

REQUEST FOR QUALIFICATIONS PROFESSIONAL PLANNING, ENGINEERING, URBAN DESIGN, AND RELATED TECHNICAL SERVICES DOWNTOWN STREETScape IMPROVEMENTS AND RIVERFRONT REDEVELOPMENT & BEAUTIFICATION PROJECTS CITY OF ELKINS, WEST VIRGINIA

1. Introduction and Project Overview

The City of Elkins, West Virginia (“City”), is soliciting Statements of Qualifications (“SOQs”) from qualified engineering teams to provide professional planning, engineering, urban design, and related technical services associated with the City’s Downtown Streetscape Improvements and Riverfront Redevelopment & Beautification projects. Qualified teams with proven experience in landscape architecture, placemaking objectives, and public engagement will be prioritized.

The projects, which are anticipated to extend through multiple phases across multiple years, are intended to support revitalization and connectivity of the downtown and riverfront areas through creation of attractive, functional, and community-centered public spaces that strengthen economic development, recreation, walkability, and community identity.

The City has previously completed a conceptual Streetscape Improvement Plan and conceptual Riverfront conceptual design. The selected engineering team will refine these conceptual plans through collaboration with landscape architecture and urban design professionals and produce construction-ready permit set plans for multiple phases of construction. The selected team will be expected to engage the public throughout the design phase and develop final designs that are responsive to community input.

The City anticipates that work may include coordination with Tax Increment Financing (“TIF”) initiatives, grant-funded activities, future bond-funded improvements, trail and recreation initiatives, utility coordination, streetscape and public space improvements, riverfront enhancements, and related implementation efforts.

2. Project Vision and Community Character

The City places significant value on authentic community engagement and incorporation of local character into project development.

The City seeks consultant teams with demonstrated experience translating public input into meaningful and visible project outcomes.

The City strongly values experience incorporating local artists, cultural assets, historic context, trail and recreation identity, placemaking principles, and community-driven design elements into public infrastructure and public space projects.

The City desires public spaces that are:

- Functional.
- Durable.
- Economically supportive.
- Visually distinctive.
- Reflective of the character and identity of the Elkins community.

Consultant teams should demonstrate experience participating in productive stakeholder engagement processes that:

- Build public trust.
- Produce actionable design direction.
- Encourage meaningful community participation.
- Incorporate local perspectives into project outcomes.

3. Anticipated Scope of Services

The selected team will be responsible for the following services:

1. Surveying and existing conditions analysis.
2. Engineering and technical analysis.
3. Cost estimating and project phasing recommendations.
4. Utility and infrastructure coordination.
5. Permitting and regulatory coordination.
6. Production of preliminary and final construction set design plans.
7. Bidding and procurement support.
8. Construction administration and implementation support.
9. Project close-out services including reporting.
10. Provision of as-built plans.

The selected team will be expected to collaborate with the City, the local project management team, and other design professionals to ensure the following:

- Project outcomes are informed by landscape architecture and urban design professionals with proven experience in placemaking, public art, recreational trails, riverfront, and streetscape design.
- Ongoing public engagement and stakeholder coordination throughout the design process.
- Compliance, minimum requirements, and impact metrics of any grants and funding sources and are met and reported in a timely manner.

Services may be authorized in phases as determined appropriate by the City.

4. Desired Qualifications

The City seeks consultant teams with demonstrated qualifications and experience in projects involving:

- Downtown revitalization.
- Streetscape and public realm improvements.
- Riverfront redevelopment and beautification.
- Trail and recreation connectivity.
- Community-centered placemaking.
- Public engagement and stakeholder-driven design.
- Integration of local arts, culture, and community identity into public projects.
- Municipal infrastructure and engineering projects.
- Grant-funded or publicly funded project implementation.
- Collaborative work with municipalities and community organizations.

Multidisciplinary team approaches are encouraged.

5. Submission Requirements

Statements of Qualifications should include, at minimum:

- Firm or team overview.
- Identification of key personnel and subconsultants.
- Description of relevant project experience.
- Examples of projects demonstrating community engagement and placemaking experience.
- Description of the team's approach to public engagement and incorporation of local character.
- Description of the team's understanding of the City's project goals.
- References for relevant completed projects.
- Any other information the respondent believes relevant to the City's evaluation.

The City may request interviews, presentations, or additional information from selected respondents.

6. Evaluation Criteria

Statements of Qualifications may be evaluated based upon factors including, but not limited to:

- Relevant experience with downtown revitalization, streetscape, riverfront, trail, and public space projects.
- Qualifications and experience of assigned personnel.
- Demonstrated success conducting meaningful public engagement and incorporating community input into project outcomes.
- Experience incorporating local character, public art, placemaking, and cultural identity into public projects.
- Ability to work collaboratively with municipalities, nonprofit partners, community stakeholders, and funding entities.
- Understanding of the City's project goals and vision.
- Project management capability and experience with phased implementation.
- Experience with publicly funded, grant-funded, or municipally administered projects.
- Quality, clarity, and responsiveness of the submission.

7. Procurement Process

This procurement is intended to comply with applicable provisions of West Virginia Code §5G governing procurement of architectural and engineering services.

Following review of Statements of Qualifications, the City may:

- Identify and rank one or more firms for further discussions.
- Request interviews or presentations.
- Conduct scope and fee negotiations.
- Request clarification or supplemental information.

Final consultant selection and contract approval shall remain subject to approval by the Common Council of the City of Elkins.

8. Tentative Schedule

The City presently anticipates the following general procurement schedule:

- RFQ Issued: July 7, 2026
- Questions Deadline: July 24, 2026

- **SOQ Submission Deadline: August 7, 2026**
- Recommendation to Council: September 15, 2026

The City reserves the right to modify the procurement schedule as necessary.

9. Submission Information

Statements of Qualifications shall be submitted **via email** to:

Mike Kesecker, Operations Manager

City of Elkins

mkesecker@cityofelkinswv.com

- Submit one searchable PDF.
- Preferred maximum file size: 15 MB.
- The City's email timestamp shall govern determination of timely receipt.

Statements of Qualifications must be received **no later than 5:00 pm on August 7, 2026.**

10. Reservation of Rights

The City reserves the right to:

- Reject any or all submissions.
- Waive informalities.
- Request additional information.
- Negotiate with and potentially hire one or more firms.
- Reissue the solicitation.
- Modify the scope of services.
- Take any other action determined to be in the best interests of the City.

END RFQ