



Statement of Work

Marshall University seeks proposals from qualified consultant teams to assist with preparing an Athletics Facilities Master Plan to guide its Thundering Herd athletic teams for the next 10 to 20 years.

Schedule of Events

Statement of Work Released	July 27, 2021
Response Deadline	August 23, 2021, by 3:00 pm, LPT
Proposal Review and Virtual Oral Presentations	week of August 30, 2021
Selection and Notification	week of September 6, 2021

All technical questions must be submitted via email to Angie Negley, Purchasing Director, negley4@marshall.edu, by August 9, 2021, by 9 a.m., LPT.

Contact Information

Please direct questions and proposals to Angie Negley, Purchasing Director, via email (negley4@marshall.edu).

Marshall University Background

Founded in 1837, Marshall University is one of West Virginia's oldest public institutions of higher education. The University was named in honor of John Marshall, the fourth Chief Justice of the United States (1801-1835).

Marshall University is designated as a Doctoral University – High Research Activity – R2 and offers more than 100 undergraduate, graduate, and professional degree programs in a broad range of fields. Enrollment for the 2020 fall semester was 11,812.

While Marshall's 100-acre main campus is in the heart of Huntington, West Virginia, the University also has campuses in South Charleston and Point Pleasant and offers courses at educational centers across the state. Marshall University is accredited by the Higher Learning Commission. Its Thundering Herd athletic teams compete in 16 NCAA Division I intercollegiate sports, 10 women's (basketball, cross country, golf, soccer, softball, swimming and diving, tennis, track and field, and volleyball), and six men's sports (baseball, basketball, cross country, football, golf, and soccer), all within Conference USA.

Additional information found in attached June 10, 2021, CARR Sports Operations Review.

Project Description

Marshall University Athletics is seeking a firm to:

- Prioritize facility needs based upon input from focus groups and stakeholder interviews;
- Provide a list of existing buildings and facilities in need of renovations, additions, demolition, and or any combination thereof ;
- Provide a comprehensive list of deferred maintenance projects that need to be addressed for each facility, including the estimated cost of each;
- Provide a list of telecommunications, utilities, and other necessary infrastructure improvements;
- Present proposals for other potential funding sources for existing and proposed facilities;
- Identify and create options for development potential; and
- Provide a recommended implementation schedule.



Timeline

Marshall University must receive final deliverables, including a written document and virtual presentation, to key University leaders by February 2022.

Qualification Requirements

Bidders must demonstrate their current capability and possess a record of successful past performance in providing substantially similar services as those specified in this statement of work.

Successful bidders will:

- Possess expert knowledge and experience with higher education clients to include preparation of required Facilities Master Plan and realistic understanding of current needs and trends in higher education facilities, emphasizing NCAA Division I clients.
- Provide evidence of an inclusive and diverse workforce, including the belief that diversity fosters awareness, promotes mutual understanding and respect, and provides suitable role models for your clients.
- Identify key personnel, including project lead and program experts along with those of sub-consultants proposed, to be assigned to this project. Include proposed key personnel's project experience with specific examples and identify their roles in the projects. Indicate current availability, proposed percentage of project involvement, and indicate whether the proposed team has worked together on previous projects.

Proposal Submission

Proposals must be submitted electronically as a single PDF file. Further, the Vendor's total cost should be submitted at the end of the PDF file.

Evaluation Points Allocation

Marshall University will evaluate proposals by the following criteria:

Technical Abilities	40 Points Possible
<ul style="list-style-type: none">• Proposal completeness and professionalism.• Evidence of an understanding of the project and scope of work.• Demonstrated experience.• Project methodology and management	
Virtual Oral Presentation	20 Points Possible
<ul style="list-style-type: none">• Interview (by video conference).	
Past Performance	10 Points Possible
<ul style="list-style-type: none">• Professional references and examples of work.	
<u>Total Technical Score:</u>	70 Points Possible
Budget	
<ul style="list-style-type: none">• Cost-effectiveness.	



Total Cost Score:

30 Points Possible

TOTAL PROPOSAL SCORE: 100 Points Possible