

## **REQUEST FOR QUALIFICATIONS EAST END COMMUNITY RENEWAL PLAN | CHARLESTON, WEST VIRGINIA**

The Charleston Urban Renewal Authority (CURA) seeks qualified vendors to conduct planning services for a new East End Community Renewal Plan.

**BACKGROUND:** The current 2005 East End Community Renewal Plan was adopted in 1990 for the revitalization of the 1300 block, 1400 block, 1500 block, and part of the 1600 block of Washington Street, East through a series of actions, including preservation and rehabilitation of existing structures, installation of new site improvements, designation of types of uses permitted in redevelopment of new sites, redevelopment of sites by private owners, changes in zoning designations, and the acquisition of sites for development and redevelopment. A second phase of this plan, adopted in 2005, called for expansion of and amendment to the original project area boundaries in order to revitalize the area north of Washington Street, East to Piedmont Road through a series of actions, including preservation and rehabilitation of existing structures, installation of new site improvements, redevelopment of sites by private owners, and the acquisition of sites for development and redevelopment. The current Plan remains in effect until January 1, 2025.

The project scope will include a survey of the existing land uses within the proposed boundary, hosting a minimum of one public meeting and individual stakeholder meetings identified by the Authority. A full review and assessment of the existing 2005 Plan and the development of the new Plan in accordance to Section 16-18 of West Virginia Statutes. In addition, the general condition of the properties encompassed within the proposed district is to be summarized such that a determination of blight could or could not be made. Examples of previous Urban and Community Renewal Plans and survey summaries are available at [www.curawv.org](http://www.curawv.org).

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 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.

All statements of qualification are subject to review and approval by the Authority. 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 Plan on or before 3:00pm on August 7, 2024. 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](mailto:info@CURAWV.org).

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

General Information:

- Experience in and/or understanding of the Section 16-18 of West Virginia Statutes
- Demonstrate that the location of the firm is such that services to the Authority will be readily available and convenient
- Specific identification of the project team and their individual project experience.

Key personnel experience:

- Identification of the project team to be assigned to the proposed project, including their individual experience with the firm, their experience on similar projects, and the role they will play.
- Specific experience in providing planning services for a project of a similar size and complexity.
- At least three (3) references from organizations at which the firm and the project team have provided similar services.

Planning Experience:

- Identification of either in-house or outside consultants who will perform this planning work, and the approach to be used in this district. A proven track record of the working relationship among members of the design team must be specified.
- Demonstrated ability to coordinate successful public and stakeholder engagement.
- Reference previous planning projects of similar scale and objectives.
- Demonstrate previous experience working with an Urban Renewal Authority.

Project Approach and Understanding:

- Discuss planned methodology for completion of the Plan.
- Describe planned goals and strategies for public engagement.
- Develop an economic market study for the district with key consideration for future development
- Planned process for Plan development and include at minimum one (1) catalytic project as an outcome of the Plan.

**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 and contact information.

Adherence to the maximum page criterion is critical; each page side (maximum of 8½”X11”) with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards maximum number of pages (twenty (20)). The Authority reserves the right to accept or reject SOQs that exceed the maximum 20-page limit.

Firms interested in submitting qualifications may obtain further information as is available by visiting the Authority’s website at [curawv.org](http://curawv.org), or the Authority's office by calling (304) 348-6890 between the hours of 8:30am and 4:30pm, Monday through Friday, excluding holidays, or by writing the Authority at the above stated address, or by emailing the Executive Director at [info@CURAWV.org](mailto:info@CURAWV.org).