CITY OF CHARLES TOWN
BOARD OF PARKS AND RECREATION
AGENDA • AUGUST 20, 2026

Special Meeting **COUNCIL CHAMBERS** **6:00 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. OLD BUSINESS

: **2026-1847:** CLEAN Parks Initiative
CLEAN_Parks_Evitts_Run_RFP_FINAL.docx

3. ADJOURNMENT

4. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas_minutes.php

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/20/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1847: CLEAN Parks Initiative

Board will discuss the updated CLEAN Parks RFP for green infrastructure for approval.

ATTACHMENTS:

- CLEAN_Parks_Evitts_Run_RFP_FINAL.docx

CITY OF CHARLES TOWN, WEST VIRGINIA

REQUEST FOR PROPOSALS

CLEAN Parks: Evitts Run Green Infrastructure Master Plan, Shovel-Ready Facility Designs, and Option for Additional Parks & Recreation Planning

Issue Date: August 17, 2026

Proposals Due: September 8, 2026

Submit To:

City of Charles Town Board of Parks and Recreation
Attn: Gavin Bailey
Parks and Recreation Manager
101 E. Washington Street
Charles Town, WV 25414

1. INTRODUCTION

The City of Charles Town, West Virginia (the "City") is requesting proposals from qualified firms to prepare a Green Infrastructure Master Plan and a set of shovel-ready design packages for designated public spaces along the Evitts Run Creek corridor. This work is part of the City's Charles Town Leads Environmental Action in Neighborhood Parks initiative ("CLEAN Parks") which is funded by a federal grant.

The selected firm will participate in a community-driven planning process for the purpose of developing a green infrastructure master plan for approximately 20 acres of targeted properties along the Evitts Run Creek. From that Master Plan, the City and the consultant will determine which green infrastructure facilities can be engineered into construction-ready designs within the contract budget. The base scope is funded by a Thriving Communities grant from the U.S. Environmental Protection Agency (EPA) Region 3 and the Green & Healthy Homes Initiative (GHHI).

This RFP also includes an OPTIONAL additive scope — a comprehensive Evitts Run Parks Master Plan — that the City may elect to award using City funds rather than federal grant funds. This will be a parks and recreational master plan for park spaces, hardscapes, parking facilities, trail facilities, recreational equipment, and other park features, in a concept design at a level sufficient to ensure that Green Infrastructure facilities will not conflict with potential, non-green infrastructure park and recreational facilities that may be developed in the future. Firms are invited, but not required, to propose on this optional scope. The City reserves the right to award the base scope only, the base scope plus the optional scope, or to make no award.

Both the Base Scope and the Optional Scope will be governed by local and state competitive contractor procurement processes. In addition, the Base Scope is governed by federal requirements associated with the EPA grant funding.

2. PROJECT BACKGROUND

Evitts Run is a tributary of the Shenandoah River with significant historical, cultural, and ecological importance to the City of Charles Town. The creek flows through several sections of the city, including the historically African American West End neighborhood and five public parks. One of these, Happy Retreat, is the land surrounding the historic residence of Charles Washington, youngest brother of the first president and founder of the city.

Past alterations to Evitts Run have degraded its ecological health. Partial channelization in the 1950s, tree clearing from former land uses, and a lack of stormwater runoff management have increased sediment loads, raised average water temperatures, and left adjacent land susceptible to erosion. Much of the creek corridor sits within or beside former brownfield properties that have been remediated but remain largely undeveloped, paved, or fenced. Evitts Run is listed as a Clean Water Act impaired water for fecal coliform.

The City has secured a "Thriving Communities" grant, funded by EPA Region 3 and administered by the nonprofit Green and Healthy Homes Initiative (GHHI), to develop a community-driven green infrastructure master plan for the public spaces along the corridor. The initiative's express goal is a Green Infrastructure Master Plan that also includes a set of shovel-ready project designs ready to be constructed in the future with other funding. The City is now procuring the consultant team to carry out that planning and design work.

Note that the City has undertaken a separate project to evaluate stormwater infrastructure, stormwater loadings, and stormwater runoff issues on a city-wide basis, and the information, data, and assessments produced by that separate study will be made available to the firm that is selected in this Green Infrastructure RFP.

Note also that the EPA Thriving Communities grant covers a broader set of activities than this consultant contract, including creation of a "CLEAN Parks Task Force" of community and organizational stakeholders providing guidance and input on this project; community engagement activities led by procured local facilitators; water quality monitoring led by partner organizations; and environmental education conducted by other parties. The not-to-exceed budget for this contract is a subset of the total grant amount.

3. SCOPE OF SERVICES

The Scope of Services is organized into a Base Scope (grant-funded) and an Optional Additive Scope (City-funded). Proposers must respond to the Base Scope. Response to the Optional Additive Scope is encouraged but not required.

BASE SCOPE (GRANT-FUNDED)

A. **Green Infrastructure Master Plan for the Evitts Run Corridor.** Through a community-driven process, transform the City's existing vision and concept documents into a specific plan for deploying green infrastructure for stormwater management and community health across properties along the creek. Deliverables include a schematic corridor plan and preliminary design drawings.

These properties are contiguous along the creek and are part of roughly 22 acres of creekside parkland. See Exhibit 1 for a map of targeted properties for the master plan. Target areas include:

- The **Charles Town Public Works Yard** (7.56 acres, including Parcels 19-03-0001-0138-0000 and Parcel 19-03-0001-0121-0000);
- The **Charles Town Skatepark** (5.531 acres, including Parcels 19-03-0001-0139-0001, Parcel 19-03-0001-0136-0000, Parcel 19-03-0001-0137-0000, Parcel 19-03-0001-0147-0000, and 19-03-0001-0147-0001);
- The **Boys & Girls Club** (0.68 acres, Parcel 19-03-0001-0139-0002);
- **Evitts Run Park** (2.52 acres including Parcel 19-03-0001-0122-0000, Parcel 19-03-0001-0123-0000, Parcel 19-03-0001-0124-0000, Parcel 19-03-0001-0135-0000, Parcel 19-03-0001-0190-0000, Parcel 19-03-0001-0191-0000)
- **Perry Fields** (5.39 acres, including Parcel 19-03-0001-0212-0000, Parcel 19-03-0004-0005-0000, and Parcel 19-03-0004-0014-0002)
- **Fisherman's Hall African American Community Center** (0.25 acres, including Parcels 19-03-0004-0053-0000 and 19-03-0004-0055-0000).

These properties should be evaluated in the context of other, contiguous municipal parkland properties also along the Evitts Run Creek, including the Craighill Estate Park (18.75 acres, Parcel 19-03-005A-PARK-0000) and Happy Retreat Park (12.02 acres, Parcels 19-03-0005-0006-0001 and 19-03-0005-0006-0000) (see Exhibit 2). However, the City does not expect or require that the green infrastructure master plan, nor design of stormwater facilities, nor parks and rec concept planning, will be required for these additional properties, unless the consultant feels that the use of such lands will be critical for achieving stormwater loading reduction strategies.

Green infrastructure to be evaluated includes riparian bioswales, rain gardens, urban tree canopy and native plantings, replacement of asphalt and other impervious surfaces with meadows and sustainable pervious playfields, and pervious parking pavement systems. Primary goals are reductions in loadings of stormwater pollution to the Evitts Run watershed, and cooling of the Evitts Run stream to promote trout habitat.

Other community engagement contractors will lead engagement in the neighborhoods and with local stakeholder organizations. This will include four community-based workshops conducted in partnership with key neighborhood and community organizations, community preference and input surveys, and outreach through traditional and social media. Partners include the African American Community Association, Jefferson County Branch of the NAACP, Boys & Girls Club of the Eastern Panhandle, Blue Ridge Watershed Coalition, WV Rivers Coalition, Charles Town Parks & Recreation Commission, Charles Town Tree Board, City of Ranson, Ranson Community Gardens, and residents.

The contractor hired through this RFP are expected to (a) participate in these engagements in person or virtually as appropriate after discussion with the City and community engagement contractors; (b) be prepared to present the draft green infrastructure master plan at one of

these community workshops; and (c) provide materials that can be placed on the city's web site and partner web sites by our organizations, to show draft and final product to the community.

B. Shovel-Ready Design Packages. Once the master plan is finalized,

the consultant should recommend specific stormwater facilities or BMPs to be taken to full design, engineering, cost estimation, permitting, and construction bid documentation. The consultant shall recommend which green infrastructure facilities can be taken to full design based on factors that can include:

- Potential for greatest positive impact on reducing stormwater runoff and/or cooling the stream;
- Potential for aesthetic or park improvement value of facilities (e.g., if raingardens or tree plantings provide park aesthetic and functional improvements to property)
- Ease of ongoing maintenance by the City;
- The number of facilities and extent of full design that be accommodated by this project's budget; and
- Input from the CLEAN Parks Task Force and Charles Town Parks & Recreation Board. Note that the Parks & Recreation Board has already identified areas within this corridor that have potential stormwater issues, opportunities for deployment of future BMP facilities, or important non-stormwater parks & recreational issues, including:
    - The footbridge on the north side of West Liberty Street at its intersection with the Evitts Run Creek (impacted by water erosion);
    - The Augustine Trail, Phase 3, which is being designed to traverse Perry Fields, Evitts Run Park, and the Skatepark, including and the new pedestrian bridge over Evitts Run Creek connecting Evitts Run Park with the Skatepark.
    - The gravel lots and lanes at Perry Fields including Mount Parvo Avenue, W. Congress Street, and a gravel parking lot within that property, all of which may need stormwater management attention, and all of which need upgrades for park and recreational values.

Deliverables for this task are shovel-ready construction documents, all applicable local/state/federal permitting and approvals, and cost estimates suitable for competitive construction bidding, for the priority facilities selected by the City in consultation with the contractor.

C. **Coordination and Support:** Consultant shall coordinate the master plan and facility designs with the CLEAN Parks Task Force, the Charles Town Board of Parks & Recreation, the community facilitator (led by African American Community Association), and the water quality monitoring partners in this grant (Blue Ridge Watershed Coalition and WV Rivers Coalition). This will include participation in community workshops. Consultant will also coordinate with the Charles Town Utility Board, whose wastewater collection systems traverse areas of these municipal parklands.

BASE SCOPE DELIVERABLES

- Green Infrastructure Master Plan: schematic corridor plan, preliminary design drawings, and pollutant-reduction analyses. Provided in formats that can be both loaded onto city/partners web sites, and suitable for printing.
- Shovel-ready construction documents, engineer's cost estimates, permitting packages, and bid documentation for the selected priority sites.

OPTIONAL ADDITIVE SCOPE (CITY-FUNDED) — EVITTS RUN PARKS MASTER PLAN

As an optional add-on to be funded with City funds rather than the EPA/GHHI grant, the City may commission a comprehensive Evitts Run Parks Master Plan covering the full corridor. This will be a concept-level plan, developed to ensure that the placement of green infrastructure facilities is integrated into, and does not conflict with, potential future parks and recreational facilities. Anticipated elements include:

- A corridor-wide parks and recreation vision covering all creekside parks (Perry Fields, Evitts Run Park, Charles Town Skate Park, Public Works Yard) (considering context of Craighill Estates Park and Happy Retreat Park. Note that Happy Retreat Park has well-developed park and recreational upgrade plans established).
- Recreational programming and amenity planning (fields, courts, play areas, gathering and event space, restrooms, lighting, parking, and signage/wayfinding).
- Trail and connectivity planning, including connection with the Augustine Trail multi-use path now under design and construction through this corridor.
- ADA accessibility assessment and improvements, site safety and circulation considerations.
- Conceptual designs and renderings, phasing recommendations, planning-level capital cost projections, and operations and maintenance considerations for each park.
- A prioritized, phased implementation plan aligning park improvements with the green infrastructure investments.

Firms proposing on the Optional Additive Scope should price it separately from the Base Scope so the City can evaluate it separately.

PREPARING AND SUBMITTING A PROPOSAL

The evaluation and selection of a firm and the contract will be based on the information submitted in the vendor's proposal plus references and any required on-site visits or oral presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

Proposers must submit one (1) original, bound copy for and an <u>electronic version</u> of all materials required for acceptance of their proposal by DATE AND TIME to:

City of Charles Town Board of Parks and Recreation
Attn: Gavin Bailey
Parks and Recreation Manager
101 E. Washington Street
Charles Town, WV 25414

All proposals must be packaged, sealed and display the following information on the outside of the package: Firm/Proposer's name, address, and response to the RFP title.

All respondents to the RFP must include the items provided in the following list. All the listed items should be addressed completely and should follow, as closely as possible, the order and format in which it is listed below. These categories and criteria will be major considerations in the evaluation and determination of the most qualified and capable firm(s). The sequence of the listing is not intended to reflect the relative weight of each category.

1. Letter of Transmittal
    - Statement indicating an understanding of the work to be performed and interest in performing the scope of work – either the main scope (EPA grant funded) or both the main and optional scope (EPA grant and City funded.)
    - Discuss consultant's availability over the next 6-9 months.
    - Identification of key contact persons for communicating with the City on the proposal and all project-related matters.

2. Qualifications/Project Portfolio
    - Areas of specialization.
    - Years in the business and history of firm.
    - Examples of three (3) to five (5) projects the firm took a lead role in the preparation of a Green Infrastructure Master Plan, design and engineering of stormwater management facilities. If proposer is bidding for the Optional scope, show examples of park and recreational concept plans and recommendations. City is especially interested in plans that integrate green infrastructure into park and recreational design. The projects should be compatible in complexity, size, scope and discipline as described in this RFP's Scope of Work, performed by persons who will be participating in the Charles Town project, and undertaken during the past 10 years.

3. Project Management

    - Introduction to the team (all firm staff and sub-consultants assigned to complete work on the project), including resumes for all the key personnel, which provides educational background/training, experience and detailed descriptions of roles played on past projects.

    - Services/functional roles to be performed by each team member.

    - Location of each team member.

    - Availability and commitment of assigned professionals who will undertake the scope of work.

    - Technical resources of the firm.

4. Methodology and Process to Complete all Phases of the Project

    - Describe the vision, strategic overview and approach to the project.

    - Express how the components above reflect your qualifications for this project.

    - Discuss what parameters you will engage to develop a project that will be creative, logical and engaging.

    - Include detailed descriptions of the procedures and methods you propose to use to complete all tasks within this scope of work.

    - Discuss tasks, timelines and anticipated deliverables for each phase of the project.

    - Include the proposed process and methods to assure quality, cost, and schedule control.

    - Explain in the proposal all supporting studies, models, and assumptions that will be used or developed as part of the study.

5. References

    - List of three (3) to five (5) references (similar in scope) we may contact that have been undertaken during the past 10 years with client contact information.

    - Indicate project names and the personnel assigned to this project (include sub-consultants) who participated in the projects of reference parties.

6. Schedule

   - Provide a proposed detailed project work schedule with a start date of October 1, 2026 **(**contingent upon negotiation of a final scope of work); all meetings that need to be scheduled should be built into the timeline (e.g., initial meeting with staff to review project schedule, strategic direction review, presentations of the final report, etc.).

   - Include time frames for each major component of the scope of work and target dates for completing each phase of the project.

7. Fee Proposal

   - One (1) copy in a sealed envelope along with an electronic copy in .pdf format.

   - Include a total "**not to exceed**" figure for the scope of work (based on the estimated level of effort to be spent on each task) including any noted reimbursable expenses.

   - Include itemized schedule of all expenses by phase and a composite schedule of hours estimated for included tasks.

   - Provide hourly rates for all team members, sub-consultants and staff levels, if applicable to your pricing proposal or necessary for additional work assigned beyond this scope.

   - Describe the methodology for billing reimbursable expenses (such as travel, production documents, etc.).

   - Do not include any reference to fees in the body of the RFP response. Failure to comply with this provision will result in disqualification of your firm. The City reserves the right not to fund any portion of the firm's proposal.

   - <u>Note: All submittals that include the optional Evitts Run Parks & Recreational concept plan must have a separate fee proposal for that Optional Scope.</u>

PROPOSAL SELECTION

The proposals will first be reviewed to determine if all requirements are met. Failure to meet requirements will result in the proposal being rejected. In the event all firms do not meet one or more of the mandatory requirements, the Board of Parks and Recreation reserves the right to seek clarification of information from the proposer, and continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

RIGHT TO REJECT PROPOSALS and NEGOTIATE CONTRACT TERMS

The Board of Parks and Recreation reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the Board of Parks and Recreation may negotiate a contract with the next highest scoring proposer.

EVALUATION CRITERIA

The Board of Parks and Recreation will select a firm on the basis of its ability to respond to the Request for Proposal (RFP) requirements, the qualifications and expertise of the team working on this project, past performance on similar projects, the time required to complete project, methodology, cost, firm resources and the firm's willingness to negotiate and execute an acceptable written agreement. The City reserves the right to reject any, some portions of or all proposals and supporting material and to request written clarification of any portion or section of proposals and support materials. The City reserves the right to negotiate with more than one potential respondent after the submission of all proposals. The City also reserves the first right of-refusal to work with any sub-consultant proposed by the firm.

After a thorough review by City staff of the proposals submitted by respondents to this RFP, a short list will be created of the firms that meet the requirements outlined in this RFP and those firms may be required to make a presentation (which can be in person or virtual) on their qualifications and proposals to the staff and Parks and Recreation Board. Based on these interviews, the City team will recommend to the Board the firms that are the best fit for the City and this project for approval. All proposals will be afforded fair and equal treatment with respect to any opportunity for discussion and revision. Any such revision may be permitted after submission and prior to award for the purpose of obtaining the best and final offer at the discretion of the City. When conducting negotiations, the City will not disclose information from proposals submitted by competing firms. A selection committee will review each proposal to determine if it meets the RFP requirements. A firm will be selected based on professional qualifications and demonstrated competence, according to the responses to information required.

The Board of Parks and Recreation will utilize a qualifications-based selection process in selecting a firm for this project. Firms will be evaluated on creativity, experience and expertise in preparing parks master plans.

In addition, the City (Board of Parks and Recreation) will review the selected firm's ability to meet schedules, coordinate effectively with groups and interested parties, and work effectively with community groups and to work within the budget limitations.

Evaluation factors for selection will include:

- Firm’s past experience on project of similar size and scope (40%)
- Evaluation of approach (20%)
- Proposed organizational structure and key staff (20%)
- *Total project cost (20%)

*The proposal will be scored using a standard quantitative calculation where the most project cost criteria points will be awarded to the proposal with the lowest cost.

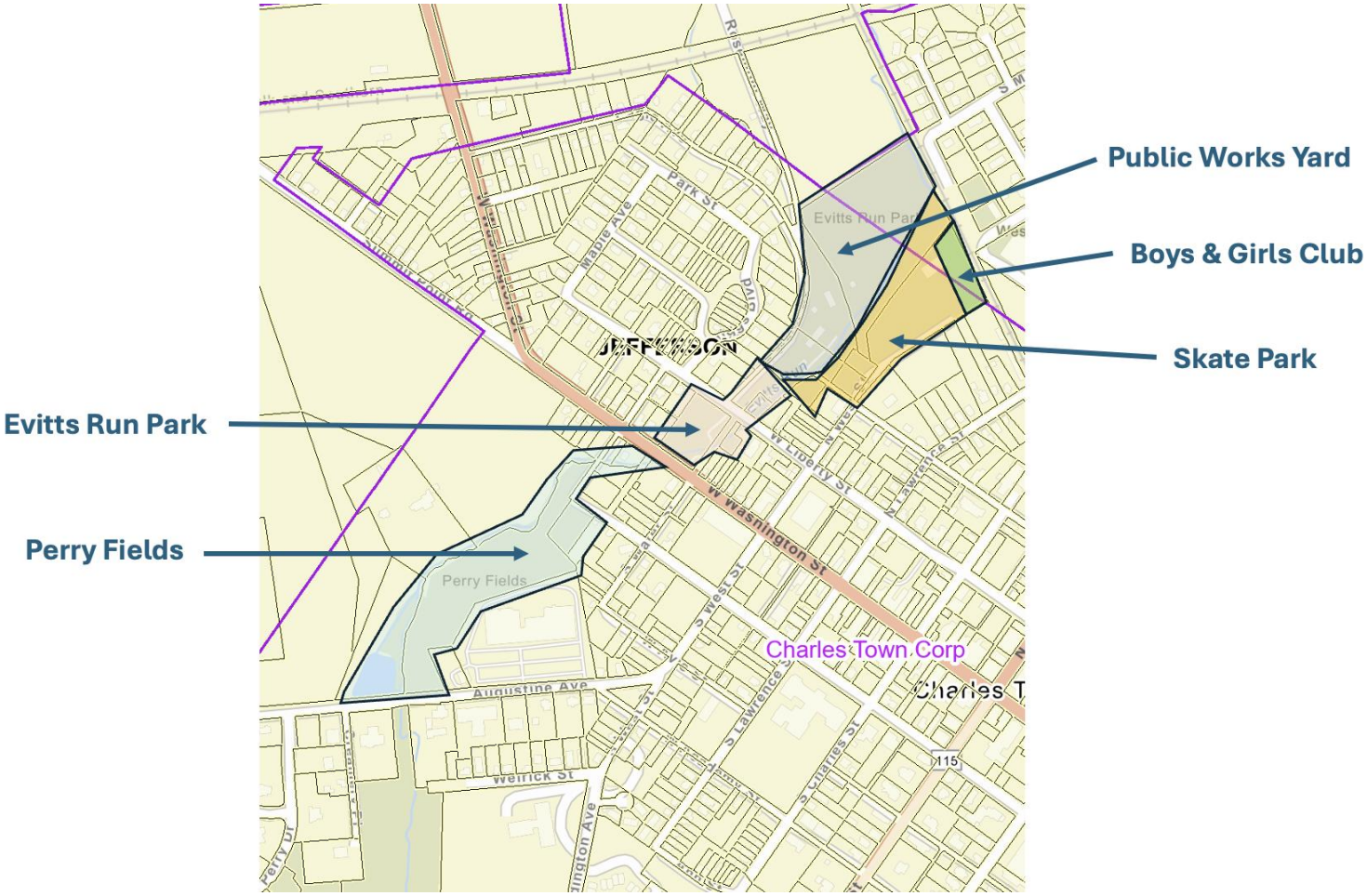
AWARD

The award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer. Alternatively, the highest scoring proposer or proposers may be requested to submit final and best offers. If final and best offers are requested, they will be evaluated against the stated criteria, scored and ranked. The award will then be granted to the highest scoring proposer. The Board reserves the right to not make any selection of applications.

SPECIAL CONTRACT TERMS AND CONDITIONS

The City of Charles Town and the Board of Parks and Recreation shall have the right to review all deliverables prior to issuing payments. Payments shall be issued no later than 60 days after deliverables are submitted to Charles Town Board of Parks and Recreation.

Exhibit 1


Public Works Yard
Boys & Girls Club
Skate Park
Evitts Run Park
Perry Fields
Evitts Run Park
Park St
Maple Ave
Summit Point Rd
JEFFERSON
W Washington St
W Liberty St
S West St
S Lawrence St
S Charles St
Perry Fields
Charles Town Corp
Augustine Ave
Wellick St
115

<u>Exhibit 2</u> – Craighill Estates Park & Happy Retreat Park

(see Perry Fields immediately above)

