



RFP # 27-0005

ADDENDUM 1

Campus Master Plan & Facility Assessment Services

Questions will be received until 3:00 PM, Friday, October 9, 2026

Proposals will be received until 10:00 AM, Wednesday, November 4, 2026

Proposals will be opened 10:05 AM, Wednesday, November 4, 2026

REQUEST FOR PROPOSALS 27-0005**Campus Master Plan & Facility Assessment Services**

A pricing sheet has been included in this packet (pages 9-16). This must be used for your bid to be considered.

The following will be provided to the winning vendor upon contract execution to help with discovery.

2019 Campus Master Plan & Recommendations Document

2025 Campus Master Plan Updates

GIS Files (Currently being created as part of our campus mapping project)

Enrollment Data

Deferred Maintenance Records

Utility Information

Strategic Plan Documents

Campus Maps/Building Floor Plans

The following are being presented to help potential vendors in determining their pricing.

Mission, Vision and Values

Mission: West Liberty University is a public university with a rich history of providing students with a comprehensive education from undergraduate to graduate degrees. Through experiential learning and personalized support, we empower students toward scholarly exploration, creative expression, and economic opportunity.

Vision: West Liberty University aspires to offer innovative, inclusive, and inspirational opportunities that prepare graduates to be leaders in their communities and professions.

Values

- **Community:** WLU fosters a caring community of diverse students, faculty, and staff who work together to nurture a sense of belonging in a safe, supportive, and respectful environment.
- **Excellence:** WLU sets high standards for excellence through our commitment to promoting students' aspirations and intellectual development, and our constant pursuit of knowledge, evidenced in nationally recognized programs and certifications.
- **Innovation:** WLU cultivates innovation among faculty, staff, and students. We believe in a forward-thinking mindset that embraces change as an opportunity for growth and improvement. Our commitment to innovation empowers our community to tackle complex challenges, drive meaningful progress, and shape the future.
- **Integrity:** WLU requires all students, faculty, staff, and administrators to act with integrity, treating everyone with respect, fairness, and dignity. We uphold the highest standards of honesty, ethics, and accountability in all aspects of our academic and professional endeavors.

Strategic Plan**Themes and Outcomes**

Theme 1: Cultivating Excellence, Innovation and Continuous Improvement in Academic Programs West Liberty University is responsive to the evolving changes in the demographics of our student population, the opportunities we have to expand our mission to new learners, and the needs of our local community. We empower our students for future success by challenging them to apply their learning in a variety of contexts that align with the best practices in higher education. To do so, we will achieve the following outcomes:

- a. Review academic programs, facilities, and technology to meet the evolving requirements and qualifications of high-demand occupations, ensuring students are well-prepared for the workforce.
- b. Develop and promote relevant educational programs catering to learners seeking upskilling opportunities.
- c. Develop and offer a variety of certificates and micro-credentials to complement majors and minors, enhancing students' career prospects.
- d. Strengthen involvement in high impact practices such as student research initiatives, experiential learning, and global opportunities.
- e. Emphasize an integrated, intentional, and relevant General Education program as the cornerstone of our expansive undergraduate curriculum.

Theme 2: Supporting Student Growth & Success West Liberty University is a community in which students can reach their full potential. We offer an opportunity-rich environment so that students explore their identities while they are supported by faculty, staff, and other students. To do so, we will achieve the following outcomes:

- a. Provide students, faculty, and staff a better understanding and connection to resources to support student success.
- b. Align curricular, co-curricular, and extra-curricular goals and outcomes in a way to serve student growth and development.
- c. Increase access to experiential learning opportunities and career development resources through collaboration with employer, community, and campus partners.
- d. Effectively use technology resources to elevate the student learning experience.
- e. Create environments where all students feel a sense of belonging and can explore their own identities and values.
- f. Develop strategies to increase the number of students completing 30, 60 and 90 credits each year.

Theme 3: Strengthening University Effectiveness West Liberty University is an institution where its employees are able to make effective decisions, complete work efficiently, and grow and develop, all in service to students. We are effective communicators so that we can tell our story to our stakeholders in order to promote our successes. To do so, we will achieve the following outcomes:

- a. Use technology efficiently and effectively to increase our capacity.
- b. Develop a culture where decisions are based on research and data.
- c. Identify inefficiencies and revise policies and procedures that will enable faculty and staff to be more productive in their jobs.

- d. Encourage and engage in more communication across departments.
- e. Assess and evaluate our performance to identify areas of improvement.
- f. Provide enhanced opportunities and allocate resources for professional growth for employees.
- g. Foster a culture where employees feel a sense of belonging, empowerment, and engagement.
- h. Expand efforts to promote our brand promise and brand drivers.
- i. Improve the average contribution margin for academic programs.

Theme 4: Developing and Expanding Community Partnerships & Collaboration West Liberty University has a mutually beneficial relationship with our region to serve our students but also the broader community. We are responsive to community needs while being mindful of the role our students can and will play in being leaders in their professions and communities. To do so, we will achieve the following outcomes:

- a. Build strong partnerships with the community, including business leaders and alumni, to develop career opportunities for our students.
- b. Prioritize students gaining valuable experience before entering the workforce through a variety of experiential learning opportunities in the local area.
- c. Expand partnerships with area schools to provide guidance to college bound students.

Campus Fact Sheet

2,627 student headcount in 2025 with 1,982 full time equivalent students

WLU has a 12:1 student to faculty ratio with an average class size of 25 students.

We offer over 70 majors in associates through doctorate degrees

There are over 50 student clubs and organizations.

We have 19 D2 NCAA athletic teams competing in the Mountain East Conference.

WLU's campus sits on 225 acres with satellite classrooms at Ohio County Airport to support our aviation program.

Our residence halls have a capacity of 1065 beds with 800 currently occupied

Our dining services is operated by Elior Collegiate Dining. They operate 3 retail restaurants, Chilaca, WeBurg, and a We Proudly Serve Starbucks and Bear Necessities convenience store in the Student Union and the Bear's Den cafeteria in Rogers Hall. They offer 19 meals a week during the academic year and about 800 total meals per year. Serving around 300 students per meal period. This contract is slated to run through 2032.

Our campus bookstore is operated by Barnes & Noble. Located in the basement of the Student Union. This contract is slated to run through 2032.

Approximately 1500 parking spaces on campus.

Building Inventory

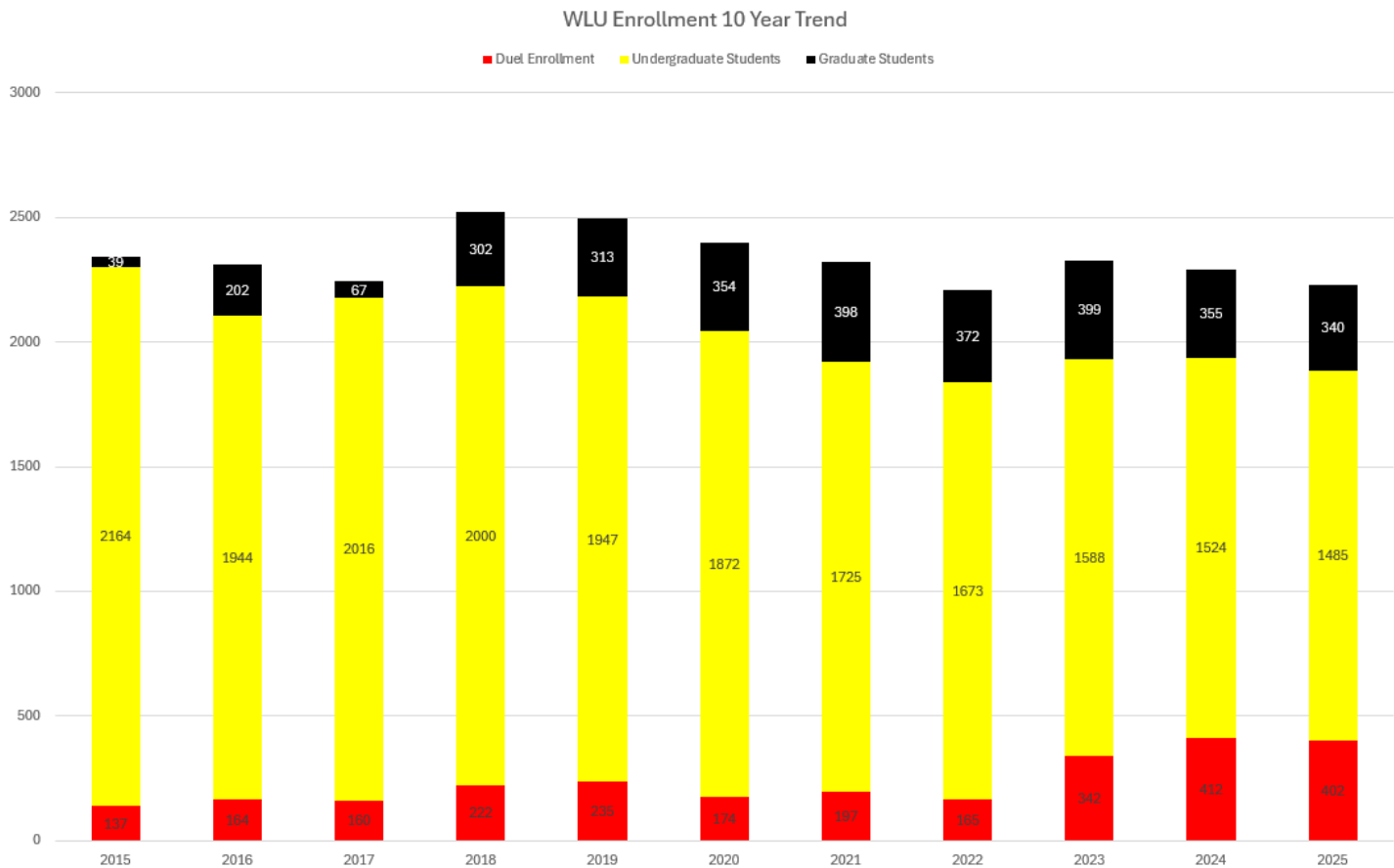
Building	Usage Type	Year Built	Floors	Gross Area
Shaw Hall	Administration	1916	4	46,053

Elbin Library	Academic	1970	3	62,344
Main Hall	Academic	1931	4	98,698
Shotwell Hall	Administration	1936	3	9,934
Interfaith Chapel	Administration	1967	2	5,861
Student Union	Residence Life	1963	3	47,075
Arnett Hall	Academic	1975	3	37,713
Hall of Fine Arts (Includes Media Arts Center & Kelly Theater)	Academic	1965	3	46,561
College Hall	Academic	1950	3	16,706
Annex	Athletics	1941	2	4,627
Myers Maintenance	Administration	1975	2	9,981
Campbell Hall	Academics	2014	4	72,000
AACC (Classroom Building)	Academics	Unknown	2	5,740
AACC (Labs)	Academics	2025	1	2,640
Hughes Hall	Residence Life	1967	6	54,682
Rogers Hall & Bear's Den	Residence Life	1958	4	49,494
Boyd Hall	Residence Life	1963	5	35,468
Curtis Hall	Residence Life	1963	5	29,528
Bonar Hall	Residence Life	1963	5	26,407
Krise Hall	Residence Life	1970	7	113,361
Beta Hall	Residence Life	1967	5	50,029
The Commons				
Commons One (229-239)	Residence Life	1965	2	1,939
Commons Two (245-257)	Residence Life	1965	2	1,939
Commons Three (261-269)	Residence Life	1965	2	1,939
The Cabins at Gary West Event Center				
Cabin 1	Residence Life	Unknown	2	928
Cabin 2	Residence Life	Unknown	2	928
Cabin 3	Residence Life	Unknown	2	1,194
Cabin 4	Residence Life	Unknown	2	1,194
Cabin 5	Residence Life	Unknown	2	1,300
Cabin 6	Residence Life	Unknown	2	1,300
Liberty Oaks	Administration	1936	2	4,959
Colonial Heights (President's House)	Administration	1957	2	5,444
310 Faculty Drive	Residence Life	1965	1	1,760
183 Residence Drive	Residence Life	1965	2	1,570
538 Van Meter Way	Residence Life	1935	2	2,601
556 Van Meter Way (Chi Omega)	Residence Life	1935	2	2,862
572 Van Meter Way (Alpha Xi)	Residence Life	1935	2	2,862
588 Van Meter Way (Phi Delta Theta)	Residence Life	1935	2	2,401
597 Van Meter Way (Zoo Sci)	Academics	Unknown	2	1,623
691 Van Meter Way	Residence Life	Unknown	3	2,620
Indoor Practice Facility	Athletics	2020	1	14,400
West Family Stadium	Athletics	2015	3	14,880
ASRC (Includes Bartell Fieldhouse)	Athletics	2000	4	73,944
Tennis Court Service Building	Athletics	1981	1	419
Blatnik Hall	Athletics/Academics	1956	3	59,779



West Liberty has approximately \$34M in deferred maintenance for campus. We have spent \$11M in the last 3 years on deferred maintenance with the help of state grants. We are expected to receive another state grant allowing for an additional \$2.8M to be spent in the next 12-18 months.

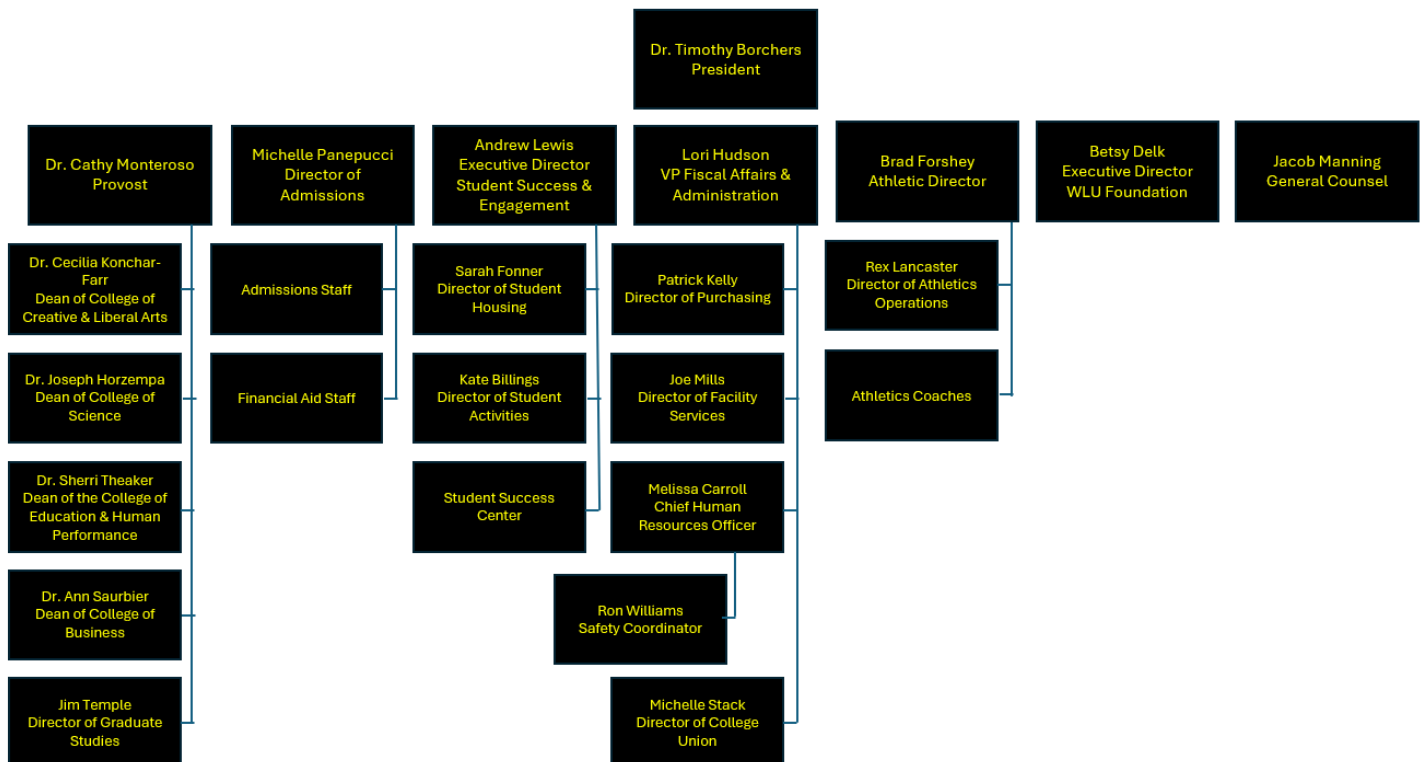
10-year Enrollment history



Organizational Chart

We are providing a high-level organizational chart, so you understand where different departments fall. This is for informational purposes only, You may need to interact with others once the contract is awarded.

Reminder: Until a contract is awarded, contact with any member of the university outside the Director of Purchasing is grounds for immediate disqualification.



PRICING SHEET

This is the only acceptable format for pricing. Pricing submitted in other formats will not be accepted or considered.

The University intends to compare proposals on the basis of the Base Scope Fee. Services not specifically identified within the Base Scope shall be proposed separately as Optional Services.

Base Scope Services

The services below already checked as included must be included in your base bid.

Task	Included	Optional	Cost
Project Initiation & Management	✓		Included
Existing Conditions Review	✓		Included
Stakeholder Engagement	✓		Included
Student Engagement Sessions			
Faculty/Staff Sessions			
Space Utilization Analysis	✓		Included
Campus Master Plan Development	✓		Included
Capital Prioritization Matrix	✓		Included
Implementation Roadmap	✓		Included
Draft Master Plan	✓		Included
Final Master Plan	✓		Included
Executive Summary	✓		Included
Board Presentation	✓		Included
Facilities Condition Assessment			
Deferred Maintenance Assessment			
Enrollment & Demographic Analysis			
Residence Hall Assessment			
Athletic Facility Assessment			
Parking & Transportation Study			

Task	Included	Optional	Cost
Utility & Infrastructure Assessment			
Cost Estimates			
Attendance at HEPC Presentation			

Total Fixed Fee for Base Scope \$ _____

Write out the number below, if there is a discrepancy, the written-out version is the official, for example, if the bid is \$1,000.50 you would write out one-thousand dollars and fifty cents.

Any service reasonably necessary to produce the required deliverables that is not identified as an exclusion in the Respondent's proposal shall be deemed included in the Respondent's proposed fee.

Additional Services (Check box if this is included in the base fee)

☐ Facilities Condition Assessment \$ _____

Write out the number below, if there is a discrepancy, the written-out version is the official, for example, if the bid is \$1,000.50 you would write out one-thousand dollars and fifty cents.

Percentage of Buildings Inspected _____%

Building System Reviews Included:

- ☐ Roofing
- ☐ HVAC
- ☐ Electrical
- ☐ Plumbing
- ☐ Fire Protection
- ☐ Accessibility
- ☐ Structural

Estimated Number of Buildings Assessed: _____

Deliverable Provided

- ☐ FCA Summary
- ☐ Building-by-Building Report
- ☐ Deferred Maintenance Cost Estimates
- ☐ Asset Life Cycle Analysis

FCA must utilize a standardized rating system such as:

- 1 Excellent**
- 2 Good**
- 3 Fair**
- 4 Poor**
- 5 Critical**

☐ **Deferred Maintenance Assessment \$** _____

Write out the number below, if there is a discrepancy, the written-out version is the official, for example, if the bid is \$1,000.50 you would write out one-thousand dollars and fifty cents.

Projects must be ranked by:

- 1 Life Safety**
- 2 Code Compliance**
- 3 ADA Compliance**
- 4 Mission Impact**
- 5 Risk of Failure**
- 6 Cost**

☐ ADA Assessment \$ _____

Write out the number below, if there is a discrepancy, the written-out version is the official, for example, if the bid is \$1,000.50 you would write out one-thousand dollars and fifty cents.

Identify observable accessibility barriers and accessibility-related capital needs for planning purposes. The assessment is not intended to constitute a formal ADA compliance certification or legal opinion.

This accessibility review must identify:

1 Building Entrances

2 Paths of Travel

3 Restrooms

4 Elevators

5 Parking Access

6 Classroom Accessibility

7 Residence Hall Accessibility

8 Major Barriers

And categorize

1 High Priority

2 Medium Priority

3 Low Priority

☐ Enrollment & Demographic Analysis \$ _____

Write out the number below, if there is a discrepancy, the written-out version is the official, for example, if the bid is \$1,000.50 you would write out one-thousand dollars and fifty cents.

☐ Residence Hall Assessment \$ _____

Write out the number below, if there is a discrepancy, the written-out version is the official, for example, if the bid is \$1,000.50 you would write out one-thousand dollars and fifty cents.

☐ Athletic Facilities Assessment \$ _____

Write out the number below, if there is a discrepancy, the written-out version is the official, for example, if the bid is \$1,000.50 you would write out one-thousand dollars and fifty cents.

☐ Parking & Transportation Study \$ _____

Write out the number below, if there is a discrepancy, the written-out version is the official, for example, if the bid is \$1,000.50 you would write out one-thousand dollars and fifty cents.

☐ Utility & Infrastructure Assessment \$ _____

Write out the number below, if there is a discrepancy, the written-out version is the official, for example, if the bid is \$1,000.50 you would write out one-thousand dollars and fifty cents.

Should include

1 Water Distribution

2 Sanitary Sewer

3 Storm Water Systems

4 Electrical Distribution

5 Telecommunications

6 Roadways

7 Sidewalks

8 Parking Lots

9 Site Lighting

Must identify Condition and Priority.

☐ **Additional Stakeholder Engagement** \$ _____ **Per Session**

Write out the number below, if there is a discrepancy, the written-out version is the official, for example, if the bid is \$1,000.50 you would write out one-thousand dollars and fifty cents.

☐ **Additional Presentations** \$ _____ **Per Presentation**

Write out the number below, if there is a discrepancy, the written-out version is the official, for example, if the bid is \$1,000.50 you would write out one-thousand dollars and fifty cents.

Reimbursable Expenses

☐ **Included in Fee**

☐ **Billed Separately**

Estimated Expenses \$ _____

Write out the number below, if there is a discrepancy, the written-out version is the official, for example, if the bid is \$1,000.50 you would write out one-thousand dollars and fifty cents.

HOURLY RATES

If additional services are requested, provide the following rates:

Position	Hourly Rate
Principal	\$
Project Manager	\$
Senior Planner	\$
Planner	\$
Analyst	\$

Assumed Level of Effort

Please list the proposed quantity of the following (These are included in the base price)

The University requests sufficient detail to understand the proposed stakeholder engagement approach. Respondents may attach supplemental information explaining their methodology.

Item	Firm Proposed Quantity
Campus Visits	
Stakeholder Meetings (Individual or Group)	
Focus Groups / Workshops	
Board Presentations	
# of Survey Instruments	

Assumptions

The Respondent shall identify all material assumptions upon which the proposal is based. (Additional sheet is authorized if necessary)

#	Assumption	Impact if Assumption Changes

Exclusions

The Respondent shall identify all services excluded from the proposed fee (Additional sheets authorized if necessary)

#	Excluded Service	Additional Cost