

Request for Proposal	Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-3157	RFP# MU20STFE
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Vendor: Phone:	For information: Buyer: Tracey Brown-Dolinski Office of Purchasing browndolinsk@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, THE PROPOSAL WILL BE SUBMITTED ON THIS FORM IN ORIGINAL, SIGNED IN FULL INK, AND NUMBER OF COPIES REQUESTED IN THE PROPOSAL, RECEIVED HAVE A DATE/TIME STAMP AFFIXED AND SUBMITTED IN BONFIRE BY PROPOSAL OPENING TIME AND DATE. 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 SET FORTH HEREIN.

DATE 6/18/2019	DELIVERY REQUIREMENTS	DEPARTMENT REQUISITION NO.	Proposal OPENS: 3:00pm 6/18/2019	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
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Item #	Quantity	Description	Unit Price	Extended Price
		<p style="text-align: center;"><u>Addendum No. 5</u></p> <p>Project: Recreational Trail Feasibility Study Date: June 25, 2019 Time: 3:00pm</p> <p>The purpose of this addendum is to modify and/or clarify Project requirements, specifications. (Questions are unchanged from the original as received). Receipt of this addendum must be acknowledged by signature in the space below.</p>		

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 proposal 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.

Proposer guarantees shipment from _____

Proposer'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 _____

Fax _____

Fein _____

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MU20STFE Answers to Vendor Questions

From Page 8:

- 1 Completion date Oct 1, 2019. Will this date be extended? What is the anticipated project start date? When does all work need to be completed?

Answer: Yes. We would anticipated the contract beginning ASAP and no later than mid-July. End term would be December 15, 2019.

From Page 8, 2.2:

- 2 We understand use of the term “trail” refers to a driving trail along an existing network of roads. Has the route for the trail already been established? Is the Midland Trail National Scenic Byway a trail component?

Answer: The five county region is identified, but not the specific trail. The MTNSB can be a component but was not a consideration in development.

- 3 Is there an inventory of regional tourism assets that has been compiled and studied? Will this research be made available to the consulting team?

Answer: There are some existing asset lists available from partners. Yes, all available resources will be provided.

- 4 Is the “group of partners” selected and convened? If yes, what is their role with respect to the feasibility study?

Answer: Yes. CVBs, EDAs, and Chambers from all five counties have signed on in support role and providing match to the overall grant.

- 5 Has an implementation champion (project lead, coordinator, facilitator) been identified?

Answer: Yes. The names of these individuals will be given to the successful bidder.

From Page 8 and 9:

- 6 Section 2.2.1 Elements implies there is a preferred approach for the project. Alternatively, do you prefer the consultant suggest an approach to the challenge?

Answer: We would prefer the consultant offer approaches based on best practices as exemplified in other successful regional models.

- 7 Has Robert B. Byrd Institute considered using the Wealth Works model for this project? It has been used elsewhere in the Appalachian Region with much success and maybe a viable model for meeting the goals of growing this industry sector. Wealth Works is a good process for engaging local stakeholders on community ownership.

Answer: Wealth Works was not a consideration in creation, but would be a good model.

From Page 9, 2.2.1:

Please clarify the deliverable expectations – noted in the RFP statement are the words must, shall and will. These imply the elements are mandatory. In our read of the RFP there is a mixture items, some relevant to project steps, others seem out of place.

8 Matrix of options and business case? This is not clear:

Answer: We are looking for a business case for the trail that can be self-sustaining over time.

8.A Matrix of options for implementation? What is the thought process here? We ask because a “roadmap” in our view typically takes into consideration options for implementation. Early in the project the focus is on Asset and Gap analysis, pathways typically come later?

Answer: Again, looking for a model based on existing best practices in the gastro-tourism field as overlaid with our regional assets.

8.B Case studies of success are always provided in order to get at elements of a workable model and cost estimates. How are you using the term “business case” (we use in the context of a case that details how a business can locate, start, and grow). Clarification is appreciated.

Answer: We are looking for a business case for the regional trail model that provides a pathway to sustainability over time.

9 Supply chain models would normally come after deciding the market feasibility and trail model: The RFP seems to ask that supply chain be addressed too early in the process to be included. We expect to identify the types of suppliers needed by the craft beverage sector and other trail participants, but not individual companies.

Answer: That is acceptable. Leakages and assets would be a desired component.

10 Best model and develop pro forma and implementation:
Is this referring to identifying the best trail program model vs a craft operation model?

Answer: Yes.

10.A Pro forma – meaning budget for implementation?

Answer: Yes, meaning some kind of idea of what a minimum viable product idea would be for the operation of the trail.

11 Estimated construction cost of a facility What facility? Is there to be a specific look at a facility – a craft brewery, distillery, an incubator?

Answer: This piece is aspirational. The idea was an incubator/sales location that could highlight the regional products. Not necessarily a first step in this project

12 Economic impacts and Exhibit A: Is CBER doing, or have they completed, a data baseline for which an economic impact can be done in the future? There would be no investment at this time for an Economic Impact – that would come later. A baseline would be needed to track the economic impact over time. Would CBER be involved in the project?

Answer: CBER language was introduced here by mistake. Some of their aspects were modeled but CBER should not have been in there.

13 Operational funding and program operations: Assume this mean the “trail program”?

Answer: Yes

14 Presentation to partners and other parties: How many presentations – is there a list of partners?

Answer: One (1) large unveiling event where research is highlighted for community.

14.A Are there specific guidelines for the publishable report?

Answer: No

15 Other questions based on our research: What is the University’s goal in the project, i.e, training, incubator, etc?

Answer: The project is to provide another avenue to diversified regional economic development in central WV.

16 Budget: Please clarify the budget range of the project. Clarity preparation of the budget sheet.

Answer: The budget is not to exceed \$60,000. Proposers may upload detailed explanation of their total cost for the project into Bonfire portal

17 Is this project completely funded by the ARC POWER grant or is there a local match provided in addition to the grant?

Answer: There is, per the POWER RFP, a local match included from the participating partners.

18 What efforts have the Robert C. Byrd Institute taken “to facilitate coordination of this effort through existing programmatic efforts to support and expand the agricultural and local food economy of the state through the introduction of manufacturing process and techniques into farm and food operations?”

Answer: Our Agricultural Innovations programs has an ongoing series of workshops, entrepreneur technical assistance, and meetings to promote. One of the most well received was the Craft: Farm to Bottle Summit. <https://www.wvpublic.org/post/wva-farmers-and-bottlers-come-together-summit#stream/0>

19 Is there a Steering Committee for the project? If so, who is represented on it?

Answer: Yes, there is a steering committee comprised of the Economic Development Agencies, Convention and Visitors Bureaus, and Chambers of Commerce from each of the 5 counties.

20 Have there been any planning meetings to date on this project? If so, when have they occurred and are there future meetings planned the rest of the year?

Answer: Planning occurred monthly from August to December last year and then bi-weekly through the April Craft Summit. Meetings are currently on hold due to other partner commitments and waiting to award this RFP. They will begin again soon after awarding.

- 21 The deadline for the proposal was extended until June 25, 2019. What was the reason for extending the response time for proposals?

Answer: We were wanting a broad dissemination and applications from a diverse and accredited pool of applicants.

- 22 Do signed copies of all three addendums need to be included or just the most recent addendum (Addendum #3)?

Answer: All addendums must be signed.