

REQUEST FOR QUALIFICATIONS (RFQ)

On-Call Professional Planning, Engineering, and Related Services

Issued by: Regional Intergovernmental Council (RIC)

1. Introduction

The Regional Intergovernmental Council (RIC) invites qualified professional consulting firms to submit Statements of Qualifications (SOQs) to establish a multi-award on-call consultant pool to provide planning, engineering, and related professional services on an as-needed basis.

RIC intends to select four (4) to five (5) prime consultants through this RFQ. Selected firms will enter into a Master Services Agreement (MSA) or Memorandum of Understanding (MOU) with RIC and may be issued task orders over a four-year period.

This RFQ is intended to create a flexible bench of qualified consultants capable of supporting a wide range of regional, metropolitan planning organization (MPO), and local technical assistance needs.

2. Organizational Background

The Regional Intergovernmental Council (RIC) serves as the Metropolitan Planning Organization (MPO) for the Charleston, West Virginia urbanized area and provides regional planning and technical assistance services across transportation, land use, housing, and related disciplines.

RIC coordinates planning activities with federal, state, regional, and local partners and manages federally funded planning programs, including but not limited to planning funds administered through the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

3. Purpose and Objectives

The purpose of this RFQ is to identify qualified consulting firms that can:

- Provide timely, high-quality professional services across multiple planning and technical disciplines

- Support both short-term studies and multi-year planning efforts
- Offer scalable staffing and specialized expertise as project needs arise
- Work collaboratively with RIC staff, member jurisdictions, state agencies, and stakeholders

RIC seeks consultants with demonstrated experience working in public-sector, MPO, regional council, or comparable planning environments.

4. Contract Structure

4.1 On-Call Consultant Pool

RIC will select multiple firms to participate in an on-call consultant pool. Selection into the pool does not guarantee the issuance of any task orders.

This on-call arrangement is structured as an Indefinite Delivery/Indefinite Quantity (IDIQ) contract vehicle. No minimum amount of work is guaranteed under this solicitation.

4.2 Term

The anticipated term of the on-call arrangement is four (4) years from the date of execution of the Master Services Agreement (MSA) or Memorandum of Understanding (MOU).

4.3 Task Orders

- All work will be authorized through written task orders issued by RIC.
- Individual task orders will define scope, schedule, deliverables, budget, and compensation.
- Task orders may be structured as fixed-fee or time-and-materials, not-to-exceed.

4.4 Task Order Assignment

Task orders may be issued by:

- Direct assignment to a selected firm; or
- Requesting task-specific proposals from all or a subset of the on-call firms.

Selection of firms for individual task orders may consider relevant experience, availability, past performance, and cost reasonableness, as applicable.

RIC reserves the right, at its sole discretion, to competitively procure professional services outside of this on-call pool when deemed in the best interest of the agency.

5. Scope of Services

Consultants selected under this RFQ may be requested to provide services including, but not limited to, the following:

5.1 Planning Services

- Transportation planning studies (corridor, multimodal, transit, freight, safety, congestion management)
- Land use, growth management, and scenario planning
- Housing needs assessments and integration of housing and transportation
- Comprehensive plan development and updates
- Grant support, feasibility studies, and implementation planning

5.2 Engineering and Technical Services

- Conceptual, planning-level, preliminary, and final engineering and design
- Development of Plans, Specifications, and Estimates (PS&E)
- Planning-level and design-level cost estimating
- Traffic analysis and modeling
- Transit operations and service analysis
- Data collection, GIS analysis, and visualization

5.3 Public Engagement and Support Services

- Stakeholder and public engagement
- Facilitation and meeting support
- Technical memoranda, reports, and presentations

5.4 Other Services

- Other professional services consistent with the statutory authority and mission of RIC

Consultants may be assigned to perform all or a subset of the services listed above depending on qualifications and project needs.

6. Prime and Subconsultant Structure

- Firms submitting under this RFQ shall be considered prime consultants.
 - Subconsultants may be utilized for specialized task elements and are subject to RIC approval.
 - Subconsultants are not required to participate in all task orders and may vary by assignment.
 - Prime consultants shall be responsible for overall project management, quality control, and performance of all subconsultants.
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7. Statement of Qualifications (SOQ) Requirements

SOQs shall be concise and clearly organized and shall include the following sections:

7.1 Firm Information

- Firm name, address, and primary contact
- Office location(s) relevant to the services
- Brief overview of the firm and areas of expertise

7.2 Relevant Experience

- Description of experience providing similar on-call, MPO, regional planning, or public-sector services
- Examples of representative projects, including client, scope, and outcomes

7.3 Team and Key Personnel

- Identification of key staff who may be assigned to task orders
- Description of roles and relevant experience
- Identification of potential subconsultants and their areas of expertise

7.4 Project Management and Task Order Approach

- Approach to managing multiple concurrent task orders
- Availability and capacity to respond to assignments
- Quality assurance and quality control procedures

7.5 Disadvantaged Business Enterprise (DBE) / Small Business Participation (if applicable)

- Description of the firm's approach to DBE or small business participation, where applicable
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8. Evaluation and Selection

SOQs will be evaluated based on the following criteria:

- Demonstrated qualifications and relevant experience
- Experience with MPOs, regional councils, or similar public agencies
- Technical expertise across the scope of services
- Project management approach and capacity
- Quality of proposed team and use of subconsultants

Selection will be conducted in accordance with qualifications-based selection (QBS) procedures consistent with applicable federal regulations, including but not limited to 23 CFR 172, where federal transportation planning funds are utilized. Cost proposals will not be considered in the initial selection of firms into the on-call consultant pool but may be requested and negotiated at the task order level as appropriate.

RIC anticipates selecting four (4) to five (5) firms for the on-call consultant pool.

9. Submission Instructions

- SOQs shall be submitted electronically via email to: jmace@wvregion3.org.
- Submissions must be received no later than April 9th, 2026 @ 4pm EDT.
- Late submissions may not be considered.

Questions regarding this RFQ shall be submitted to:

Jeffery Mace
Transportation Program Manager
jmace@wvregion3.org

10. Schedule (Anticipated)

- RFQ Issued: 3/11/2026
 - Questions Due: 4/3/2026
 - SOQs Due: 4/9/2026
 - Interviews: April-May 2026
 - Anticipated Contract Start: June 1, 2026
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11. General Conditions

- RIC reserves the right to reject any or all submissions.
- RIC reserves the right to request additional information or clarification.
- Selection into the on-call pool does not guarantee the issuance of any task orders.
- This RFQ does not commit RIC to award a contract or to pay any costs incurred in the preparation of an SOQ.

Task orders issued under this RFQ may be funded in whole or in part with federal, state, or local funds. Consultants must comply with all applicable funding requirements associated with each task order, including but not limited to federal contract provisions, Title VI requirements, and applicable federal cost principles under 2 CFR 200, when federal funds are utilized.

Firms must disclose any actual or potential conflicts of interest. RIC reserves the right to determine whether a conflict exists and to disqualify a firm from consideration for a specific task order if such conflict is determined to be material.

12. Governing Law

This RFQ and any subsequent agreements shall be governed by the laws of the State of West Virginia.