

**Request for Statement of Qualifications for
Riverfront Master Plan Services**

**City of Charleston
Downtown Riverfront**

Danny Jones, Mayor

January 2005

Questions pertaining to this request should be directed to:

**David Molgaard, City Manager
(304) 348-8014**

david.molgaard@cityofcharleston.org

or

**Susie Salisbury, Charleston Area Alliance
(304) 345-1738**

susie@crewv.org

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I. Introduction

The City of Charleston, West Virginia (City) is in the process of procuring a consultant to provide a master plan for the redevelopment of the riverfront located in downtown Charleston. The site is located on the north side of the Kanawha River, between the 35th Street Bridge and Magic Island. The procurement process complies with requirements established by State Code.

The tentative schedule for award of the project is provided in the following table:

TENTATIVE SCHEDULE

Description	Date
Advertisement for Statement of Qualifications	Wednesday, February 2, 2005 Wednesday, February 9, 2005
Pre-Submittal Meeting	Wednesday, February 16, 2005, 9:00 am Charleston City Hall, Mayor's Conference Room, 501 Virginia Street E 2 nd floor, Charleston, WV 25301
Statement of Qualifications Due	Thursday, March 3, 2005, 2:00 pm, Charleston City Hall, City Manager's Office, 501 Virginia Street East #101, Charleston, WV, 25301
Notify Top Firms	Thursday, March 10, 2005
Presentation by Top Firms	Thursday, March 17, 2005
Recommendation to City Council	Monday, April 4, 2005

LEGAL ADVERTISEMENT

Request for Statement of Qualifications for Riverfront Master Planning Services

The City of Charleston
Downtown Riverfront
January 2005

The city of Charleston will receive Statements of Qualification for an architectural, engineering and planning firm(s) to prepare a master plan for the redevelopment of the downtown Charleston Riverfront.

The following services, at a minimum, shall be required for this project: perform architectural and landscape design studies, develop a master concept plan for review by the public, develop a final master conceptual plan including a recommended listing of projects, mapping, visual renderings, project cost estimates, identification of financial resources for project development and a timeline for project implementation.

An optional, pre-submittal meeting will be held on Wednesday, February 16, 2005, 9:00 am in the Mayor's Conference Room Charleston City Hall, 501 Virginia Street East, Charleston, West Virginia. The purpose of the meeting is to answer questions related to the requested Statement of Qualifications.

Those interested in responding to this RFQ, should request a complete packet from David Molgaard at (304) 348-8014 or Susie Salisbury at (304) 345-1738. Scaled envelopes containing five (5) copies of the Statement of Qualifications shall be received by the City of Charleston, 501 Virginia Street East, Charleston, West Virginia, 25301, by Thursday, March 3, 2005 at 2:00 pm. Mark the outside of the RFQ envelope with "Riverfront Qualifications".

II. Anticipated Services

Experienced, qualified consulting firms should submit a Statement of Qualifications to provide the following major services for the development of a comprehensive riverfront master plan:

1. Review and evaluate existing information (including current available public input, past plans, etc.).

2. Perform landscape and architectural design services and conduct traffic studies and analysis.
3. Develop a project listing and cost estimate.
4. Provide visual project renderings and full mapping.
5. Provide recommended resources for project implementation.
6. Provide a recommended timeline for implementation.

III. Information Required for Statement of Qualifications

The Statement of Qualifications should, at a minimum, contain the following information:

1. Cover sheet containing the company name, contact person name and title, address, telephone and fax numbers, and eMail address.
2. **Brief** description of the firm and its history.
3. Description of the design team and detailed resumes of **key** personnel. Include experience with **similar** projects and the location of the office from which the work will be performed.
4. Description of **comparable** projects performed by the firm.
5. Anticipated **concepts** and proposed methods of approach to the project.
6. Three (3) references for work previously performed by the planning & design firm. Provide contact person name, title, and telephone number. Emphasis will be given to comparable projects.
7. Note: scope of work and fees shall be negotiated after selection – **do not** include this information with this RFQ.

IV. Presentation by Top Firms

Based on review of the submitted documents, a minimum of three companies will be selected to present their qualifications and answer questions from a selection committee consisting of representatives of the Mayor's Office and City Council. The tentative date for notifying selected companies is Thursday, March 10, 2005. Tentatively, presentations will be scheduled on Thursday, March 17, 2005 at 9:00 a.m. Additional information regarding the content and length of the presentation will be provided at that time.

V. Selection of Planning and Design Firm

Members of the committee shall rank the companies based on their presentation and information submitted in the Statement of Qualifications. It is anticipated that the top-ranked firm, pending negotiation of the scope of work and fees, will be recommended to City Council at their Monday, April 4, 2005 meeting.