



**REQUEST FOR QUALIFICATIONS
PRELIMINARY PLANNING AND DESIGN
SUTTON LAKE, BRAXTON COUNTY, WEST VIRGINIA**

PROJECT OVERVIEW

The Braxton County Development Authority (BCDA) is seeking statements of qualifications from planning and design firms to develop a master plan for proposed improvements at Sutton Lake in central West Virginia. The lake and surrounding 18,000 acres is owned by the U.S. Army Corps of Engineers. The BCDA is proposing to lease over 300 acres of waterfront property from the Corps. While the vast majority of the 300+ acres is undeveloped, there is currently an operating marina, picnic areas, parking and a small primitive campground that is included in the proposed project site. The BCDA is proposing to greatly enhance the recreational value and economic impact of this land by facilitating an expansion of the marina and the development of cabins, additional camping facilities and related recreational amenities.

A market study was recently completed to quantify the demand for the type of facilities proposed. This has resulted in the following development program:

Projected 5-Year Demand by Program Component:

Central West Virginia Market Area and at Two Sites at Sutton Lake

<i>Program Component</i>	Market Area		Sutton Lake				Notes
	<u>Current Market Trend (units, sf)</u>	<u>Sutton Lake Share</u>	<u>Bee Run Site</u>		<u>Waterfront Site</u>		
Cabins/cottages	90	0.15	0	0	1	14	2/
Lodge Rooms	0	n/a					3/
Campsites "A"	201	0.25	0	0	1	50	4/
Campsites "B"	0	n/a					5/
Restaurant	22000 sf	0.15	1	3300	0		6/
Marina Slips	500	0.5	1	250	0	0	7/
Houseboats	20	0.6	1	12	0	0	8/

Source: Thomas Point Associates, Inc.

Notes:

- 1/ Allocation based on estimated market capture.
- 2/ Current cabin proposals (30) represent c. 1/3 of 5-year potential.
- 3/ Lodge market is overbuilt; no 5-year potential for new development.
- 4/ Campsites "A" (electrical): demand increasing at 3% yearly, from base of 1,266 sites.
- 5/ Campsites "B" (no service) market is overbuilt; no 5-year potential for new development.
- 6/ Restaurant potential based on Braxton Co. sales gap (Exh. A-2), converted at \$250/sf
- 7/ Based on slip growth at 2.5% yearly from base of 1,595 slips and expressed demand.
- 8/ Replacement of boats at SJ Lake. No trends/measures of demand are available.

Although the market study did not support the immediate construction of a lodge, as originally envisioned by the BCDA, it is our desire to revisit this in several years in the hopes that the market conditions will have improved. Therefore, any plan should include a site for a small to medium size future lodge (most likely a 10 year horizon).

In addition to the development proposed above, the BCDA intends to support the construction of hiking and biking trails, water related recreation activities such as a floating water park, and lake side recreation improvements such as tennis courts, ball courts, etc. All of this intended to make the lake a more desirable destination for extended day use and overnight visitation.

And finally, a carrying capacity study is currently underway, as required by the Corps of Engineers, to determine if the lake can sustain the number of new slips that are recommended in the development program. The results of this study will be made available to the consultant and will be the actual determining factor in the number of new slips that will be allowed for the marina expansion.

SCOPE OF WORK

Using the program referenced above, the consultant will lay out a development master plan that is sensitive to the environmental and topographical features of the site, and that takes into consideration the functionality of the lake as an important flood control mechanism for the Elk River. The consultant will be required to:

- Coordinate closely with the U.S. Army Corps of Engineers (Huntington, WV district) to ensure that the recommended design meets with their approval for site development standards and incorporates environmentally sensitive concepts.
- Coordinate closely with the BCDA's project oversight committee, including the marina operator, to incorporate their vision for the development of this site.
- Consult with the market analysis consultant (Thomas Point Associates) to gain a thorough understanding of the market conditions and factors driving the development program.
- Develop an overall site plan for the 300+ acres and adjacent lake shoreline that includes conceptual design and placement of development components including cabins, camp grounds, recreational amenities, trails, roads, parking lots, access points, etc.

- Develop a plan that will, to the extent possible, balance the earthwork at the site and address how to deal with the “waste” such as removal of trees (which should be kept to a minimum); and coordinate with the Corps of Engineers to gain their approval.
- Identify logical phases of construction so that the project can be sequenced as funding for implementation is secured.
- Prepare preliminary cost estimates for each phase of construction.
- Provide five final reports/plans in hard copy and one in an electronic format.

PROPOSAL REQUIREMENTS

Please submit five (5) copies of your proposal with the following information. Please pay careful attention to what is being requested and do not submit more than what we are asking.

1. **Company Description:** Provide no more than a one page description of your company. Include such information as location of all offices, size of company, types of services provided, and length of time in business. Please indicate which office (if there are multiple locations) will be handling this work and the number of employees and their titles at this location.
2. **Principle Staff:** Please provide a short bio and resume(s) for only the person(s) that will be managing and/or working on this project.
3. **Relevant Project Experience:** We will be looking for a firm that has experience in one or more of the following: recreation, resort, waterfront, marina planning. Please provide no more than three project summaries of similar type work that was undertaken by those who will be assigned to the project. If the persons assigned to this project are new to your firm, please explain, and provide summaries of three projects undertaken by your firm.
4. **References:** For the three project summaries provided in #3, please provide client contact information including the name of the client’s project manager, phone number and e mail address.

Proposals must be submitted no later than 4:00 PM on December 5, 2011 and must be received in hard copy. Faxed and/or emailed proposals will not be accepted. Proposals must be submitted to:

Braxton County Development Authority
c/o Terrell Ellis & Associates, Inc.
1045 Bridge Road
Charleston, WV 25314

Questions regarding this RFQ should be directed to Ms. Terrell Ellis at tellis@te-associates.com or (304) 546-7323. This institution is an equal opportunity provider and employer. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D. C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).