


Request for Expressions of Interest	 <p style="text-align: center;">Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries to: (304) 696-2822</p>	<p style="text-align: center;">Expression of Interest (EOI)#</p> <p style="text-align: center;">R1901371</p>
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Vendor: Phone: Email: FEIN/SSN: Fax:	For information contact: Buyer: Harold R. Sanders Phone: (304) 696-2822 Email: sanders13@marshall.edu and purchasing@marshall.edu
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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 AND (6) SIX 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 02/05/2019		DELIVERY REQUIREMENTS	DEPARTMENT REQUISITION NO.	PROPOSALS OPEN: 3:00pm on 02/14/19	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 Architectural Firms interested in providing Full Service Design for the Marshall University Memorial Student Center, located on the Marshall University campus in downtown Huntington, WV. EOIs will be accepted until 3:00 p.m. on 02/14/2019. At that time, EOIs will be opened and recorded in Room #125 Old Main Building, Marshall University, Huntington, WV.				
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 _____ within _____ days

FOB _____ After receipt of order at address shown

Terms _____

BOG 43

Bidder's name Vendor _____

Signed By _____

Typed Name _____

Title _____

Street Address _____

City/State/Zip _____

Date _____ Phone _____

Fein _____

MARSHALL UNIVERSITY

Request for Expression of Interest

Marshall University Renovations and Upgrades to the Memorial Student Center

Marshall University will accept Expressions of Interest for the following service until 3:00pm February 14, 2019. 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 THE MARSHALL UNIVERSITY MEMORIAL STUDENT CENTER LOCATED ON THE MARSHALL UNIVERSITY CAMPUS IN DOWNTOWN HUNTINGTON, WV.

The design scope will be inclusive of but not limited to renovations and upgrades to the Memorial Student Center including the removal and replacement of existing finishes, furnishings and fixtures and related construction. Improvements to the central lobby and meeting spaces shall be given priority. Improvements, revisions and upgrades of existing building elements such as stairs, railings and fireplace are also part of this project. Upgrades to existing power and lighting systems shall also be considered to be a part of this project. The existing HVAC system shall be addressed as necessary. Improvements to other spaces and systems may be included as part of this project, budget allowing.

The Memorial Student Center procurement, design and construction schedule will be as follows:

- Release and advertise expression of interest for design February 5, 2019.
- Expression of interest submission due to Marshall University Purchasing on February 14, 2019.
- Complete shortlist and interview by February 22, 2019.
- Select design firm and enter into contract by March 1, 2019.
- Design and bid documents complete by April 17, 2019.
- Project construction bids open on May 9, 2019.
- Start construction May 20, 2019.

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 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, negotiates will move to the next, most qualified firm.

For additional information, contact:

Mr. Jeff Pratt
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 February 14, 2019 and must be submitted to:

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: Harold Sanders
Requisition: R1901371
Date: February 14, 2019
Time: 3:00pm

ALL EXPRESSIONS MUST BE RECEIVED BY THE OFFICE OF PURCHASING BY THE ABOVE REFERENCED TIME AND DATE AND (6) SIX COPIES RECEIVED IN THE PURCHASING OFFICE.