Request for Qualifications (RFQ)

Notice is hereby given that contracted consulting services will be utilized to provide a project-specific contract for Main Street Community Planning Study and Visual Renderings for the East Dupont Avenue in the Town of Belle. Regional Intergovernmental Council Metropolitan Planning Organization (RIC MPO), in collaboration with the Town of Belle invites qualified firms to submit proposals for conducting a Main Street study along East Dupont Avenue. This project aims to enhance accessibility, safety, and aesthetic appeal through community engagement and visual renderings. The Town of Belle, situated in Kanawha County, seeks to improve infrastructure to support all residents, including those with disabilities and non-vehicle owners. This study aligns with goals from Kanawha County’s Upper Kanawha Valley Recreational Trail Plan, focusing on Main Street priorities identified through community input. The work will include, but may not be limited to:

* Conduct public meetings and workshops to gather input on transportation needs and preferences.
* Utilize online surveys and other outreach methods to ensure broad community participation.
* Facilitate discussions to prioritize street design elements based on community feedback.
* Evaluate existing conditions along East Dupont Avenue, including traffic patterns, pedestrian safety, ADA compliance, and streetscape aesthetics.
* Develop conceptual designs and cost estimates for recommended improvements.
* Create computer-generated renderings and visualizations illustrating proposed street improvements.
* Prepare a final report detailing study findings, community input, prioritized recommendations, and implementation strategies.
* Present findings to the Town Council and stakeholders for feedback and adoption.

Submission Requirements

Firms interested in being considered for this project must submit one digital copy as PDF documents of:

* A letter of interest that includes a note on the individual’s contact information who will serve as the primary point of contact for the selection process.
* A statement of the firm’s qualifications, experience, and overall capabilities to handle the work, including staff to be assigned to the project and their availability.
* A statement regarding the firm’s past performance in timely completion of projects. compliance with scope of work, and adherence to budgets.
* The amount and type of the proposed work to be subcontracted, if any.
* Names and phone numbers of references for the firm’s most recent comparable services.
* A description of similar recently completed projects.
* Any additional information that has a direct relationship to the subject services.
* Demonstration of compliance with federal allowable cost principles.

Additional Information

* The contract shall begin upon RIC Policy Board approval on September 12th, 2024, and conclude no later than May 31st, 2025.
* The maximum total contract dollar amount awarded under this contract shall not exceed $40,000.

Responses shall be submitted to Samuel Richardson, Transportation Program Manager, RIC MPO, 315 D Street, South Charleston, WV, 25303, as a PDF document by electronic mail at srichardson@wvregion3.org. Submittals shall be clearly marked in the subject line, “Re: RFQ Main Street Community Planning Study and Visual Renderings – [Firm Name]" by 17 July 2024 at noon. Interested firms with questions may contact Samuel Richardson at srichardson@wvregion3.org.

Disadvantaged Business Enterprises are encouraged to participate in the performance of this contract.