



# TIPPING POINT

— DEVELOPING TRANSFORMATIVE CHANGE —

## WHEELING GATEWAY CENTER



### REQUEST FOR PROPOSALS (RFP)

### ARCHITECTURE, ENGINEERING, AND SITE TECHNICAL DILIGENCE

### WHEELING INN SITE - 949 MAIN STREET, WHEELING, WV

August 23rd, 2023



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#### **INTRODUCTION**

On behalf of the Wheeling Convention and Visitors Bureau, Inc (CVB), Regional Economic Development Partnership (RED), the City of Wheeling (CW), and Wheeling Heritage (WH), Tipping Point is seeking proposals from qualified, state licensed and experienced environmental contractors with ample capacity to prepare the former Knights Inn/Wheeling Inn Motel for demolition.

The Wheeling Gateway Center project is one of the most important strategic redevelopment sites for the region and the State of West Virginia to increase economic growth through tourism, given the site's proximity to the I-70 corridor.

For several years the aforementioned stakeholders have been working together to assess the feasibility, location, and uses contained in the multi-use building and site, generally referred to as the "Gateway Center."

Various studies support the need for a landmark building to be constructed at this site, honoring the history of Wheeling, spurring tourism, and inspiring positive change. This property should also work in concert with Wheeling's landmark Suspension Bridge.

The purpose of this Scope of work is twofold:

First, to conduct all necessary technical analysis and planning to properly demolish the existing building in a thoughtful considering its proximity to the landmark Suspension Bridge, and location on a steep slope above the active Wheeling Heritage Trail. These analyses and plans should also inform the placement of the new buildings based on the data established in all technical analyses.

The second objective of this scope is to author a redevelopment plan in line with local, regional and State of West Virginia standards for a Visitors and Heritage Center. The design concepts may also include other complimentary uses that generate additional revenue to help sustain the long-term operating budget of the newly developed Center.

Therefore, the project stakeholders wish to hire professionals that align with their clearly defined vision, mission, values, and goals.

These and other supporting documentation for prospective bidders are included in this Dropbox link:

[https://www.dropbox.com/sh/9f8jw7ebnrwmsfs/AAC\\_23\\_QBKDsOqFsgRT047Baa?dl=0](https://www.dropbox.com/sh/9f8jw7ebnrwmsfs/AAC_23_QBKDsOqFsgRT047Baa?dl=0)

## PROPERTY OVERVIEW

The site is located at 949 Main Street in Wheeling, West Virginia and consists of three parcels (10-W43D-17, 10-W43D-18, 10-W43D-19), and a final title certificate is included.

There is a five-story structure, with an underground parking structure (located Parcel 19) estimated at 53,700 SF with typical floor plans of motel units, restaurant functions, mechanical rooms, and common spaces. This building closely abuts the northeast edge of the historic Wheeling Suspension Bridge.



## **SUMMARY OF OWNERSHIP AND PROJECT STAKEHOLDERS**

The CVB, as the property owner and primary contract holder, aims to transform the site into a state-of-the-art facility that will enhance the visitor experience, contribute to the region's economic growth, and celebrate the cultural heritage of Wheeling.

The CVB is partnering with key stakeholders, including the City of Wheeling (CW), Regional Economic Development Partnership (RED), Wheeling Heritage (WH), Ohio County (OC), the State of West Virginia (WV), and members of Congress to advance this significant project.

The redevelopment of the Visitor's and Heritage Center is expected to have a profound state and regional impact, boosting tourism, fostering economic development, and preserving Wheeling and West Virginia's historical legacy.

## **FUNDING SOURCES**

The Wheeling Visitor's and Heritage Center project will encompass a diverse array of funding sources.

While certain sources have already been secured, others will be unlocked as a direct outcome of the successful completion of the technical diligence, design, engineering, remediation, and demolition phases. The acquisition of specific funding sources may be contingent upon the progress made by the selected respondent in their designated scopes of work.

Considering this dynamic funding environment, project stakeholders place a premium on partnering with a proficient team capable of not only executing their assigned responsibilities but also adeptly familiarizing themselves with the evolving funding landscape. This adaptability ensures that the project can harness additional funding opportunities as they arise, thus maximizing the financial resources available for the realization of the Visitor's and Heritage Center redevelopment.

## **REMEDICATION AND DEMOLITION**

A hazardous materials survey on the structure was completed by Environmental Standards on February 21, 2023, which is included in the Dropbox link above. The report thoroughly outlines the materials and equipment within the building.

The remediation and demolition of the project will be funded through a potential combination of CVB and City of Wheeling funds (both are actively working to acquire). It is crucial that the professionals

who are selected onto this project prioritize their scopes of work and deliverables to support the safe and cost-effective remediation of this structure.

The community and all regional stakeholders' top priority is to remove this blighted structure, while properly preparing the site and identifying the most optimal building footprint for the future Visitor's and Heritage Center, and complimentary uses.

Based on the respondent's professional experience with buildings constructed during this time period, we request that a not-to-exceed contingency is carried for testing and remediation beyond what is outlined in the Environmental Standards February 21, 2023 report.

## **PROJECT TEAMS**

The CVB and its esteemed project stakeholders are actively seeking to collaborate with a comprehensive and holistic team that can seamlessly integrate expertise across technical diligence, architecture, and engineering disciplines to support the project goals and future redevelopment.

As a requirement of the proposal response, the CVB encourages professionals to assemble cohesive and synergistic teams that collectively represent a spectrum of skills and insights essential to the successful execution of this multifaceted project. This collaborative approach ensures that the entire spectrum of challenges and opportunities presented by the Visitor's and Heritage Center redevelopment can be effectively addressed. By forming integrated teams, the CVB and project stakeholders are committed to fostering a seamless flow of knowledge, creativity, and expertise that will be instrumental in the execution of this project.

## **SCOPES OF WORK**

Respondent should form project teams that can complete the following scopes and technical considerations to complete conceptual level designs and the architecture firm shall be the lead respondent:

### **SITE DEVELOPMENT:**

- ALTA Survey per Minimum Standards (provided in Dropbox)
- Utility Termination Plan
- Preliminary Geotechnical Analysis (To Ensure Site Stability Post-Demolition and Optimal New Buildings)

- Interim Grading Plan After Demolition
- Erosion & Sedimentation Control Plan (Post Demolition)

## **ARCHITECTURE AND ENGINEERING:**

### TECHNICAL ANALYSES AND DEMOLITION PLANS

- Conduct Comprehensive Site Assessment (including demolition-related risks and challenges)
- Structural Analysis of Existing Building and surrounding soils (Collaboration with Civil Engineers)
- Coordinate with Other Professionals and utilize their reports when considering the demolition of the building and proposed location of the future building.
- Develop Structural Drawings and Architectural Plans for Demolition for formal Permitting and Bids
- Consideration for Existing Foundations, Suspension Bridge Cable Integration, and Topography
- Compliance with Building Codes, Historic Preservation Guidelines, and Environmental Regulations
- Schedule with Key Milestones and Dates

### NEW CONCEPT DESIGN

- Project Concept Design Iterations will always include a Visitors and Heritage Center component. Design standards and branding of other West Virginia Visitor's Centers, such as colors, finishes, ceiling heights, etc. may be required to incorporate into the project. These will be provided at a later date after guidance is received from the State of West Virginia.
- Other complimentary uses will be determined by the Project Stakeholders and data points established by a formal Community Engagement Process. A Visitors and Heritage Center must always be key focal points of the project.
- For the purposes of establishing a budget, assume 3 iterations of the Center, while also considering uses such as, but not limited to, meeting space, rental space, offices, housing, flex space, outdoor space that maximizes the viewshed and connects the facility to the trail



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network along the Ohio River. The technical analyses, building code, and parking capacities will inform other possibilities on the site.

- All concepts must accurately include dimensions, gross and rentable square footage, floor to ceiling heights, and parking counts for the purposes of establishing a project construction budget and financial proforma.
- All design iterations must be completed 3 dimensionally for the purposes of understanding context of the building footprint in relationship to I-70, the steep slope that connects to the Heritage Trail, and historic Suspension Bridge. The project stakeholders will later select a third-party rendering company to produce photo-realistic imagery and some coordination from the design team is to be assumed.
- Schedule with Key Milestones and Dates.
- Submit Budget to Complete Conceptual Level Drawing Iterations to Meet the Criteria above.
- Submit an additional budget range of what the Project Team could forecast for future design development phases (Schematic to Construction Documents). These budget estimates shall serve as a benchmark for future budgeting and fundraising purposes and will not be a factor in the evaluation / scoring process.

NOTE: All proposed scopes of work and budgets must adhere to a not-to-exceed budget for the project's duration, and proposer waives their right to issue future change orders for any omissions throughout the scope of work authored in their response.

The conceptual drawings will be used to establish a budget for new construction and to raise capital. It is the Project Stakeholders' intent, assuming a positive experience during the conceptual design phase to continue with selected Project Team in Schematic, Design Development and Construction Drawing phases.

## **OTHER CONSIDERATIONS FOR SUCCESS:**

- Clear communication and collaboration among various stakeholders, including engineers, architects, consultants, and regulatory bodies.
- Thorough understanding and adherence to local zoning laws, permits, and land use regulations.
- Sustainable design practices to minimize the project's ecological footprint.

- Alignment of the project timeline with community events, seasons, or other external factors that could impact construction and marketing.
- Regular progress updates and milestones to ensure transparency and accountability.
- Risk management strategies to address potential setbacks and delays.
- Robust quality control and assurance processes throughout design.

We strongly encourage all prospective respondents to propose any additional scopes of work that they believe will contribute to the successful realization of the project's objectives.

We value innovative and comprehensive approaches that can enhance the overall quality, efficiency, and sustainability of the development. Any suggested supplementary scopes of work should align with the project's vision, adhere to relevant regulations, and demonstrate a clear understanding of the site's unique characteristics.

Your creative input and thoughtful recommendations are greatly appreciated as we aim to create a truly exceptional product that positively impacts our community.

NOTE: Respondents are encouraged to author their scope narratives in alignment to the project stakeholders' values of Collaborative, Creative, Communicative, and Comprehensive (folder 1-Project Stakeholder Alignment Summary in the Dropbox folder).

## **PROPOSAL SUBMISSION:**

To fairly evaluate all proposals received, the project stakeholder team requests that each submission adhere to the following format:

Cover Sheet – Company Name, Company Office Address, Primary Contact, Primary Contact Email, Primary Contact Phone

Section 1 – Cover Letter Explaining How Your Project Team Will Adhere to Project Stakeholder's Mission, Vision, Values, Goals (1 Page Maximum)

Section 2 – List of Companies or ORG Chart of Project Team Submission (1 Page) + Company Profiles (1 Page Maximum per Company)





For Company Profiles Include: Services Provided Specific to Scope, Office Address Conducting Scope of Work, Number of Professionals in Office, Years in Business, Distance from Site, Number of Successfully Completed Projects

Section 3 – Scope of Work + Project Approach (6 Pages Maximum)

Section 4 – Schedule with Key Milestones and Dates (2 Pages Maximum)

Section 5 – Key Project Team Member(s) Experience and Qualifications (1 Page Resume Per Person, 8 Pages MAXIMUM)

NOTE: Key Project Members mean the individuals we will be working with day-to-day. If a principal of a firm is proposed, they will be expected to be involved in the day-to-day of the project.

Section 6 – Project Profiles (Architectural Companies Only, 1 Profile Per Page, 8 Page (Project) MAXIMUM)

Section 7 – Budget (2 Pages Maximum)

**TOTAL MAXIMUM NUMBER OF PAGES: 30-40 PAGES DEPENDING ON HOW MANY COMPANIES ARE A PART OF PROJECT TEAM TO COMPLETE SCOPES**

Proposals that omit any of these requirements may not be considered for evaluation.

## **ETHICS POLICY**

Selected Project Team at the end of the process must be willing to sign and adhere to the Project Stakeholder's Ethics policy during the project's execution.

## **SITE VISIT AND CLARIFICATIONS**

Interested firms are invited to tour the property on Tuesday, August 29<sup>th</sup> from 2:30 PM – 5:00 PM.

Please RSVP your intent to tour the site to [createchange@tippingpointdev.com](mailto:createchange@tippingpointdev.com) with your company name, first and last names of the individuals attending, and their email addresses. All communication and addendums throughout the procurement process will be sent to these email addresses.

Representatives from Tipping Point, RED, Wheeling CVB, Wheeling Heritage, City of Wheeling and other regional and state economic development stakeholders may be present.



All Questions and clarifications should be submitted via email to Tipping Point at createchange@tippingpointdev.com no later than Friday, September 1<sup>st</sup> at 5:00 PM.

Responses to all questions and clarifications shall be released via an addendum to all parties that express interest in this project.

## CONTRACT AND SUBMISSION

All contracts will be held with the property owner, Wheeling Convention and Visitors Bureau, Inc (CVB).

Written proposals should be addressed to:

The Wheeling Convention and Visitors Bureau  
Attn: Frank O'Brien  
1401 Main Street  
Wheeling, WV 26003

Tipping Point was hired by the Wheeling National Heritage Area Foundation as a consultant to oversee a real estate development strategy of the site, including all communication and procurement. Even though contracts are to be held with the Wheeling Convention and Visitors Bureau, Inc, Tipping Point will be the party to receive all proposals and will distribute to all committee members for evaluation.

By Friday, September 22<sup>nd</sup> at 4:00 PM, all proposals should be submitted digitally via email, with subject line “[INSERT YOUR COMPANY NAME] – “Wheeling Gateway Center Architectural, Engineering, and Site Development” in a PDF format to:

createchange@tippingpointdev.com

Once sent, a member of the Tipping Point team will confirm successful receipt of the proposal.

## PROCUREMENT SCHEDULE

Task / Milestone	Date (2023)	Time	Notes
RFP Released	8/23	5:00 PM	
Site Tour(s)	8/29	2:30 PM – 5:00 PM	
Questions / Clarifications Due	9/1	4:00 PM	



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Questions / Clarifications Responses	9/5	4:00 PM	
Proposals Due	9/22	4:00 PM	
Written Proposal Scoring	9/25 – 9/29	N/A	
Announcement of Results	9/29	3:00 PM	These will be made public, and announcements will be made via email and channels, including social media.
Short-Listed Project Team In Person Interviews (Top 3)	10/6	TBD	
Final Selection Announcement	10/9	3:00 PM	
Contract Negotiations / Finalization	10/10 – 10/13	TBD	Schedules will be based on Committee Members availability.
Mobilization / Start Date	10/16	TBD	

NOTE: The Wheeling Convention and Visitors Bureau, Inc and other Project Stakeholders reserve the right to modify the procurement schedule during and after the formal RFP process.

## EVALUATION CRITERIA OF WRITTEN PROPOSAL SUBMISSIONS AND INTERVIEWS

Proposals will be evaluated by a committee that is made up of a representative from the Convention Visitor’s Bureau, the City of Wheeling, Regional Economic Development, Ohio County and Wheeling Heritage. Scores will be calculated based on the following criteria and table:

Metric	Highest Possible Score
Alignment with Vision and Mission	20
Scope of Work	20
Schedule	20
Key Project Team Member(s)’ Experience and Qualifications	20



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Company's Local / Regional Presence	10
Budget and Insurance	10
Total	100

Total Possible Score- 100 Points Maximum. Project stakeholder team will rank the responses to this RFP per the criteria listed above and will interview the TOP 3 Project Teams.

The same scoring criteria will be re-applied to the Top 3 Project Team Interviews.

The highest-scoring Project Team will enter contract negotiations with Project Stakeholders.

If negotiations are unsuccessful, the negotiations will be terminated, and project stakeholder team will negotiate with the second highest ranked Project Team and then the 3<sup>rd</sup>.

## THANK YOU

Tipping Point's mission is to create transformative change through commercial real estate development. We appreciate that this isn't possible without licensed professionals like yourselves, and value the time and effort you have put into this proposal.