



REQUEST FOR PROPOSALS

Northside Neighborhood Community-Owned Property Master Plan

Issued by	West Virginia Community Development Hub
Project Location	Northside Neighborhood, Bluefield, WV
Property	Community-owned multi-lot property along Exitor St, Allen St, & the corner of Allen and Pulaski
Project Period	January 2027 - June 2027
Available Budget	\$12,500
Proposal Deadline	November 6, 2026

The West Virginia Community Development Hub (The Hub) is seeking proposals from a qualified planner, landscape architect, architect, community planning consultant, or multidisciplinary consulting team to develop a master plan for a small, community-owned multi-lot property located along Exitor Street and Allen Street, including a corner of Allen Street and Pulaski Street within the Northside neighborhood of Bluefield, WV.

The purpose of this project is to help the property owners establish a clear vision for the property and translate that vision into a conceptual master plan that will guide future investment, fundraising efforts, partnerships, and implementation.

The selected consultant will work closely with The Hub and property owners. The anticipated budget for the project is \$12,500, with work completed by June 30, 2027.

Project Context:

The Northside community is a historically significant neighborhood of Bluefield with a strong community identity, local history, and connections to the city's downtown and surrounding neighborhoods. Past planning efforts in Bluefield have identified the importance of Northside-East End residents' connection to cultural heritage and community character, while

also noting concerns about vacant and underutilized properties. Residents have identified opportunities for improvement in the area, including improved housing, neighborhood revitalization, and the reuse of vacant properties.

The property addressed through this RFP consists of multiple community-owned lots located along:

- Exitor Street
- Allen Street
- The corner of Allen Street and Pulaski Street

The property owners have identified potential uses for the property, including a vertical apartment building on the corner of Allen Street/Pulaski, cottages on Exitor Street, and a mixed-use tiny home community on Allen Street.

The master planning process will help the property owners explore these opportunities, consider additional opportunities, and identify a direction based on site conditions, feasibility, maintenance considerations, and potential funding.

Project Purpose:

The purpose of this project is to develop a master plan for the property that provides a clear vision for future development and establishes a realistic implementation pathway.

Things to consider:

- Reflect the ideas and priorities of the property owners
- Build upon existing community planning and development
- Evaluate the physical opportunities and constraints of the property
- Explore potential uses and site configurations
- Create a conceptual site plan
- Identify potential phases of development
- Provide estimated cost considerations
- Identify potential funding sources and partnerships
- Produce a document that the property owners can use when speaking to potential funders, investors, partners, and/or stakeholders.

Scope of Work:

1. Review available property information & existing materials
 - Meet with the property owners to discuss the property, the identified property use, and the project expectations
 - Review available materials, property information, maps, etc.
 - Document existing site conditions

- Identify opportunities and challenges that may impact the future development of the property
 - Site visit
2. Vision & Concept Development
 - Based on the site analysis and potential property uses identified by the property owners, develop concepts for the property's potential development
 3. Conceptual Site Plan
 - Highlighting 2-3 potential uses for the properties and how they could work together
 - Signage, lighting, and other recommendations
 - Potential future phases of development
 4. Implementation Plan
 - Suggested project phases
 - Identify priority action steps
 - Identify short-term and long-term opportunities
 - Cost estimates, where feasible
 - Identify potential investors, funders, and partners

Expected Deliverables:

- Conceptual design for how the property can be used
- Site plan that demonstrates the property owner's vision for the property
- Implementation plan that includes potential project phases, cost estimates, partnerships, funding opportunities, and suggested next steps
- Final master plan that includes all the findings and recommendations for the property owners to use when exploring funding and investment opportunities

Desired Qualifications:

The Hub is seeking a consultant or consulting team that demonstrates:

- Experience with community-based planning, neighborhood planning, site planning, landscape architecture, or related work
- Experience working with small rural communities
- Experience developing implementation plans and identifying realistic funding opportunities
- Understanding of a collaborative working environment

Project Timeline & Budget:

The project is expected to be completed no later than June 30, 2027.

The total budget is \$12,500, inclusive of consultant fees and anticipated expenses.

Responses should include a proposed project timeline outlining major tasks and anticipated completion dates, as well as an itemized project budget detailing anticipated costs by task.

Proposal Requirements:

All proposals should include the following information

- Consultant/firm information, including primary contact and contact information
- Project approach
- Project team
- Proposed deliverables
- Proposed timeline
- Proposed budget detailing anticipated costs by task
- At least two relevant references

Submission Information:

Submit proposals electronically to:

Amanda Workman

a.workman@wvhub.org

Subject Line: NSEE Community-Owned Property RFP

Proposals due by 5 pm, November 6, 2026.

General Agreements:

The Hub reserves the right to reject any or all proposals, waive irregularities, request additional information, or negotiate with respondents as appropriate.