
 - e) Constraints to development, including identifying flood-prone and subsidence areas.
- 3.03.02 Housing.** Set goals, plans and programs to meet the housing needs for current and anticipated future residents of the City of Wheeling, including,

but not limited to:

- a) Analyzing projected housing needs and the different types of housing needed, including affordable housing and universally designed housing accessible to persons with disabilities;
- b) Identifying the number of projected necessary housing units and sufficient land needed for all housing needs;
- c) Addressing substandard housing;
- d) Rehabilitating and improving existing housing; and
- e) Adaptive reuse of buildings into housing.

3.03.03 Transportation. Consistent with the comprehensive plan update's land use component and with Bel-O-Mar's current Metropolitan Transportation Plan (MTP), identify the type, location, programs, goals and plans to meet the intermodal transportation needs of the jurisdiction, including, but not limited to:

- a) Vehicular, transit, air, port, railroad, river and any other mode of transportation system;
- b) Movement of traffic and parking;
- c) Pedestrian and bicycle systems; and
- d) Intermodal transportation.

3.03.04 Infrastructure. Designate the current, and set goals, plans and programs, for the proposed locations, capabilities and capacities of all utilities, essential utilities and equipment, infrastructure and facilities to meet the needs of current and anticipated future residents of the City of Wheeling.

3.03.05 Public Services. Set goals, plans and programs, to ensure public safety, and meet the medical, cultural, historical, community, social, educational and disaster needs of the current and anticipated future residents of the City of Wheeling.

3.03.06 Rural. Consistent with the comprehensive plan update's land use component, identify land that is not intended for urban growth and set goals, plans and programs for growth and/or decline management in the designated rural areas.

3.03.07 Recreation. Consistent with the comprehensive plan update's land use component, identify land, and set goals, plans and programs for recreational and tourism use in the City of Wheeling.

3.03.08 Economic Development. Establish goals, policies, objectives, provisions and guidelines for economic growth and vitality for current and anticipated future residents of the City of Wheeling, including, but not limited to:

- a) Opportunities, strengths and weaknesses of the local economy and

workforce;

- b) Identifying and designating economic development sites and/or sectors for the area; and
- c) Type of economic development sought, correlated to the present and projected employment needs and utilization of residents in the area.

3.03.09 Community Design. Consistent with the comprehensive plan update’s land use component, set goals, plans and programs to promote a sense of community, character and identity.

3.03.10 Preferred development areas. Consistent with the comprehensive plan update’s land use component, identify areas where incentives may be used to encourage development, infill development or redevelopment in order to promote well designed and coordinated communities and prevent sprawl.

3.03.11 Renewal and/or redevelopment. Consistent with the comprehensive plan update’s land use component, identify slums and other blighted areas and set goals, plans and programs for the elimination of such slums and blighted areas and for community renewal, revitalization and/or redevelopment.

3.03.12 Financing. Recommend to City Council short- and long-term financing plans to meet the goals, objectives and components of the comprehensive plan update.

3.03.13 Historic Preservation. Identify historical, scenic, archaeological, architectural or similar significant lands or buildings, and specify preservation plans and programs so as not to unnecessarily destroy the past development which may make a viable and affordable contribution in the future.

3.04 Optional Components of the Comprehensive Plan Update.

The comprehensive plan update may include, but is not limited to, the following components, which will be negotiated with the selected Offeror:

3.04.01 History. An analysis of the history of the area to better provide for the future.

3.04.02 Environmental. Recommend programs where appropriate to appropriate regulatory agencies to protect the area from all types of pollution and promote a healthy environment.

3.04.03 Tourism. Recommend programs to promote tourism and cultural and heritage development in the area.

3.04.04 Conservation. Recommend programs to conserve and protect wildlife, natural habitats, sensitive natural areas, green spaces and direct access to sunlight.

3.04.05 Safety. Recommend public safety programs to educate and protect the public from disasters, both natural and man-made.

3.04.06 Natural Resources Use. Identify areas for natural resources use in an urban area.

3.05 Scope of Work.

Although City staff will finalize the scope of work with the selected Offeror prior to contract authorization, the following shall be viewed as the parameters within which the selected Offeror will be expected to manage this assignment and complete Plan Update tasks. The City and the Evaluation Committee are open to suggestions other than those items listed below which the Offeror believes will be of value. However, a clear and compelling explanation of alternate tasks must be addressed in the Offeror's Proposal, if proposed.

3.05.01 Current Comprehensive Plan Update Analysis. It is the City's objective to Update the 2014 Envision Wheeling Comprehensive Plan rather than starting anew. The selected Offeror will review the current Plan and identify relevant sections and/or elements that should remain, be revised, or be removed. This review should include recognition of deficiencies of the current Plan and identification of elements that should be incorporated into the Plan Update.

3.05.02 Innovative and Inclusive Visioning, Engagement and Participation Scheme.

3.05.02.01 Scheme. The City seeks to incorporate current best practice methods of collecting and organizing resident and stakeholder contributions. Offerors are expected to employ inclusive and meaningful engagement strategies to effectively undertake the comprehensive planning process and the development of a final product. Proposals must address either a contemplated schematic outline or a collection of potential strategies the firm/team has recently and successfully employed.

3.05.02.02 Meetings. Although the number and type of meetings (face-to-face, virtual, group, one-on-one, etc.) will be negotiated as a part of the final scope of work, the following should be considered a guide for Offerors in exploring this assignment's meeting approach when preparing Proposals.

- a) Visioning and/or charrette sessions to include City staff, the Steering Committee, residents, and stakeholders, the number of which must be determined.
- b) Minimum of four (4) community engagement meetings.
- c) Minimum of two (2) open house style meetings.
- d) Minimum of two (2) public hearings to include final presentation to the Planning Commission and to City Council.

3.05.03 Community Profile – Existing Conditions Analysis. The selected Offeror will analyze and report on the City's strengths, weaknesses, opportunities, and challenges across at least the mandatory components outlined in Section

3.03 and generally organized in the following areas:

3.05.03.01 Neighborhoods (residential, commercial nodes, downtown, etc.)

3.05.03.02 Existing Land Use

3.05.03.03 Natural Resources

3.05.03.04 Vacant Land

3.05.03.05 Historic Resources

3.05.03.06 Population and Household

3.05.03.07 Housing

3.05.03.08 Economy

3.05.03.09 Transportation, Public Facilities, and Infrastructure

3.05.04 **Coordination with Existing City and Regional Plans.** To avoid duplicative effort and redundancy and to ensure the Plan Update’s comprehensive utility and longevity, the selected Offeror will be expected to identify, review, and incorporate goals, objectives, and initiatives identified and prioritized in various city and regional plans including, but not limited to long-range transportation, public transit, economic development, educational facilities, parks and recreation, historic preservation, etc.

3.05.05 **Community Vision and Assessment.** Through the collection and organization of resident and stakeholder contributions, the selected Offeror will prepare a community vision and assessment generally organized in the following areas:

3.05.05.01 Community Vision

3.05.05.02 Community Initiatives and Goals

3.05.05.03 Community Assessment

3.05.06 **Implementation Plan.** The Comprehensive Plan Update must include practical implementation strategies that identify short- and long-term prioritized action items (i.e., high, medium, and low). In addition to an explanation of the Plan implementation tasks, the Plan must include a summary list in matrix form with associated information on the priority of the strategies, plan initiatives they support, and identification of entities responsible for strategy/task initiation and completion.

3.05.07 **Preliminary Planning & Zoning Code Diagnosis and Strategic Approach.** The City of Wheeling recognizes its Planning & Zoning Code requires significant revisions if not a total rewrite. As part of the Implementation Plan, the selected Offeror will prepare a Preliminary Diagnostic and Strategic Approach Report concerning the City’s current Planning & Zoning Code.

PART IV – PROPOSAL FORMAT & CONTENT REQUIREMENTS

4 Proposal Format & Content Requirements.

4.01 Requirements.

The following instructions describe the form in which Proposals must be submitted. Proposal documents should provide a straightforward, concise description of the Offeror's capabilities to complete the assignment identified in this RFP. Emphasis should be on completeness, clarity of content, and conveyance of the information requested by the City of Wheeling. The requirements stated do not preclude Offerors herein from furnishing additional reports, functions, and costs as deemed appropriate.

See Section 1.04 of this RFP for proposal submission directions, including online submittal of the Technical Proposal and hardcopy submission of the cover letter, signed Certification/Authorization/ Acknowledgement Affidavit provided in Part VI of this RFP, and the sealed Cost Proposal.

Failure to submit the Proposal in the manner prescribed may cause the Proposal to be rejected.

4.02 Organization of Technical Proposal.

Responses to the following items will be used for Proposal evaluation. Proposals which do not contain responses to each of the required items will be considered incomplete and may be rejected. To aid in the comparative evaluation of Proposals, please include responses to each of the following in the order in which they appear below separated by a cover sheet and tab (hard copy version).

4.02.01 **COVER LETTER.** (3 page maximum)

This letter will summarize in a brief and concise manner the firm's understanding of the Scope of Work. The letter must name all persons authorized to represent the firm/team, and include the titles, addresses and telephone numbers of such persons.

4.02.02 **TECHNICAL EXPERIENCE.** (5 page maximum)

Detail no fewer than three (3) example projects (1 page maximum for each example) that best illustrate the firm's/team's ability to provide the requested services. Explain how these assignments are similar to this request and similar to Wheeling's size and provenance, and what the anticipated differences might be. Provide client reference names, telephone numbers, and email addresses. If deliverables are available online to view, include related URLs.

4.02.03 SCOPE OF SERVICES.

4.02.03.01 Statement of Understanding.
(2 page maximum)

4.02.03.02 Statements of Approach and Methodology.
(20 page maximum)

Statements of Approach and Methodology to complete the assignment under this RFP, particularly the following tasks further explained in Section 3.05 (3 page maximum per listed task and proposed task, if applicable).

- a) Current Comprehensive Plan Update Analysis
- b) Innovative and Inclusive Visioning, Engagement, and Participation Scheme
- c) Community Profile – Existing Conditions Analysis
- d) Coordination with Existing City and Regional Plans
- e) Community Vision and Assessment
- f) Implementation Plan
- g) Preliminary Planning & Zoning Code Diagnostic and Strategic Approach

4.02.03.03 Work Schedule and Proposed Timeline.
(2 page maximum)

4.02.04 ORGANIZATION/TEAM PROFILE AND QUALIFICATIONS.
(10 page maximum)

4.02.05 QUALIFICATIONS OF KEY PERSONNEL.
(1 page maximum per person)

4.02.06 STATEMENT OF FAMILIARITY WITH WHEELING, THE NORTHERN PANHANDLE OHIO VALLEY REGION, AND WEST VIRGINIA STATE PLANNING ENABLING LAW.
(2 page maximum)

4.02.07 COMPLETED CERTIFICATION / AUTHORIZATION / ACKNOWLEDGMENT AFFIDAVIT
(see Part VI of this RFP).

4.03 Organization of Cost Proposal.

Cost Proposals shall be submitted in a **sealed envelope** as described in Section 1.04.02 of this RFP and include the following:

- 4.03.01** A schedule of fees broken down by work task itemized in Section 4.02.03.02 of this RFP and further explained in Section 3.05 of this RFP and an estimation of hours associated to each work task;
- 4.03.02** Hourly rates for project personnel to be used as the basis for payment;
- 4.03.03** Total estimated cost for work described in this RFP; and
- 4.03.04** List of anticipated deliverables including type (hard copy, digital, data, shapefiles, etc.).

PART V – EVALUATION CRITERIA AND PROCESS

5 Evaluation Criteria and Process.

5.01 Evaluation Process.

5.01.01 Administrative Review of Proposals.

All proposals received will be reviewed to ensure that all administrative requirements of the RFP package have been met by the Offerors. Each Proposal will be reviewed to ensure that the Offeror submitted a separately packaged cost proposal and technical proposal, that only technical information is included in the technical proposal and only cost information is included in the cost proposal, and that all documents requiring a signature have been signed. Proposals failing to meet these requirements or to include all the required statements and affirmations may be automatically rejected as not being responsive. All technical proposals that meet the administrative requirements will then be forwarded to the technical evaluation team members for further evaluation.

5.01.02 Evaluation Committee

The Evaluation Committee will review all proposals received and determine a ranking. Additionally, the Committee may, in its sole discretion and in the course of its evaluation, request additional information in writing, hold additional in-person or virtual interviews, arrange a site visit, or request presentations/demonstrations with one or more selected Offerors.

5.01.03 Evaluation of Qualifications

The criteria for evaluating the qualifications and selecting a consultant will include but not be limited to:

5.01.03.01 The responsiveness of the Offeror, and completeness and compliance with the terms of this RFP.

5.01.03.02 The Offeror's specific approach to the assignment. Although the City has identified the general nature of services required, the consultant is encouraged to provide an innovative approach and methodology to provide the requested services.

5.01.03.03 Capabilities and previous experience in comparable projects of this type, and the specialized experience and technical competence of the Offeror to adequately engage the public.

5.01.03.04 Past record of performance on contracts with other governmental agencies, including such factors as quality of work, controls of costs, letters of recommendation from past clients, and ability to meet established schedules.

5.01.03.05 Capacity of the personnel to perform the work in a timely manner.

5.01.03.06 Qualifications of individuals who will have direct involvement in tasks on this assignment.

5.01.04 The Evaluation Committee will use the following weighted average formula to initially rank Proposals.

CRITERIA	VALUE (%)
TECHNICAL EXPERIENCE	20
SCOPE OF SERVICES	45
Understanding	<i>10</i>
Approach and Methodology	<i>10</i>
Innovative and Inclusive Visioning, Engagement, and Participation Scheme	<i>10</i>
Preliminary Planning & Zoning Code Diagnostic and Strategic Approach	<i>5</i>
Work Schedule and Proposed Timeline	<i>10</i>
ORGANIZATION/TEAM PROFILE AND QUALIFICATIONS	10
QUALIFICATIONS OF KEY PERSONNEL	10
FAMILIARITY WITH WHEELING, THE NORTHERN PANHANDLE OHIO VALLEY REGION, AND WEST VIRGINIA STATE PLANNING ENABLING LAW	5
COST PROPOSAL	10
TOTAL	100

5.02 Consulting Teams.

Consultants may contract with subconsultants to form a consulting team on the Plan Update, but a lead consultant must be identified and must take responsibility of all work, progress, and deliverables. The City reserves the right to request substitution of firms. A response to this RFP should not be deemed to be construed as a contract or an indication of a commitment of any kind on the part of the City of Wheeling.

5.03 Negotiation.

Upon review of the responses to this RFP, City staff and the Evaluation Committee will prepare a short list of consultants they may wish to interview. A firm will be selected for recommendation to the City Manager for the purpose of negotiating contract terms, including a fair and reasonable price. If a satisfactory contract cannot be negotiated with that firm/team, the City shall formally end negotiations with that firm/team and select the next most favored Offeror and attempt to negotiate with that firm/team.

The City reserves the right to request additional information from individual Offerors submitting Proposals. All responses are considered public records; each page deemed proprietary and confidential must be marked as such, but the final interpretation of public information will rest with the City Solicitor

The City reserves the right to reject any or all Proposals and the right, in its sole discretion, to accept the Proposals it considers most favorable to the City's interest.

The City further reserves the right to reject all responses and seek new responses when such procedure is deemed reasonable and in its best interest.

5.04 Best and Final Offer.

The City Manager will, if one or more Proposals are selected, issue a written request for best and final not-to-exceed offer. The request shall set forth the date, time, and place for the submission of best and final offer. At any point in the negotiation process, the City Manager may, at his/her discretion, terminate negotiations with any and all Offerors.

5.05 Award of Contract.

No guarantee is made by the City that any action or contract(s) will be issued as a function of this RFP and its responses, if any. Award of contract(s) shall be made to and negotiated with the responsible Offeror whose Proposal is determined to be the most advantageous for the City, taking into account all of the evaluation factors set forth in this RFP. The City of Wheeling reserves the right to reject any and all Proposals submitted in response to this RFP.

Award of contract(s) by the City Manager must first be authorized by City Council at regular or special meeting.

5.06 Method of Compensation.

Upon selection, the consultant will provide the necessary information for and a draft contract to the City. The contract with the selected consultant is to be for a not-to-exceed amount for Comprehensive Plan Update services, as described herein, with reimbursement upon completion of agreed upon components of work, with a fee schedule for the remainder of requested services. The Director of Building and Planning and the Director of Finance and/or their respective designees will review and approve for payment all invoices submitted by the consultant under the contract.

