

# Request for Proposals: Professional Planning and Engineering Services

## Gauley River Region Multimodal Trail System Planning Project

*Draft for Town Review*

|                          |                                                  |
|--------------------------|--------------------------------------------------|
| <b>Owner</b>             | Town of Gauley Bridge, West Virginia             |
| <b>Funding</b>           | Appalachian Regional Commission POWER Initiative |
| <b>Planning Contract</b> | \$59,000 budgeted in the approved application    |
| <b>Project Period</b>    | FY2026 – Completed by April 30, 2027             |
| <b>Issue Date</b>        |                                                  |
| <b>Proposals Due</b>     | (3 PM November 6, 2026 )                         |
| <b>Town Contact</b>      | Tammy Prather   gbtownhall78@gmail.com           |

### Public Notice

#### REQUEST FOR PROPOSALS FOR PROFESSIONAL PLANNING AND ENGINEERING SERVICES

The Town of Gauley Bridge, West Virginia, invites qualified professional firms or multidisciplinary consultant teams to submit statements of qualifications for planning and engineering services for the Gauley River Region Multi-modal Trail System Planning Project. The project is funded in whole or in part by a \$100,000 Appalachian Regional Commission POWER Initiative award and concludes on .

The selected consultant will lead preparation of a comprehensive regional multimodal trail plan connecting Gauley Bridge and Ansted and coordinating with regional trail, river, tourism, and community-development assets. Services are expected to include project management, surveys and field assessment, GIS mapping, route and blueway alternatives, conceptual designs, land ownership and right-of-way analysis, permitting and environmental review, preliminary cost estimates, implementation phasing, public and partner coordination, and preparation of a final planning report and electronic project files.

The Town has budgeted \$59,000 for the planning consultant contract. Respondents shall not submit a fee or cost proposal with their statements of qualifications. The Town will select the most qualified firm through a qualifications-based process conducted under West Virginia Code Chapter 5G, including section 5G-1-4, and applicable federal procurement requirements. After selection, the Town will negotiate the final scope and a fair and reasonable lump-sum, not-to-exceed fee with the highest-ranked firm.

Statements of qualifications must be received no later than [3PM] on November 6, 2026]. Submit [7] paper copies in a sealed package marked Gauley River Region Planning and Engineering Proposal to Town of Gauley Bridge, Attention Tammy Prather, 108 Walnut Street, P.O. Box 490, Gauley Bridge, West Virginia 25085. An electronic PDF copy shall also be sent to [gbtownhall78@gmail.com](mailto:gbtownhall78@gmail.com). Proposals received after the deadline will not be considered.

Questions must be submitted in writing to Sara Loftus, Town Planner, at [sloftus@towngauleybridge.com](mailto:sloftus@towngauleybridge.com) by [3PM on [November 6, 2026]]. Responses and addenda will be issued to all firms that have requested the solicitation or registered as prospective respondents.

The Town will afford full opportunity to minority-owned, women-owned, small, and disadvantaged business enterprises and will not discriminate against any firm or individual on the basis of race, color, national origin, sex, age, disability, religion, or any other status protected by applicable law. The Town reserves the right to reject any or all proposals, waive minor informalities, request clarification, and cancel or reissue this solicitation when doing so serves the Town's interests and complies with applicable law and grant requirements.

Published by authority of the Mayor and Town Council of the Town of Gauley Bridge, West Virginia.

## **Solicitation Overview**

The Town of Gauley Bridge seeks a qualified licensed professional firm or multidisciplinary consultant team to lead the Gauley River Region Multi-modal Trail System Planning Project. The selected consultant will prepare one comprehensive, implementable planning report supported by conceptual designs, GIS data, route analysis, permitting and property research, cost estimates, public engagement, and a phased action plan. This solicitation procures planning and professional engineering services only. It does not authorize trail construction or property acquisition.

## **Project Background**

The Town received a \$100,000 Appalachian Regional Commission POWER Initiative award for regional planning effort. The approved application budgets \$59,000 for a firm to lead development of the trail plan, including surveys, conceptual designs, and analysis of permitting and rights-of-way requirements.

The project will evaluate multimodal connections between Gauley Bridge and Ansted and their relationship to the New River Gorge, Hawks Nest, the Elk River Trail, the Hatfield-McCoy system, and other regional recreation and tourism assets. The planning area includes the Gauley Bridge riverfront and island, downtown Gauley Bridge, the historic railroad depot, the ADA river access, U.S. Route 60 crossings, Taylor Hill, Cathedral Falls, potential over-mountain and around-mountain routes, blueway alternatives, and destinations within and near Ansted. The final alignment will be selected through technical analysis and community input.

Project partners include the Town of Ansted, Coalfield Development Corporation, and Unlimited Future, Inc. The selected consultant must coordinate with these partners and use their work without duplicating separately funded activities.

## **Funding and Procurement Requirements**

This procurement will be conducted as a qualifications-based selection under West Virginia Code Chapter 5G, including section 5G-1-4, because the total project cost is less than \$250,000. The Town will seek competition and conduct documented discussions with the required number of qualified professional firms before award. Price will not be used to score or rank initial proposals. Respondents shall not include a fee, hourly rates, or other price information in their submissions.

After the Town ranks the qualified firms, it will negotiate the final scope and compensation with the highest-ranked firm. If the Town cannot reach a satisfactory agreement at a fair and reasonable fee, negotiations may end and begin with the next-ranked firm. Any contract will be a lump-sum, not-to-exceed agreement and will require approval by the Town Council and any review required by the ARC award.

The procurement and resulting contract must comply with the ARC award, West Virginia law, the Town's procurement requirements, and applicable provisions of 2 CFR Part 200, including sections 200.317 through 200.327 and Appendix II. Where requirements conflict, the more restrictive applicable requirement will govern.

## **Scope of Services**

Respondents may recommend refinements to the work plan, but proposals must address each task below. The final scope will be negotiated with the selected firm.

### **Task 1: Project Management**

- Conduct a kickoff meeting and confirm the work plan, schedule, communication procedures, decision points, and required data.
- Coordinate regularly with the Town project team, the Town of Ansted, Coalfield Development Corporation, Unlimited Future, Inc., and other designated partners.
- Provide concise monthly progress reports identifying completed work, current work, decisions needed, schedule status, and budget status.

### **Task 2: Existing Conditions and Data Collection**

- Compile existing plans, maps, studies, parcel information, infrastructure records, trail data, transportation data, environmental information, tourism data, and relevant regulatory requirements.
- Conduct field reconnaissance and surveys sufficient for planning-level route analysis and conceptual design.
- Develop a GIS geodatabase and base map of the planning area, including public lands, parcels, roads, rights-of-way, topography, hydrology, community destinations, existing recreation assets, and known constraints.

### **Task 3: Route and Multimodal Alternatives**

- Evaluate feasible connections between Gauley Bridge and Ansted, including Taylor Hill, over-mountain, around-mountain, roadway, trail, and blueway alternatives.
- Evaluate connections among the island and riverfront, downtown businesses, the historic depot, ADA river access, U.S. Route 60, Cathedral Falls, Hawks Nest, and regional trail systems.
- Identify likely user groups, modes, trail classifications, access points, trailheads, crossings, parking, support facilities, wayfinding needs, and links to business districts and visitor services.
- Use clear criteria to compare alternatives, including safety, accessibility, feasibility, community support, environmental and cultural constraints, property needs, cost, economic benefit, and regional connectivity.

### **Task 4: Property Rights and Permitting**

- Identify land ownership, public rights-of-way, likely easement or acquisition needs, access limitations, and property issues for each viable alternative.
- Identify required permits, reviews, consultations, and likely approval pathways involving local, state, and federal agencies.
- Identify environmental, floodplain, water-resource, historic, archaeological, endangered-species, railroad, utility, and transportation issues that may affect later design or construction.
- Distinguish planning-level findings from future survey, environmental clearance, legal review, appraisal, acquisition, and final design requirements.

### **Task 5: Community and Partner Engagement**

- Prepare technical materials for the two trail charrettes led by Coalfield Development Corporation and the community events and surveys led by Unlimited Future, Inc.
- Participate in meetings with residents, property owners, businesses, public agencies, regional organizations, and other stakeholders as directed by the Town.
- Document input received and explain how public and partner input affected the alternatives and preferred recommendations.
- Provide accessible maps and graphics suitable for public review and Town Council presentations.

### **Task 6: Conceptual Design and Cost Analysis**

- Prepare planning-level conceptual plans for viable alternatives and more detailed concepts for the recommended network.

- Address trail sections, crossings, access points, trailheads, river access, accessibility, drainage, wayfinding, safety, support facilities, and connections to community destinations as applicable.
- Prepare planning-level cost estimates with stated assumptions, contingencies, and probable implementation phases.
- Identify operations, maintenance, ownership, and long-term stewardship considerations.

### Task 7: Economic and Implementation Strategy

- Evaluate potential effects on local businesses, visitor spending, entrepreneurship, employment, and retention of economic benefits within participating communities in collaboration with project partners.
- Recommend near-term, medium-term, and long-term implementation actions, responsible parties, dependencies, and decision points.
- Identify potential federal, state, philanthropic, and private funding sources for subsequent design, acquisition, permitting, construction, programming, and maintenance.
- Identify projects or segments that can advance independently while supporting the regional network.

### Task 8: Final Plan and Presentations

- Prepare a draft comprehensive plan for Town and partner review and respond to consolidated comments.
- Present the draft findings and final recommendations to the Mayor and Town Council and at other meetings identified in the negotiated scope.
- Deliver a final comprehensive planning report, executive summary, maps, conceptual drawings, cost estimates, implementation matrix, and electronic source files.

### Required Deliverables

- Kickoff memorandum and detailed project work plan.
- Existing-conditions inventory, GIS base map, and planning geodatabase.
- Route and multimodal alternatives memorandum with comparison criteria and maps.
- Property, right-of-way, permitting, and environmental constraints memorandum.
- Public and stakeholder engagement materials and summary of findings.
- Conceptual plans and planning-level cost estimates for viable alternatives and the recommended network.
- Economic-impact and implementation strategy with phased projects, responsibilities, dependencies, and funding opportunities.
- Draft comprehensive planning report and presentation materials.
- Final comprehensive planning report, executive summary, appendices, and accessible PDF files.
- Editable source files, including GIS data with metadata, maps, drawings, spreadsheets, presentation files, and other work products created under the contract.

The Town will own the final work products produced under the contract, subject to any pre-existing proprietary materials identified in the negotiated agreement. Final deliverables must be usable without proprietary software where practicable and must include accessible PDF versions of public-facing documents.

### Anticipated Schedule

| Milestone           | Anticipated Date |
|---------------------|------------------|
| Solicitation issued | October, 2026    |

| Milestone                                                                                                                                                                                                                                                                                                                                               | Anticipated Date       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Written Application Due to Town of Gauley Bridge - Town of Gauley Bridge, Attention Tammy Prather, 108 Walnut Avenue, P.O. Box 490, Gauley Bridge, West Virginia 25085. An electronic PDF copy shall also be sent to <a href="mailto:gbtownhall78@gmail.com">gbtownhall78@gmail.com</a> . Proposals received after the deadline will not be considered. | (November 6, 2026 3PM) |
| Final plan completed                                                                                                                                                                                                                                                                                                                                    | April 30, 2027         |

## Town and Partner Resources

The Town expects to provide available grant materials, prior plans, local records, staff knowledge, meeting coordination, and access to Town-controlled sites. The consultant must identify additional data needs promptly. The consultant will coordinate its work with separately funded partner activities and with Town staff responsible for project management, public inquiries, public works support, planning, grant reporting, and financial administration.

## Minimum Qualifications

- Legal authority to conduct business in West Virginia and all professional licenses required for the proposed services.
- A West Virginia-licensed professional engineer responsible for engineering work included in the negotiated scope.
- Demonstrated experience with multimodal trail, greenway, river-access, outdoor-recreation, transportation, or comparable regional planning projects.
- Demonstrated capability in GIS, conceptual design, route analysis, cost estimating, property and right-of-way analysis, environmental and permitting review, public engagement, and implementation planning.
- Experience with federally funded projects and the administrative requirements applicable to federal awards.
- Sufficient staff capacity to complete the project within the required grant period.
- No suspension, debarment, exclusion, or other ineligibility for federal or West Virginia public contracts.

## Proposal Requirements

Each submission must be concise, organized in the order below, and sufficient for the Town to evaluate the respondent's qualifications.

1. Cover letter signed by a person authorized to bind the firm, identifying the prime consultant, principal contact, and any subconsultants.
2. Firm profile and statement of interest describing the respondent's understanding of the project and reasons for seeking the assignment.
3. Project understanding and proposed approach, including key technical issues, work sequence, coordination with separately funded partners, decision points, and quality-control methods.
4. Relevant experience on no more than FIVE (5) comparable projects, identifying client, location, services, completion date, project status, key personnel, and reference contact information.

5. Project team organization identifying the project manager, professional engineer, planners, GIS staff, environmental or permitting specialists, property or right-of-way specialists, public-engagement staff, subconsultants, office locations, and each person's role and availability.
6. Resumes limited to relevant education, licenses, certifications, and project experience.
7. Project schedule demonstrating the capacity to complete the work within twelve months and identifying any assumptions that could affect timing.
8. Three client references for recent projects of comparable complexity.
9. Disclosure of actual or potential conflicts of interest and any work performed in developing this solicitation or its scope.
10. Statement confirming eligibility for federal contracting, current SAM.gov registration or ability to complete required registration before contract execution, and willingness to comply with applicable ARC, federal, state, and local requirements.
11. Statement identifying any requested exceptions to the solicitation. Silence will be treated as acceptance of the stated requirements, subject to contract negotiation.

The technical proposal should not exceed Fifteen [15] single-sided pages, excluding the cover letter, resumes, required forms, and tabbed dividers. Use a readable font no smaller than 10 points and standard letter-size pages. Excess promotional material may be disregarded.

## Submission Instructions

Deliver [NUMBER] bound paper copies and one electronic PDF copy no later than [TIME] on [DATE]. The paper submission must be sealed and clearly marked Gauley River Region Planning and Engineering Proposal. Submit to:

**Town of Gauley Bridge**  
 Attention Tammy Prather  
 108 Walnut Avenue  
 P.O. Box 490  
 Gauley Bridge, West Virginia 25085

Send the electronic PDF to gbtownhall78@gmail.com with the subject line Gauley River Region Planning and Engineering Proposal. The respondent is responsible for confirming timely receipt. Proposals received after the deadline will not be considered. Submitted materials become public records to the extent required by West Virginia law, subject to applicable exemptions.

## Questions and Addenda

Submit all questions in writing to Sara Loftus, Town Planner, at sloftus@towngauleybridge.com by [3 PM ] on [November 6,2026]. Oral explanations are not binding. Material interpretations, changes, or clarifications will be issued by written addendum. Respondents are responsible for acknowledging all addenda in their submissions.

## Evaluation Criteria

| Criterion                                                                 | Points |
|---------------------------------------------------------------------------|--------|
| Project understanding and proposed technical approach                     | 25     |
| Comparable trail multimodal river access and regional planning experience | 20     |

| Criterion                                                             | Points |
|-----------------------------------------------------------------------|--------|
| Qualifications licenses and experience of the proposed project team   | 20     |
| GIS environmental permitting property and right of way capability     | 10     |
| Experience with federally funded projects and compliance requirements | 10     |
| Public engagement partner coordination and communication approach     | 10     |
| Capacity schedule past performance and references                     | 5      |
| Total                                                                 | 100    |

Price, fee, hourly rates, and other compensation information will not be scored or considered during initial evaluation and ranking. The Town may request written clarification, conduct reference checks, and interview shortlisted firms. Interviews may address anticipated concepts, technical risks, methods of approach, staffing, availability, and coordination procedures.

## Selection and Negotiation

1. The Town will review all timely submissions for responsiveness and minimum qualifications.
2. A selection committee will independently score responsive submissions using the published criteria and document its evaluation.
3. The Town will seek competition and conduct documented discussions with the required number of qualified firms, consistent with West Virginia Code section 5G-1-4.
4. The Town may establish a shortlist and conduct interviews before final ranking.
5. The Town will rank the most qualified firms in order of preference without considering price.
6. The Town will negotiate the final scope, schedule, contract terms, and fair and reasonable compensation with the highest-ranked firm.
7. If negotiations are unsuccessful, the Town may end negotiations and proceed to the next-ranked firm.
8. Selection does not create a contract. Contract award is contingent on successful negotiation, verification of eligibility, required reviews, funding availability, and approval by the Mayor and Town Council.

## Federal State and Local Requirements

The selected firm and all subconsultants must comply with all requirements applicable to the award and negotiated services. The final contract is expected to include or incorporate the following, as applicable:

- Appalachian Regional Commission award conditions and requirements of the federal awarding agency or pass-through entity.
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200, including applicable procurement standards and contract provisions in Appendix II.

- West Virginia Code Chapter 5G and all applicable professional licensing laws.
- Federal and state suspension and debarment requirements, including verification through SAM.gov and applicable West Virginia records.
- Title VI of the Civil Rights Act of 1964 and other applicable nondiscrimination and equal-opportunity requirements.
- Conflict-of-interest, organizational-conflict, ethics, and disclosure requirements.
- Access-to-records, record-retention, audit, monitoring, and closeout requirements.
- Positive efforts to use minority-owned, women-owned, small, and disadvantaged businesses when subcontracting opportunities exist.
- Applicable environmental, historic-preservation, floodplain, endangered-species, water-resource, railroad, utility, transportation, property, and permitting requirements.
- Any applicable domestic-preference, Build America Buy America, or other sourcing requirements identified by the funding agency for later project phases or deliverables.

The selected firm must maintain complete project records, cooperate with monitoring and audit requests, and flow applicable federal requirements down to subconsultants. The firm must not begin work before receiving written authorization from the Town.

## **Insurance and Contract Conditions**

Before contract execution, the selected firm must provide evidence of insurance acceptable to the Town, which may include professional liability, commercial general liability, automobile liability, and workers compensation coverage. Required limits will be confirmed during contract negotiation and must remain in effect for the period stated in the final agreement.

The final contract will define the scope, deliverables, schedule, ownership and permitted use of work products, compensation, invoicing, changes, termination, remedies, records access, retention, audit rights, nondiscrimination, conflicts of interest, and other required federal, state, and local provisions. Cost-plus-percentage-of-cost and percentage-of-construction-cost compensation methods are prohibited.

## **Town Rights**

- Reject any or all proposals for a documented reason consistent with applicable law and funding requirements.
- Waive minor informalities that do not affect fair competition.
- Request clarification or additional information without permitting a material change to a proposal after the deadline.
- Verify qualifications, references, licenses, eligibility, and representations.
- Modify the schedule by written notice or addendum.
- Cancel or reissue the solicitation when doing so serves the Town's interests and complies with applicable requirements.
- Negotiate only after qualifications-based ranking and make no award unless a satisfactory contract is approved.

## **Public Records and Proposal Costs**

Each respondent is responsible for all costs of preparing and submitting its proposal and participating in interviews or negotiations. The Town will not reimburse proposal costs. Proposals and evaluation records may become public records under West Virginia law. Respondents should clearly identify material they believe is lawfully exempt from disclosure and state the basis for the claimed exemption; marking an entire proposal confidential is not acceptable and does not bind the Town.

## Appendix A Evaluation Form

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_

Firm \_\_\_\_\_

| Criterion                                                                 | Maximum | Score |
|---------------------------------------------------------------------------|---------|-------|
| Project understanding and proposed technical approach                     | 25      |       |
| Comparable trail multimodal river access and regional planning experience | 20      |       |
| Qualifications licenses and experience of proposed team                   | 20      |       |
| GIS environmental permitting property and right of way capability         | 10      |       |
| Federally funded project and compliance experience                        | 10      |       |
| Public engagement partner coordination and communication                  | 10      |       |
| Capacity schedule past performance and references                         | 5       |       |
| Total                                                                     | 100     |       |

### Strengths

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### Concerns or Clarifications Needed

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### Conflict of Interest Certification

I certify that I have disclosed any actual or potential conflict of interest and can evaluate this proposal impartially under applicable Town, state, and federal requirements.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Appendix B Proposal Submission Checklist**

- ☐ Signed cover letter and authorized representative
- ☐ Firm profile and statement of interest
- ☐ Project understanding and proposed approach
- ☐ Comparable project experience
- ☐ Project team organization and availability
- ☐ Resumes and professional licenses
- ☐ Project schedule
- ☐ Three client references
- ☐ Conflict of interest disclosure
- ☐ Federal eligibility and SAM.gov statement
- ☐ Exceptions statement
- ☐ Acknowledgment of all addenda
- ☐ No fee cost hourly rate or other price information included
- ☐ Required number of paper copies
- ☐ Electronic PDF submitted

## **Appendix C Town Procurement File Checklist**

This appendix is for Town administration and should be removed from the public solicitation if the Town prefers to maintain it as a separate procurement record.

- ☐ Executed ARC award and applicable procurement conditions reviewed
- ☐ Town procurement requirements reviewed
- ☐ Legal advertisement tear sheet and publisher affidavit retained
- ☐ Prospective-firm distribution list retained
- ☐ All questions responses and addenda retained
- ☐ All proposals time stamped and retained
- ☐ Selection method and scoring criteria approved before review
- ☐ Selection committee members and attendance documented
- ☐ Conflict of interest statements signed before evaluation
- ☐ Individual score sheets and final tally retained
- ☐ Discussions or interviews with at least three qualified firms documented
- ☐ References and professional licenses verified
- ☐ Unsuccessful firms notified in writing
- ☐ Federal and state debarment checks completed
- ☐ Negotiation record and cost reasonableness documented
- ☐ Final scope fee schedule and not to exceed amount documented
- ☐ Contract includes all applicable federal state ARC and Town provisions
- ☐ Mayor and Town Council approval documented
- ☐ Written authorization to proceed issued

## Reference Authorities

- West Virginia Code Chapter 5G, including section 5G-1-4.
- Title 2 Code of Federal Regulations Part 200, including sections 200.317 through 200.327 and Appendix II.
- Appalachian Regional Commission POWER Initiative award and executed grant conditions.
- Town of Gauley Bridge procurement requirements and governing-body approvals.