

EXPRESSION OF INTEREST

SUMMERS STREET LIGHTING UPGRADES | CHARLESTON, WEST VIRGINIA

PURPOSE: The Charleston Urban Renewal Authority (CURA) in partnership with Charleston City Center Business Improvement District (City Center BID) seeks qualified vendors to perform engineering design services for new street lighting for Summers Street and parts of Quarrier Street in Charleston, West Virginia.



BACKGROUND: The Charleston City Center Business Improvement District (BID) was established in 2021 by its property owners, the BID encompasses multiple blocks within Summers, Washington, Court & Virginia Streets. The BID members assess themselves an annual fee in order to invest in strategic projects like public safety, beautification and capital improvements, as well as business development to enhance the targeted downtown area.



The Summers Street Lighting Upgrades Project will benefit the BID and the City of Charleston through the replacement of approximately 50 150-watt high pressure sodium streetlights to a new LED fixture as outlined in the BID's Master Plan adopted in November of 2023. The selected replacement fixtures are the Ashbery/Pedestrian version – Single and Double post-top produced by Landscape Forms or approved engineered equal. It is the goal of the BID to replace the existing lights with a high efficiency lighting solution to enhance the safety and character of Summers Street, a high pedestrian trafficked zone within the BID and downtown Charleston.

FUNDING: Funding for this project is a mixture of federal, state and local resources.

EXPECTATIONS: The successful vendor will be expected to perform the following activities:

- Communicate effectively with applicable project stakeholders, including but not limited to CURA, City Center BID, City of Charleston, and AEP representatives.
- Attend regularly scheduled board meetings to communicate project progress
- Perform project mapping/survey
- Utility verification
- Perform design and general engineering services
- Perform project construction cost estimating, and;
- Ascertain all local, state, and federal permits required to begin and complete construction of final design.
- Perform bidding and construction administration for the completion of the project.

QUALIFICATIONS: Submitted Statement of Qualifications (SOQs) should demonstrate technical expertise, management and staff capacity to provide all significant parts of the above services, familiarity with local conditions, and related prior experience. Selected respondents may be interviewed. All SOQs must include proposed methodology to accomplish the Project goals and the timeframe for the commencement and completion of the Project. All respondents are required to be current with all fees and taxes due to the City, County, State and Federal governments. All proposals will be required to comply with all requirements of applicable Federal, State and local laws and regulations. WV Department of Highways requires all firms have DOH approved audited overhead rates and certified wage rates.

[Microsoft Word - DDC Manual.doc](#)

All statements of qualification are subject to review and approval by the CURA Selected statements judged by the Authority as qualified might be asked to make a presentation to the Authority at its next monthly board meeting and/or may be requested to submit supplemental documentation. The criteria upon which the consultant is selected will include, without limitation, factors such as experience,

qualifications, reputation, office location, and organization of the respondents, feasibility and resources available, client references and the timeline for commencement and completion of the Project.

The Authority will accept and evaluate statements of qualification for the Project **on or before 3:00pm on June 5, 2025**. Qualifications must be complete and must be delivered to the Charleston Urban Renewal Authority, Suite 244, Morrison Building, 815 Quarrier Street, Charleston, West Virginia 25301. An electronic version is acceptable, and it is the responsibility of the respondent to ensure that the Authority has received timely receipt. Electronic submission may be made through email to the Executive Director at info@CURAWV.org.

The following criteria will be used to review and rank proposals:

General Information:

- Statement of the firm's history and experience;
- Statement of the firm's overall capabilities to handle the proposed work, including personnel to be assigned to the work, their qualifications, and their current workload;
- Statement identifying who the intended project manager will be;
- Office location where the work will primarily be performed;
- Statement of whether subconsultant work is expected, including whether any subconsultants are expected to be DBEs;
- Experience with streetscape design and electrical utility coordination and design;
- In instances where engineering services are sought, a certification from the West Virginia State Board of Registration for Professional Engineers that the person in responsible charge of the firm is a registered professional engineer in the State of West Virginia and is a member in good standing;
- Statement regarding any debarment status (whether debarred by any federal, state, or municipal agency);
- At least three (3) references from organizations at which the firm and the project team have provided similar services.

SUBMITTAL REQUIREMENTS:

Firms interested in the above project shall submit:

1. A cover letter expressing interest in performing the services described in the SOQ.
2. A statement of qualifications addressing each criteria listed above, which is a maximum of twenty (20) pages of at least twelve (12) point font (excluding cover letter and resumes).
3. Resumes for each key team member (limited to a maximum length of two pages each).
4. Previous project reference with contact information.

QUESTIONS ABOUT THE SOLICITATION: Firms interested in submitting qualifications may obtain further information by contacting project manager Susie Salisbury, Charleston Area Alliance, (304) 340-4253, SSalisbury@CharlestonAreaAlliance, or the CURA's office by calling (304) 348-6890 between the hours of 8:30am and 4:30pm, Monday through Friday, excluding holidays, or by writing CURA at the above stated address, or by emailing the Executive Director at info@CURAWV.org.

All submissions are due to info@CURAWV.org no later than 3:00 pm on June 5, 2025.