

WEIRTON

WEST VIRGINIA



Request for Qualifications (RFQ)
Integrated Comprehensive Planning Initiative
Comprehensive Plan Update
Parks and Recreation Master Plan
Downtown Revitalization Plan
City of Weirton, West Virginia

Release Date: January 12, 2026
Submittal Deadline: February 13, 2026, by 3:00 PM

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1. Introduction and Purpose

The City of Weirton, West Virginia (“City”) is requesting Statements of Qualifications from qualified multidisciplinary planning consultants to undertake an Integrated Comprehensive Planning Initiative. This initiative includes preparation of a Comprehensive Plan Update, a Parks and Recreation Master Plan, and a Downtown Revitalization Plan. All plans will be prepared concurrently and adopted together by City Council.

2. Background and Community Context

Founded as Holliday’s Cove in 1793 and incorporated in 1947, the City of Weirton developed as a major steel-producing community. While manufacturing employment has declined, the City is positioned for growth in education, professional services, construction, retail, tourism, and events. Weirton’s location between Pennsylvania and Ohio provides regional access and economic opportunity.

3. Project Description and Objectives

The planning initiative will guide land use, redevelopment, infrastructure investment, and public services while reflecting community priorities and statutory requirements. Objectives include:

- Compliance with West Virginia Code §8A
- A clear, community-supported long-term vision
- Coordinated citywide, parks, and downtown strategies
- Adoption-ready plans with measurable actions

4. Scope of Services and Expectations

Community Development Block Grant (CDBG) Program funds may be utilized, as eligible and appropriate, to support components of the comprehensive planning effort and associated integrated planning initiatives. Statements of Qualifications should demonstrate familiarity with the City of Weirton’s FY 2025-2029 Consolidated Plan and clearly articulate how planning activities and recommended strategies will address identified needs. Consultants will be expected to incorporate strategies that enhance housing affordability, economic opportunity, infrastructure, community facilities, parks and recreation, and access to services in a manner that improves quality of life for low- and moderate-income residents.

4.1 Comprehensive Plan Update (WV Code §8A)

The Comprehensive Plan Update shall address goals and objectives, land use, affordable and market-rate housing, transportation, public facilities and infrastructure, economic development, and implementation strategies, and be suitable for formal adoption by City Council.

4.2 Parks and Recreation Master Plan (Adopted Element)

Prepared as an adopted element of the Comprehensive Plan, this plan shall inventory parks, trails, and facilities; assess level of service; identify needs; and recommend capital improvements,

cost estimates, and phasing. Recommendations are expected to include facilities and services that principally benefit low- to moderate-income service areas.

4.3 Downtown Revitalization Plan (Adopted Element)

Prepared as an adopted element of the Comprehensive Plan, this plan shall assess downtown conditions, identify redevelopment opportunities, and recommend strategies for economic development, community development, and housing development within the downtown and the adjoining neighborhoods including mixed-use, market-rate, and housing affordable to residents at or below 80% Area Median Income (AMI), as well as public realm, placemaking, and streetscape improvement strategies.

4.4 Integrated Public Engagement

The consultant shall implement a unified public engagement strategy supporting all plan components and demonstrating how community input informs adopted policies and actions. Offerors are expected to employ equitable and meaningful engagement strategies to effectively undertake the integrated comprehensive planning process and the development of a final product.

5. West Virginia State Code Requirements

The Comprehensive Plan Update shall comply with West Virginia Code Chapter 8A, including mandatory elements addressing land use, housing, transportation, infrastructure, public services, recreation, economic development, community design, preferred development areas, redevelopment, financing, and historic preservation.

6. Consultant Team Structure and Qualifications

The City anticipates selecting a single prime consultant responsible for overall coordination. Subconsultants are permitted. The prime consultant shall remain responsible for all deliverables.

7. Deliverables

Deliverables shall include existing conditions memoranda, public engagement summaries, draft and final integrated plans, an executive summary, and all GIS and supporting data. Final deliverables shall be provided in digital PDF and editable formats.

8. Statement of Qualifications Submission Requirements

Consultants shall submit one (1) unbound original, four (4) printed copies, and one (1) digital copy. Submissions must be received no later than February 13, 2026, at 3:00 PM and delivered to:

Attn: Mark A. Miller
City of Weirton
200 Municipal Plaza
Weirton, WV 26062

9. Statement of Qualifications Format and Contents

Submissions shall include a transmittal letter, firm background, project team, relevant experience, understanding of Weirton, project approach including community engagement strategies, timeframe, capacity statement, references, cost information, and the RFQ Authorization Form.

10. Tentative Schedule

- RFQ Release: January 12, 2026
- Deadline for Questions: January 19, 2026
- Addenda Issued: January 26, 2026
- RFQ Submission Deadline: February 13, 2026, by 3pm
- Consultant Selection: March 2026

11. Evaluation and Consultant Selection

Statements of Qualifications will be evaluated using a 100-point weighted scoring system:

- Relevant Experience – 30 points
- Team Qualifications – 25 points
- Project Understanding and Approach – 25 points
- Public Engagement Strategy – 10 points
- Capacity and Availability – 10 points

Interviews may be conducted at the City's discretion.

The City of Weirton retains the right to overlook minor irregularities and technical issues and to accept the Statement of Qualifications deemed most advantageous to secure the best outcome for the city. The City also reserves the right to reject any or all Statements of Qualifications and, at its sole discretion, to favor submissions that align best with its interests. Furthermore, the City reserves the right to decline all submissions and initiate a new RFQ when such a course of action is deemed reasonable and beneficial.

During the evaluation process, the City of Weirton reserves the right, where it may serve the City's best interest, to request additional information or clarifications from Offeror(s). At the discretion of the City, all firm(s) subject to being selected based on criteria set forth in this RFQ may be requested to make oral presentations, either in-person or virtually. Each Offeror must designate the person(s) who will be responsible for answering technical and contractual questions. Preliminary negotiations may be conducted with responsible Offeror(s) who submit qualifications that are reasonably susceptible of being selected. At the discretion of the City, all Offeror(s) reasonably susceptible of being selected based on criteria set forth in this RFQ may be given an opportunity to make a presentation and/or interview with the Evaluation Committee.

12. Additional Information

A consulting agreement and proof of insurance will be required. Submission of a Statement of Qualifications constitutes acceptance of all RFQ terms.

Appendix A – RFQ Authorization Form

The undersigned certifies that they are authorized to submit this Statement of Qualifications on behalf of the consultant.

Signature: _____

Date: _____

Printed Name: _____

Business Name: _____

Address: _____

Telephone: _____

Email: _____