



Corporation of Harpers Ferry

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REQUEST FOR QUALIFICATIONS ON PLANNING REVIEW

The Town of Harpers Ferry, West Virginia seeks statements of qualifications from consulting firms to provide a review and recommendations regarding site plans and/or transportation plans for a proposed new hotel complex.

Harpers Ferry is a small, historic town located in Jefferson County, WV. A developer has purchased a dilapidated hotel complex in the Town, and has proposed to construct a new hotel/conference center/spa complex at this site. The developer has provided detailed, professional site, landscaping, building, transportation, and parking plan documents. This includes traffic studies and a parking plan. These documents can be made available for review at the Harpers Ferry Town Hall upon request, office hours are 8:30 am to 4:30 p.m., Monday thru Friday, phone number is 304-535-2206.

The Town desires a consultant or consultants to provide a third-party review of the applicant's site plans and studies. The scope of work is as follows:

- 1.) Development review [including planning, site design and architecture] of applicant's site plan with respect to all structures, including but not limited to one large hotel building, a hotel annex building, a parking structure, reconstructed roadways to service those structures, and associated hardscapes and landscapes around these structures. The purposes of the review include:

The Town of Harpers Ferry is a Historic District and must meet the compatibility of structures & improvements within the existing neighborhood & surrounding areas. This will include a review and assessment of the following: building placement and size/mass, pedestrian and vehicular systems, open space, recreational amenities, landscaping and lighting, architectural and site design, including infrastructure and utilities. This will include a review and assessment of tourism and revenue impact, and size of hotel in light of the business/programming goals of the project;

Historic District

Where The Shenandoah Meets The Potomac

Soundness of the site planning proposed by the applicant, with respect to mitigation of impacts on surrounding land uses and impacts on existing infrastructure.

- 2.) Review of applicant's traffic studies to verify applicant conclusions regarding impact on levels of service, traffic flow, and traffic impacts on surrounding land uses. This should include a review of emergency vehicle access, and large vehicle access and impacts (i.e., large delivery trucks and buses);
- 3.) Site plan review of applicant's parking plans to ensure adequate parking to service normal hotel/convention center uses as well as peak events;
- 4.) Issue a technical report and present verbal recommendations to the Town with respect to review items ##1-3, to ensure that the Town has conducted sufficient due diligence with respect to compatibility and mitigation of negative impacts with respect to the proposed hotel complex.

This Request for Qualifications, issued January 12, 2010 requires written responses to be filed at **Harpers Ferry Town Hall by 4:30 pm on February 5, 2010, 1000 Washington Street, P. O. Box 217, Harpers Ferry, WV 25425**. Responsive firms will need to demonstrate their ability to provide services and deliverables on a prompt and expedited basis in order to accommodate the overall development review and approval schedule. Inquiries can be emailed to **Joe Anderson** at joewa2@juno.com or call **304-535-2775**. The subject line of the email must read "Hilltop Plan Review Submission".

The Town may, at its discretion, schedule telephone and/or in-person interviews with firms that respond to the Request for Qualifications. The Town may, at its discretion, select one or more consulting firms for negotiation of a contractual arrangement for provision of these services. The Town may, at its discretion, hire more than one consultant in order to utilize the best firms with respect to planning review vs. transportation analysis.