

**ADDENDUM NO. 1**  
**REQUEST FOR PROPOSAL #CU2410**  
**OUTDOOR RECREATION AREA**

Table of Contents

Section 1	General Information and Instructions to Bidders.....	Page 2
Section 2	Background Information.....	Page 3
Section 3	Scope of Services.....	Page 3
Section 4	Vendor Information and Qualifications.....	Page 4
Section 5	Bidder Responses and Evaluation Criteria.....	Page 5

Exhibits:

Exhibit A	Instructions to Bidders
Exhibit B	General Terms and Conditions
Exhibit C	Emailing Requirements
Exhibit D	Signature/Certification
Exhibit E	Addendum Acknowledgement
Exhibit F	Certificate of Liability Insurance
Exhibit G	Bid Bond & Bond Preparation Instructions
Exhibit H	Labor and Material Bond with Acknowledgments & Instructions
Exhibit I	Performance Bond with Acknowledgments & Instructions
Exhibit J	Maintenance Bond with Acknowledgments & Instructions

**Questions will be received until June 3, 2024 by 4 PM**

**Proposals will be received until June 12, 2024 by 2 PM**

## REQUEST FOR PROPOSAL

### RFP # CU2410 OUTDOOR RECREATION AREA

#### **SECTION 1: GENERAL INFORMATION**

1.1 Introduction: Concord University is soliciting for bids from qualified firms to renovate tennis courts to include the following: one tennis court, 2 pickleball courts, and a full-length basketball court.

1.2 **Instructions to bidders: See Exhibit A for bidder instructions.**

1.3 **General terms and conditions: See Exhibit B.**

1.4 Schedule of Events:

Release of RFP: 05/08/2024

Question Deadline: 06/03/2024

Addendum/Response to Questions: 06/05/2024

Proposal Due Date: 06/12/2024

Target Award Date: 06/30/2024

1.5 Posting of Information: This RFP and any addenda, including answers to questions, will be posted on the Concord University RFP webpage:

<https://www.concord.edu/about/important-offices-and-centers/business-office/accounts-payable-procurement/rfps>

1.6 Proposals shall remain in effect ninety (90) days from the submission date.

1.7 Expenses: The state will not be held liable for any expenses incurred by any bidder responding to this RFP including expenses to prepare or deliver the proposal or attend any oral presentation.

1.8 Interviews: Discussions and/or interviews may be held with the bidders under final consideration prior to making a selection for award; however, the RFP may be awarded without such discussions or interviews.

- 1.9 Award: It is anticipated that a single contract will be awarded for all services. However, the state reserves the right to configure the contract in whatever manner is in its' best interests.

## **SECTION 2: BACKGROUND INFORMATION**

- 2.1 Founded in 1872, Concord University is a four-year public liberal arts university and part of the West Virginia Higher Education System.
- 2.2 There are currently approximately 1,800 students enrolled and approximately 250 faculty and staff.
- 2.3 The mission of Concord University is to provide quality, liberal arts-based education, to foster scholarly and creative activities, and to serve the regional community.

Concord University provides rigorous programs, primarily at the baccalaureate level, which prepare students to pursue various graduate study and career options and to assume leadership and professional roles in a multicultural society. In keeping with its tradition of service to the region, the University will offer a limited number of carefully selected graduate degrees. While we incorporate a variety of educational methodologies/technologies, our size and the caring dedication of our faculty, staff and administration are the principal assurances of a quality educational opportunity at Concord University.

As a learning community, Concord University is committed to furthering knowledge through professional development activities and programs, through research, and through the application, publication, and appreciation of scholarly efforts.

The primary purpose of Concord's mission is academic; however, the service the University provides to its state and region goes beyond the classroom. Concord University contributes to the quality of cultural and economic in southern West Virginia through collaboration with both public and private organizations and agencies and through extension of its support and assistance into the region it serves.

## **SECTION 3: SCOPE OF SERVICES**

- 3.1 Renovating the existing tennis court area 120 ft by 253 ft.
- 3.2 Removing and disposing all of the tennis posts and patching the asphalt back.
- 3.3 Installing a full-length court and 2 basketball goals.
- 3.4 Installing 2 pickleball courts including 4 pickleball posts/nets.

- 3.5 Installing a tennis court including 2 new tennis posts.
- 3.6 Patching low areas and re-surfacing all courts with 2 colors – Maroon and Grey.

Add on – Contingent upon funds

- 3.7 Removal and dispose of existing fence, poles and concrete footers for the poles.
- 3.8 Patching back edge of court and filling holes with asphalt and stone.
- 3.9 Installing at least 10’ fence with 2 gates (1 at parking lot, 1 to enter turf area).
- 3.10 Installing at least 4’ fence between pickleball courts.

Add on – Contingent upon funds

3.11 Remove asphalt and dispose for turf area

3.12 Install asphalt for turf

3.13 Install turf elite pro

#### **SECTION 4: VENDOR INFORMATION AND QUALIFICATIONS**

Provide a statement/response to each of the following:

- 4.1 Identify and provide a statement of qualifications of individuals to be assigned direct responsibility for the services.
- 4.2 Describe the experience that key personnel have, their length of service with the firm, as well as other relevant skills.
- 4.3 Describe the Firm’s size, illustrating its ability to fulfill the terms of the RFP.
- 4.4 Describe any related experience.
- 4.5 Provide a complete description of how the work will be conducted including all quality assurances that are provided in the firm's process for this type of work and detail the amount of time and effort that will be required of the entities' personnel. Include in this

description an explanation of the tools/technology used to collect/coordinates requested items.

- 4.6 Provide a proposed schedule that ensures completion of the services.
- 4.7 Provide the names, telephone numbers and mailing addresses of at least three higher education clients and the contact person from whom references may be obtained for both the firm and the key personnel assigned to the engagement. References should be from clients comparable to the type and scope of services solicited in this RFP.

## **SECTION 5: BIDDER RESPONSE AND EVALUATION CRITERIA**

- 5.1 Economy of Preparation: Proposals should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

**NOTE: ALL PRICES ARE TO BE PROVIDED IN A SEPARATE EMAIL OR SEALED ENVELOPE LABELED AS PRICING INFORMATION.**

- 5.2 Proposals should be limited to 50 pages. Additional material may be presented as exhibits to the main proposal.
- 5.3 The proposal will be evaluated on a one hundred (100) point scale with points assigned as outlined below.

**Vendors failing to score at least 70% or 49 points for Sections 3 and 4 will not be considered to have met the minimum acceptable score. Any vendor not meeting the minimum acceptable score will NOT have their prices opened and will NOT be considered for award of the bid.**

### 5.3.1 Qualifications, Experience and Company Background – 20 points

Responses to Section 4 will be reviewed and evaluated here.

### 5.3.2 Services – 50 points

Responses to Section 3 will be reviewed and evaluated here.

- 5.3.3 Price – 30 points – The low bid will receive the full 30 points. Each higher bid will receive a percentage of the 30 points on a ratio basis compared to the low bid cost.

- 5.4 Award will be made to the bidder receiving the highest point total.
- 5.5 In the event that mutually acceptable terms cannot be reached within a reasonable period of time, with the highest ranked bidder, the state reserves the right to undertake negotiations with the next highest ranked bidder and so on until mutually acceptable terms can be reached.