


Request for Expressions of Interest	 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries to: (304) 696-2823	Expression of Interest (EOI)# R1701155		
Vendor: _____ For information contact: _____ <div style="display: flex; justify-content: space-between;"> <div> Phone: _____ Email: _____ FEIN/SSN: _____ Fax: _____ </div> <div> Buyer: Jill Burcham Phone: (304) 696-2823 Email: burcham@marshall.edu and purchasing@marshall.edu </div> </div>				
Sealed requests for proposals furnishing services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, EOIs WILL BE SUBMITTED IN THE BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE PROPOSAL OPENING AN ORGINIAL AND (6) SIX COPIES RECEIVED IN THE PURCHASING DEPARTMENT. The Institution reserves the right to accept or reject proposals separately or as a whole, to reject any or all proposals, to waive informalities or irregularities and to contract as the best interests of the Institution may require. PROPOSALS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS PRINTED AS SET FORTH HEREIN.				
DATE 10/08/2016	DELIVERY REQUIREMENTS	DEPARTMENT REQUISITION NO.	PROPOSALS OPEN: 3:00 on January 3, 2017	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
Item #	Quantity	Description	Unit Price	Extended Price
		<u>Expression of Interest</u> Marshall University will accept Expressions of Interest (EOI) from qualified Design Firms for providing Full Service Design Services as requested herein. EOIs will be accepted until 3:00 p.m. on 1/3/2017. At that time, EOIs will be opened and recorded in Room #125 Old Main Building, Marshall University, Huntington, WV. Smith Hall Music Hall Renovations and Upgrades		
Total				

To the Purchasing Department,

In compliance with the above, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder guarantees shipment from _____

Bidder's name Vendor _____

_____ within _____ days

Signed By _____

FOB _____ After receipt of order at address shown

Typed Name _____

Terms _____

Title _____

Street Address _____

City/State/Zip _____

Date _____

Phone _____

BOG 43

Fein _____



Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Proposal	File Type: PDF (.pdf)	Multiple	Required

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 100 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

2. Upload your submission at:

<https://marshall.bonfirehub.com/opportunities/2242>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Jan 03, 2017 3:00 PM EST**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Marshall University uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

MARSHALL UNIVERSITY

Request for Expression of Interest

Marshall University Smith Music Hall Renovations and Upgrades

Marshall University will accept Expressions of Interest for the following service until 3:00pm on January 3, 2017 . At that time, sealed proposals will be opened in Room 125, Old Main Building, Marshall University, Huntington, WV

MARSHALL UNIVERSITY, ON BEHALF OF THE GOVERNING BOARD, SEEKS PROPOSALS FROM QUALIFIED ARCHITECTURAL FIRMS INTERESTED IN PROVIDING FULL SERVICE DESIGN FOR MARSHALL UNIVERSITY TO THE SMITH MUSIC HALL BUILDING LOCATED ON THE MARSHALL UNIVERSITY CAMPUS IN DOWNTOWN HUNTINGTON, WV.

SMITH MUSIC HALL IS AN 82,000 SQUARE FEET, 4 STORY STEEL FRAMED BUILDING WITH EXTERIOR MASONRY FAÇADE. IT WAS CONSTRUCTED IN 1966.

The design scope will be inclusive of but not limited to interior architectural upgrades to musical practice rooms which will include sound acoustics. Upgrades to HVAC systems such as humidity control, cooling tower operations and HVAC direct digital controls.

The Smith Music Hall procurement, design and construction schedule will be as follows:

- release and advertise expression of interest for design December 9, 2016
- expression of interest submission due to Marshall University Office of Purchasing on January 3, 2017
- complete shortlist and interview by January 13, 2017
- select design firm and enter into contract by January 20, 2017
- design and bid documents complete by March 17, 2017
- project construction bids open on April 14, 2017
- project materials submitted and approved by May 12, 2017
- start construction May 15, 2017
- complete construction August 18, 2017

Firms wishing to submit expressions of interest should demonstrate expertise, experience and capacity to provide all significant parts of the above services including design criteria and schedule.

The following characteristics will be used to review and rank proposals:

- Experience in and/or understanding of the local and /or West Virginia construction market capabilities and cost.
- Demonstrate that the location of the firm is such that services to the University will be readily available and convenient from the development phase through the construction contract administration.
- Specific identification of the project team and their individual project experience.
- Identification in detail of how mechanical/electrical/HVAC design will be addressed, qualifications of either in-house or outside consultants who will perform this design work, and the approach to be used in this critical design area. A proven track record of the working relationship among members of the design team must be specified.
- Demonstrated ability to coordinate construction contract administration in a general contractor approach.
- The history of the firm and location of principal office.
- Identification of the project team to be assigned to the proposed project, including their individual experience with the firm, their experience on similar projects, and the role they will play.
- Specific experience in providing the potential services required in project of a similar size and complexity.
- At least three (3) references from organizations at which the firm and the project team have provided similar services during the past three years.
- Experience in sustainable building design and status of LEED accredited professionals for architectural, mechanical and electrical disciplines within the proposed project team.

A committee comprised of University officials will evaluate the Expressions of Interest. It is anticipated that a short list of three to five firms may be selected for local interviews. As part of these interviews, firms may be asked to submit additional information.

A final selection of the most qualified firm will be made and fees will be negotiated for various phases of work required. In the event that acceptable fees cannot be negotiated with the firm deemed most qualified, negotiations will move to the next, most qualified firm.

For additional information, contact:

Mr. Ron May
Director, Facilities Planning & Management
Marshall University
Huntington, WV
Telephone: (304)696-6415

An original and six copies of Complete Expressions must be received by 3:00 p.m. on January 3, 2017 and must be submitted to the following address and uploaded into the University's Bonfire portal as per the attached instructions.

Marshall University
Office of Purchasing
Room 125- Old Main Building
One John Marshall Drive
Huntington, WV 25755-4100

The outside of envelopes should be plainly marked as follows:

Buyer: Jill Burcham
Requisition: R1701155
Date: January 3, 2017
Time: 3:00pm

ALL EXPRESSIONS MUST BE RECEIVED BY THE OFFICE OF PURCHASING BY THE ABOVE REFERENCED TIME AND DATE.

INSURANCE

Firm shall procure, at its own expense, and maintain for the duration of this Agreement, the following minimum limit (or greater if required by law) insurance coverages prior to being Issued an Agreement.

Standard Workers' Compensation and Employers' Liability as required by State statute including occupational disease, covering all employees on or off the work site, acting within the course and scope of their employment.

Commercial General Liability Insurance; Commercial Auto Liability Insurance; Excess Liability Insurance: and Employer's Liability Insurance coverage of at least the following minimum Amounts;

Commercial General Liability Insurance	
General Aggregate	\$2,000,000
Products and Complete Operations Aggregate	\$2,000,000
Personal and Advertising Injury Liability	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any One Fire)	\$ 300,000
Commercial Auto Liability Insurance	
Combined Single Limits, Bodily Injury And Property Damage Liability	\$1,000,000
Employers Liability/Excess Liability	
Each Accident	\$ 500,000
Disease-Policy Limit	\$ 500,000
Disease-Each Employee	\$ 500,000

Professional Liability

Firm shall maintain a policy of liability insurance with, at least, an occurrence limit of \$1,000,000.00 and an annual aggregate of \$2,000,000.00 with an insurance carrier authorized to transact insurance in the State of West Virginia. Should such a policy be on a "claims made" or upon a "claims paid" basis, Firm shall purchase the extended reporting endorsement upon termination or upon non-renewal and shall purchase a form on insurance that will extend the Reporting upon renewal. Firm shall be responsible for the payment of any deductible amounts. Proof of insurance must be attached to this agreement when signed.

Proposer shall provide such other insurance as may be required by law.

Marshall University shall be named as the additional insured on all liability policies.

Proposer shall provide a certificate of insurance confirming the minimum coverage limits

specified above and documenting additional insured status for Marshall University under each policy except Workers compensation and Professional Liability.

Proposer shall provide certificates of insurance to Marshall university prior to execution of the contract; within seven (7) working days of a request for a certificate; and upon the renewal of each policy; unless otherwise agreed to in writing.

All policies shall provide a minimum of (30) calendar day's written notice prior to cancellation.

STATE OF WEST VIRGINIA
Purchasing Division
PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (*W. Va. Code §61-5-3*) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: _____

Authorized Signature: _____ Date: _____

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ____ day of _____, 20____.

My Commission expires _____, 20____.

AFFIX SEAL HERE

NOTARY PUBLIC _____

Purchasing Affidavit (Revised 08/01/2015)

This must be returned with documents on January 3, 2017.