

**Beverly ON TRAC**  
**Healthy Community and Preservation Planning**  
**Request for Proposals**

TO: Planning Consultants

FROM: Beverly ON TRAC (sponsored by Historic Beverly Preservation)

Beverly ON TRAC is soliciting proposals to assist with community assessment and planning for the Town of Beverly. Consultant will assist with gathering information by survey, interview, research, and public meetings on topics related to healthy lifestyles, quality of life, historic preservation and revitalization in Beverly, and will complete an “Active Community Plan” report. Project will be coordinated with Comprehensive Planning for the Town of Beverly, and results of this project will be provided to the Beverly Planning Commission for their use in developing the Beverly Comprehensive Plan. Elements of the Active Community Plan report are also anticipated to provide information and guidelines for Beverly ON TRAC in developing and prioritizing future projects

We anticipate selection of consultant or team to assist Beverly ON TRAC and Beverly Planning Commission with these activities, and to develop recommendations based on public input. The Active Community Plan report will be reviewed by Beverly Planning Commission, Beverly Historic Landmarks Commission, and Beverly ON TRAC, and feedback from these reviews will be included in the final report product.

Beverly ON TRAC VISTA will serve as liaison project manager who will coordinate with the consultant on the project.

***Services***

Consultant(s) will work closely with Beverly ON TRAC and Beverly Planning Commission on the following activities:

- 1) Explore and promote active community and walking opportunities. Compile information on healthy lifestyle opportunities, services, current conditions and facilities, issues, and community input on potential improvements. This may relate to walking, biking or exercise opportunities in or near Beverly, including pedestrian safety, and opportunities for both residents and tourists. Specifically, this will include:
  - Research and develop handout or outreach materials promoting existing active community facilities and services in or near Beverly.
  - Communicate awareness information on existing opportunities during public meetings and outreach.
  - Track usage of existing facilities and response to awareness outreach.
  - Compile comments related to interest in or need for new and/or improved walking trail, exercise, or pedestrian opportunities in or near Beverly.
  - Identify at least one likely potential walking trail that could be developed or improved.
- 2) Conduct public outreach and information gathering activities to determine community interest and feedback on topics for the Active Community Plan. This may include healthy community topics such as walking or exercise, community gardens, healthy eating, or other healthy community concerns, as well as on quality of life, historic preservation and community revitalization topics:
  - Plan, organize, promote, and help facilitate at least 3 public meetings or public input opportunities.

- Conduct surveys and/or interviews with residents, businesses, and key informants
  - Conduct research with involved parties such as property owners, regulatory agencies, and Town officials to identify current conditions, problems or issues, and interest in or feasibility of suggestions or possibilities raised in the planning input. This is expected to include property owners for potential walking trail routes, and Department of Highways regarding pedestrian and safety issues.
- 3) Prepare an Active Community Plan report based on the research and public input, which compiles information and offers recommendations both for the Town of Beverly Comprehensive Plan, and for future projects for Beverly ON TRAC and community partners. Topics addressed in this report will include:
- recommendations for improving health and physical activity opportunities,
  - recommendations for walking trail development
  - pedestrian safety,
  - preservation issues for historic community resources,
  - heritage tourism and business development,
  - quality of life issues

***Project Timeline:***

RFP responses due January 19. (Beverly ON TRAC reserves the right to accept late applications if insufficient acceptable proposals are received by deadline.)

Consultant(s) selected and contract awarded by January 31, 2016.

Project must be complete and grant report filed by June 30, 2016.

Please address timeline for activities in your proposal.

***Qualifications***

The consultant or team selected must meet the following qualifications:

- Experience with community planning, healthy lifestyle issues, historic preservation and/or community revitalization.
- Familiarity with Beverly or with similar small historic communities.
- Ability to spend significant time working directly in the community and with Beverly residents
- Ability to complete project and submit final report by June 15, 2016

***Expressions of Interest***

Firms, teams or individuals interested in submitting a proposal on the project, should submit the following to the Beverly ON TRAC no later than January 19, 2016.

Submit by email (preferred) to [info@beverlyheritagecenter.or](mailto:info@beverlyheritagecenter.or) and/or mail two hard copies for delivery date by January 19, 2016 to Beverly ON TRAC, P.O. Box 227, Beverly WV 26253.

Please submit:

- Letter of interest including bid price for the project work as described
- Your proposal including activities, project steps, and timeline to conduct the project.
- Your expectations of the roles of your team members, and how you will work with Beverly ON TRAC and Beverly Planning Commission members to coordinate duties.

- Experience and qualifications of each team member who will be actively involved in the project, including references.

### ***Selection Process***

Beverly ON TRAC will review all proposals and select consultant or consultant team for the project based on:

- Lowest price of proposals that meet criteria and qualifications.
- Comparison of scope of work proposal. Details and timeline given in proposal indicate thoughtful consideration for successful completion of this project.
- Consultants meet qualifications to conduct proposed activities
- Ability to complete project within timeline.
- References from previous projects completed.

Beverly ON TRAC will make their selection within two weeks and will want to sign contract with the consultant(s) by January 31, 2016.

### ***Payment Process***

The consultant will be reimbursed for services rendered and will not be reimbursed for travel and other expenses. The consultant will be paid in up to four increments to be negotiated in contract, with initial increments tied to the satisfactory completion of specific stages in the project process; with the balance final payment to be paid after approval of final product. The consultant should allow up to four weeks for the payment of all invoices.

### ***Inquiries***

Further questions regarding the project may be directed to Phyllis Baxter [phyllisb@meer.net](mailto:phyllisb@meer.net), Darryl DeGripp [info@beverlyheritagecenter.org](mailto:info@beverlyheritagecenter.org) or Cindy Karelis [ckarelis@mix.wvu.edu](mailto:ckarelis@mix.wvu.edu), or by phone at the Beverly Heritage Center 304-637-7424.