

NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ)

Issuing Agency: Mon Forest Towns Partnership (on behalf of the City of Petersburg)

Address: 316 Railroad Avenue, Suite 310 Elkins, WV 26241

Project Title: Petersburg Kiosk Panel Design & Fabrication

Geographic Scope: Petersburg and Smoke Hole, Pendleton County, West Virginia

1. Purpose and Scope

The Mon Forest Towns Partnership, on behalf of the City of Petersburg, West Virginia, is requesting qualifications from design and fabrication firms for the design of sixteen (16) informational 36"x48" wayfinding kiosk panel inserts throughout the Petersburg and Smoke Hole area, with the option to add on panel fabrication or the management of panel fabrication. Whether or not panel fabrication is to be included will depend on the selected firm and fabrication cost. These panels will be installed in eight (8) double-paneled kiosks. The City of Petersburg will fabricate the kiosk structures separately.

This project is part of a larger regional effort to enhance visitor experience, strengthen recreation connectivity between towns and the National Forest, and support local economic development through clear, attractive, and thematically consistent signage.

The project scope includes content development, layout, design, and optional fabrication of the kiosk panels. Each kiosk will feature general information about Petersburg and surrounding recreation assets, QR codes linking to digital maps, and durable, weather-resistant materials designed for long-term outdoor use.

2. Requested Consultant Qualifications

Consultants should demonstrate ability and experience in the following activities:

- Interpretive and wayfinding signage design
- Graphic layout and fabrication for outdoor kiosk panels
- Stakeholder engagement and content development for place-based interpretation
- Experience integrating digital components (e.g., QR codes)
- Coordination with local governments, land managers, and public works departments

Experience with recreation, tourism, or heritage-based wayfinding systems in small towns or public lands contexts is preferred. Ability to produce the first two sample panels by early August.

3. Deliverables

- In-person discovery and site analysis
- Design 16 panels
- Fabrication ready files for 16 panels
- Updateable files and template for the panels
- Optional add-on: Fabrication of 16 36"x48" panels

Estimated Timeline

Task	Duration
Discovery & Site Analysis	July 2026 (one month)
Kiosk Content & Visual System	August 2026 (one month)
Fabrication-Ready Design & Specifications	September 2026 (one month)
Fabrication	October 2026 (one month)
Final Package Review with Project Team	Final Project due 30 November 2026

Estimated Total Duration: 4-5 months

4. Information and Contact

More specific project details may be obtained by contacting:
Josh Nease (Executive Director) and Emily Lynn Cook (Community Projects Manager)
Email: jnease@woodlandswv.org, ecook@woodlandswv.org
Subject Line: "Petersburg Wayfinding and Kiosk Panel RFQ"

5. Evaluation and Selection Process

The purpose of this competitive process is to objectively select the consultant who will provide the highest quality of service at a realistic fee. Accordingly, technical qualifications and experience will be weighed heavily.

Selection criteria may include:

- Demonstrated experience with wayfinding and kiosk projects
- Quality of previous design work
- Understanding of the project's intent and local context, including ability to templatzize key project panel designs
- Project management capacity and timeline feasibility
- References and past client satisfaction

If the total project exceeds the \$25,000 procurement threshold, a minimum of three verbal or written bids will be obtained in accordance with state and federal guidelines, and we will need to follow our in-house procurement process.

6. Submission Requirements

To be considered, consultants must submit at minimum:

1. Examples of at least three (3) wayfinding, interpretive, or kiosk design projects completed within the past five (5) years, including short descriptions of the work performed, clients, locations, and durations.
2. Reference letters from at least two (2) clients for similar work completed within the past five (5) years.
3. Identification of staff or departments with experience in wayfinding design, fabrication, and installation—or a letter of commitment from sub-consultants meeting these qualifications.
4. Budget summary
5. Optional: examples of work incorporating digital integration (e.g., QR code mapping systems or online visitor guides).

7. Submission Instructions

Digital Submission:

Please forward a digital copy of your proposal via email to: ecook@woodlandswv.org

It is the responsibility of the respondent to ensure receipt of the proposal by the specified deadline. All submissions are due July 10, 2026, at 4:59 pm EST.

8. Compliance and Regulatory Requirements

This project may be undertaken with a combination of state and/or federal funds and must comply with all applicable laws and regulations, including but not limited to:

- Uniform Relocation Act
- Title VI of the Civil Rights Act of 1964
- Section 109 and Section 3 of the Housing and Urban Development Acts
- Conflict of Interest and Access to Records provisions
- Minority/Women-Owned Business Enterprise (M/WBE) and Affirmative Action requirements

If a portion of the contract is subcontracted, positive efforts must be made to subcontract to M/WBE firms, in accordance with 40 CFR 33.240.

The project sponsor will afford full opportunity to women-owned and minority business enterprises and will not discriminate on the grounds of race, creed, color, sex, age, handicap, or national origin in the award of this contract.

9. Award Statement

This contract will be awarded to the offeror whose proposal is determined to be the most advantageous to the project sponsor, price and other factors considered.

End of RFQ – Petersburg Wayfinding and Kiosk Design & Fabrication