

REQUEST FOR EXPRESSION OF INTEREST
BUILDING RENOVATION PROJECT – Nursing – Wooddell Hall Renovation PROJECT
CONCORD UNIVERSITY

OVERVIEW

Concord University is seeking Expressions of Interest (“EOI”) from Design Professionals for Architectural and Engineering services to design renovations to the First (1st) Floor of Wooddell Hall to accommodate a Rural Health Solutions Nursing Project.

BACKGROUND

Concord University was founded in 1872 and is located in the southwest part of West Virginia in Athens. The University campus consists of 54 buildings on approximately 123 acres and provides exciting educational opportunities for approximately 1900 students. The University’s website may be found [here](#). And the campus map may be found [here](#).

Concord University was awarded funds by the State of WV to accomplish renovations that will benefit the new Nursing Program. The University intends to renovate part of the first floor Wooddell Hall.

SCOPE OF SERVICES

This current project is for the Concord University School of Professional Nursing, specifically focused on Rural Health Solutions. The general scope includes renovations to part of the first floor of Wooddell Hall (currently used for storage) to accommodate the Rural Health Solutions Program as noted above. Included in the Design Professional’s scope of services would minimally be:

- This construction project includes removing several partitions to facilitate the expansion of two (2) classrooms and a unisex restroom.
- This project would also include the renovation of lobby and hallway.
- Planning general architectural/engineering assessment of existing space
- Planning as required with the faculty and staff involved with Rural Health Solutions to confirm their needs for the space,
- Schematic and Design Development design/layout for review by Concord University with Schematic and DD level cost estimates and review with Concord University,
 - HVAC, electric and plumbing upgrades are integral,
 - Window replacement for the spaces involved
 - Other design elements as may be deemed necessary for completion of project.
 - Abatement of asbestos, lead paint and any other hazardous materials. Existing hazmat test results to be provided by Concord University to the selected Design Professional.
- Completion of detailed set of construction documents for bid.
- Oversight of any necessary abatement in coordination with Concord University and utilizing a subconsultant as necessary,
- With Concord University, oversight of bidding process and evaluation of bids,

- Oversight of construction progress – working with contractor(s) and Concord University throughout the process on schedule, RFIs, payments, etc.
- Other related standard project scope items as may be necessary for successful completion of the project.
- Design Professional would need to assist Concord University in providing any necessary design and/or construction documentation as may be required by the funding entity.
- Concord University has the right to add/remove any parts of the scope of services we feel are necessary/unnecessary for the completion of this project or funding reasons.
- These renovations would need to be done according to local, state and federal building codes that are applicable.

PROJECT SCHEDULE

This project must be completed and the building ready for occupancy by July 27, 2026.

The Design Professional would be responsible for – in collaboration with Concord University - assuring that an overall project schedule is established at the start of design and that it is adhered to throughout the project until hand-over and occupancy of the renovated space.

Project Schedule:

- Design Professional retained by: March 4, 2026
- Construction Documents Completed by: April 3, 2026
- Bidding process completed by: April 17, 2026
- Construction Completed by: July 27, 2026

It must be noted that the upper floors and lower floors of the existing building may need to remain occupied throughout construction. This must be taken into consideration during the design and construction of the project.

EXPRESSIONS OF INTEREST AND EVALUATION

Any Design Professional firm interested in being considered for this engagement should provide the following:

1. Name and address of the lead architectural/engineering firm submitting the Expression of Interest and the contact person at the firm.
2. List of all sub-consultants who will be involved in the project.
3. Detailed information about the key personnel who will be assigned to this project, with their roles identified and copies of their resumes provided.
4. Documentation that the firm's and any sub-consultants management and key personnel assigned have the expertise and flexibility to work with Concord University staff to meet program objectives and schedule.

5. Confirmation that the project architect/engineer and all consulting architects/engineers are licensed to practice architecture or engineering in the State of West Virginia.
6. Affirmation that your firm and the individuals who will be assigned to this engagement are free from all obligations and interests that might conflict with the interests of Concord University.

Design Professionals should submit a brochure covering the evaluative criteria above as well as the firm's history, organizational arrangement and at least five references (with contact information) from similar projects within the past 15 years.

Expressions of interest will be used to select the most experienced and qualified firm and project team in Concord University's opinion. Firms under final consideration may or may not be interviewed prior to making a final decision. A fee and a not-to-exceed amount for expenses will be negotiated with the successful Architect. Concord University reserves the right to not select a Design Professional through this process and/or to cancel the EOI process at any time should that be necessary

EOI SUBMISSION

EOI submissions should be provided in pdf format to procurement@concord.edu by February 3, 2026 by 2 PM.

EOI SCHEDULE

The schedule for this EOI process is tentatively as follows:

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| • REOI released: | January 23, 2026 |
| • EOIs due: | February 5, 2026 |
| • In person interviews (if deemed necessary): | February 16 and 17, 2026 |
| • Final selection by: | February 28, 2026 |

CONTACT

For any questions regarding this REOI, please contact:

Contact Director of Procurement, Andrea Webb at procurement@concord.edu.