



REQUEST FOR EXPRESSIONS OF INTEREST
DESIGN AND CONTRACT ADMINISTRATION
OF
THE CITY OF CHARLESTON DOWNTOWN SIDEWALK AND STREETScape
IMPROVEMENTS

Issued: JUNE 10, 2026

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City Manager

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SECTION ONE: GENERAL INFORMATION

1.1. Purpose

The City of Charleston is soliciting Expressions of Interest (“EOI” or “Proposals”) from qualified individuals/firms to provide architectural and engineering design and contract administration services for downtown sidewalk and brick streetscape improvements funded through the RIC MPO Surface Transportation Block Grant program.

1.2. Background

The City of Charleston is West Virginia’s capital and largest municipality. The city limits span approximately 33 square miles, and it has a resident population of just under 50,000. The system of government is a Strong Mayor/City Council structure. The City Manager is the Chief Administrative Officer for the City and is appointed by the Mayor with approval by the Council.

The City of Charleston on behalf of the Regional Intergovernmental Council (RIC) Metropolitan Planning Organization is seeking a qualified firm to complete design and provide contract administration for pedestrian and bicycle improvements in the central business district. The project area is the City’s largest employment center and includes the area’s most heavily used sidewalk network, where constrained parking and zero lot line development make use of city-owned sidewalks a necessity. The intent of this project is to replace and repair deteriorated sidewalk and brick streetscape segments to improve pedestrian safety, reduce tripping hazards, and increase ADA accessibility throughout downtown. The City Engineer’s Office has identified approximately 47,000 square feet of concrete sidewalk replacement and 20,750 square feet of brick streetscape replacement within the project limits, with an estimated total construction cost of approximately \$2,500,000. This EOI is for professional services necessary to develop WVDOT-compliant plans and provide construction phase services for this work.

Additional project materials, including a project location map (Exhibit A) and photographs of existing sidewalk and crosswalk conditions (Exhibit B).

SECTION TWO: SCOPE OF SERVICES

2.1. Expectations

The successful firm will:

- Assess the condition and needs of the existing sidewalks and brick streetscape within the defined downtown project limits in consultation with City Engineer’s Office staff and City officials;

- Prepare design documents and technical specifications for concrete sidewalk, curb, ADA-compliant ramps, brick streetscape, and related features sufficient to advertise the project for competitive bidding in accordance with applicable Federal Highway Administration (FHWA) requirements as implemented by the West Virginia Division of Highways (WVDOH) and the City of Charleston;
- Work with the City Manager’s Office and Purchasing Division to facilitate the bidding process, including participation in any mandatory pre-bid conferences and providing written responses to technical questions in accordance with the City’s established addendum issuance process;
- Analyze bids received and provide a written recommendation for construction contract award, including review of contractor qualifications and responsiveness;
- Attend any City Council committee and full Council meetings where the project is on the agenda for discussion or action, as requested by the City; and
- Provide construction contract administration services, including construction observation, review of shop drawings and submittals, responses to requests for information, participation in progress meetings, review and recommendation of change orders, and recommendation for substantial and final completion.

SECTION THREE: INSTRUCTIONS TO FIRMS SUBMITTING PROPOSALS

3.1. The Proposal

Proposals should be prepared simply and economically, providing straightforward, concise descriptions of the firm’s capabilities to satisfy the City’s service needs. Emphasis should be placed on completeness and clarity of content.

Ownership of all data, materials, and documentation originated and prepared for the City pursuant to this solicitation will belong to the City and are subject to the West Virginia Freedom of Information Act, unless the content is proprietary in nature such that it is excluded from production. All pages or sections of submitted documents considered by the firm to be proprietary in nature should be clearly labeled.

The purpose of this EOI is merely to assess the relevant qualifications of the applicant. Pursuant to State Code, the details of the contract and design will be discussed and negotiated following the selection process anticipated in this EOI.

3.2. Questions About the Solicitation

All questions must be transmitted according to established deadlines to Mr. Rodney Burdette, Purchasing Coordinator, by emailing Rodney.Burdette@cityofcharleston.org.
Submission of Proposal

3.3. Submission of Proposal

All proposals must be submitted in written, electronic format, or on a thumb drive as a PDF file readable with Adobe Acrobat software, by the deadline.

Proposals must be transmitted according to established deadlines to Mr. Rodney Burdette, Purchasing Coordinator, by emailing Rodney.Burdette@cityofcharleston.org.

3.4. Qualifications, Experience, and Past Performance

Vendors should provide information regarding its employees, such as staff qualifications and experience in completing similar services; copies or descriptions of any staff certifications or degrees applicable to this solicitation; descriptions of past services completed, including the location of the client, project manager name and contact information, and type of services provided.

Vendors must submit at least 3 examples of completed relevant comparable projects, briefly but clearly explaining each of the projects and the Vendor's role.

Vendors must submit at least 2 written client references.

SECTION FOUR: PROPOSAL EVALUATION & SHORTLIST

4.1. Evaluation Committee

All proposals will be reviewed by an Evaluation Committee, which will consider the statements of qualifications and performance data and other material submitted by the interested firms. The Evaluation Committee will select no more than 4 firms that, in the committee's opinion, are the best qualified to perform the desired services.

The shortlisted firms will be invited to participate in interviews.

4.2. Shortlisted Firm Evaluation

The City of Charleston will evaluate the firms that have been determined most qualified and able to perform the desired services. The evaluation criteria are based on a 100-point total score:

Evaluation Criteria

Experience & Qualifications.....45 pts

- Professional competence (10 pts)
- References (10 pts)
- Experience providing comparable services (15 pts)
- History and Stability of Firm (10 pts)

Implementation Services.....35 pts

- Vendor’s suggested project timeline (15 pts)
- Current workload and ability to complete work-including personnel to be assigned to the project, and their qualifications (15 pts)
- Office location where the work will be primarily performed (5 pts)

Oral Interview.....20 pts

- Demonstrated thoughtfulness in project development (15 pts)
- Assessment of the firm’s proposed project managers (5 pts)

SECTION FIVE: SCHEDULE OF EVENTS

Release of the EOI.....06/10/26

Written Questions Submission Deadline.....6/26/26, 1:00 PM (EST)

Addendum Issued6/30/26

Expressions of Interest Due Date.....**07/2/2026, 1:00 PM (EST)**

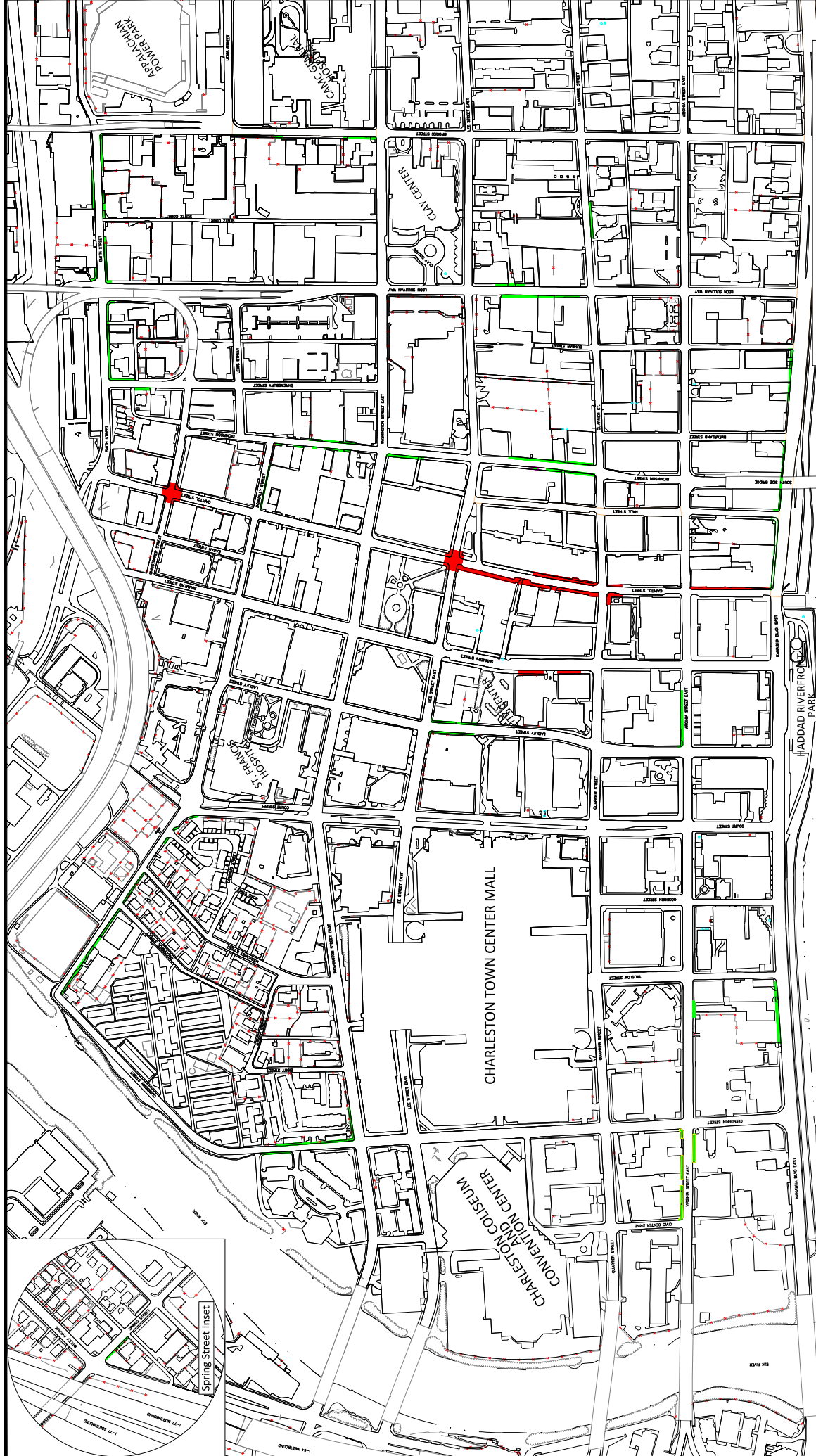
Estimated Date for Interviews of Shortlisted Firms.....Week of July 13th, 2026

NOTE: The schedule is subject to change. Please visit the following City website for updates:

<https://charlestonwv.gov/bids-purchasing/current-bids>

Exhibit 'A'

Location of Project Improvements Map



LEGEND

CONCRETE SIDEWALK REPAIR

STREETSCAPE

RIC-MPO PROJECT

SCALE: N.T.S

DATE: 1/18/2024

KANAWHA RIVER

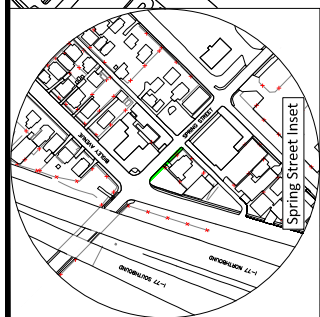


Exhibit 'B'

**Pictures of existing sidewalk and crosswalk
conditions**

Christopher & Capitol St

Legend



Google Earth

©2024 Google



3.84 ft

Dickinson Street

Legend
Firestone



Google Earth

©2024 Google

Earth Point

3.98 ft

Dickinson Street

Legend
Quarrier to Lee

Google Earth

Earth Point

3.26 ft

©2024 Google

Donnally Street

Legend

Capitol to Dickinson

FOR SALE
304-345-0500
Robison & Company

Google Earth

Earth 

3.99 ft

© 2024 Google

Lee & Capitol St

Legend



Google Earth

© 2024 Google

4.17 ft



Lee & Capitol St

Legend

Google Earth

© 2024 Google

3.73 ft



Leon Sullivan Way

Legend
Quarrier to Lee

Google Earth

©2024 Google

Earth Point
N

3.45 ft



Quarrier Street

Legend
1109 Quarrier



Google Earth

©2024 Google

Earth 

4.01 ft

Shrewsbury Street

Legend
Christopher to Smith



Google Earth

©2024 Google

3.69 ft



Smith Street

Legend

Shrewsbury to Brooks



Google Earth

©2024 Google

Earth Point

468 ft

Spring Street

Legend

Bigley to Alley



Google Earth

©2024 Google

Earth 27

3.93 ft









