



SHEPHERD
UNIVERSITY

August 28, 2026

REQUEST FOR EXPRESSIONS OF INTEREST

Shepherd University is soliciting expressions of interest for an architecture firm to develop a master plan which integrates the University's mission and strategic plan which supports the University's goal to become a premier public liberal arts university. The criteria for the selection of the firm are described in the attached Expressions of Interest.

Attached, please find the University's Request for Expressions of Interest No. SU27-02. Please note that all responses are due no later than 4:00 PM local time on Thursday, September 24, 2026 to:

Shepherd University Procurement Services
Attn: Debra Langford
L18A Ikenberry Hall
301 N King Street
PO Box 5000
Shepherdstown, WV 25443

If you have any questions or concerns regarding this solicitation please contact me via email at dlangfor@shepherd.edu. Thank you for your interest in Shepherd University.

Debra Langford
Executive Director of Procurement

REQUEST FOR EXPRESSIONS OF INTEREST
For
ARCHITECTURAL/ENGINEERING SERVICES
At
SHEPHERD UNIVERSITY

Shepherd University is soliciting expressions of interest for an architecture firm to develop a master plan which integrates the University's mission and strategic plan which supports the University's goal to become a premier public liberal arts university. Each public higher education institution is required to submit a Master Plan every ten years to the Higher Education Policy Commission.

Background of Shepherd University

Established in 1871, Shepherd University is a state-supported institution within the West Virginia system of higher education. From its beginnings over 155 years ago, the University has evolved into a comprehensive center of higher learning, serving a number of related, yet distinct roles:

- The University offers baccalaureate degrees in a wide range of fields, encompassing the liberal arts, business administration, teacher education, the social and natural sciences, and other career-oriented areas.
- The University provides credit courses for individuals that may not be seeking a specific degree, but who seek to broaden and update their knowledge in either familiar or new fields of intellectual endeavor.
- For the northern Shenandoah Valley region as a whole, the University is a center for noncredit continuing education, public service, and convenient citizen access to extensive programs in art, music, theater, athletics, and other areas of public interest. Shepherd University has a responsibility to extend its resources beyond the campus, bringing higher education closer to those who seek it.

Shepherd University Profile 2025-26

Founded	1871
Mascot	Ram
Undergraduate Enrollment.....	2817
Degree-seeking.....	2362
Graduate Enrollment.....	252
Degree-seeking.....	158
Full-time Students.....	76%
West Virginia Residents.....	68%
Female	62%
First-to Second Year Retention.....	69%
Six-Year Graduation Rate.....	50%
On Campus Residents.....	31%
Tenure/Tenure-Track Faculty.....	96
Total Faculty.....	253
Student Faculty Ratio.....	16:1

Undergraduate In-State Tuition/Fees*	\$9,398
Undergraduate Out-of-State Tuition/Fees*	\$19,994
*(per year)	
Graduate In-State Tuition/Fees*	\$504
Graduate Out-of-State Tuition/Fees*	\$721
*(per credit hour)	
Avg. Room and Board (per year)	\$7,333

State Appropriations	14.1M
Headcount.....	3,069
Average Freshman GPA.....	3.64
Average Freshman ACT.....	21
Average Freshman SAT	1,024
Number of Major Buildings	31
Undergraduate Academic Programs	34
Graduate Degree Programs	7
General Fund Operating Budget	\$60.26M
Value of Endowment	\$35.8M
Sports Teams	13
Source: SU Institutional Research Office, WV HEPC, IPEDS	

More Information about Shepherd University can be found on-line at www.shepherd.edu.

1.1 SCOPE OF WORK

Shepherd University is soliciting expressions of interest for an architecture firm to develop a master plan which integrates the University's mission and strategic plan which supports the University's goal to become a premier public liberal arts university. Professional services shall include, but not be limited to, the requirements identified in §18B-19-4 Campus Development Plans. These requirements are WV Code that indicates what campus master plans must consist of and is identified below:

§18B-19-4. Campus development plans

(a) Each governing board shall update its current campus development plan and submit the updated plan to the commission or council, as appropriate. The submission of a plan or updated plan to the council is for approval. A campus development plan shall be adopted by each governing board for a 10-year period and shall align with criteria specified in the following sources:

- (1) The system capital development oversight policy;
- (2) The institution's approved master plan; and
- (3) The current campus development plan objectives.

(b) Campus development plans are intended to be aspirational; however, an institution's plan shall be appropriate to its size, mission, and enrollment and to the fiscal constraints within which the institution operates. At a minimum the campus development plan shall include the following:

- (1) The governing board's development strategy;
- (2) An assessment of the general condition and suitability of buildings and facilities, including deferred maintenance, life-safety and building code issues, ADA requirements, and energy efficiency;
- (3) An assessment of the impact of projected enrollment and demographic changes on building and facility needs;

(4) A comprehensive list of major deferred maintenance projects, individually exceeding \$75,000 in cost, that need to be addressed for each campus by building or facility including an estimated cost for each;

(5) An analysis as to all buildings and facilities as to the need for renovations, additions, demolition, or any combination thereof;

(6) A list of major site improvements that are needed, including vehicular and pedestrian circulation, parking, and landscaping;

(7) An analysis of telecommunications, utilities, and other infrastructure improvements that are needed;

(8) A delineation of clear property acquisition boundaries that are reasonably appropriate for campus expansion;

(9) A list of proposed new facilities and building sites;

(10) A list of capital projects in priority order;

(11) Estimates of the timing, phasing, and projected costs associated with individual projects;

(12) If an institution has multiple campuses in close proximity, a delineation of how the campuses should interact and support each other to minimize duplication of facilities, improve efficiency and be aesthetically compatible;

(13) A statement of the impact of the plan upon the local community and the input afforded local and regional government entities and the public with respect to its implementation; and

(14) Any other requirement established by the commission and council in the rules required by §18B-19-17 of this code.

(c) Campus development plans shall incorporate all current and proposed facilities, including educational and general and auxiliary facilities.

(d) Not later than the next regularly scheduled meeting of the commission or council, as applicable, following the fifth anniversary date after the commission receives or council approves, as appropriate, the development plan of a governing board the governing board shall report on the progress made in the first five years to implement the campus development plan for each campus under its jurisdiction. In addition, the governing board shall report on its plans to implement the remaining five-year period of its campus development plan.

(e) Each governing board shall update its campus development plan at least once during each 10-year period and any update shall be submitted to the commission or council, as appropriate and those submitted to the council are subject to the approval of the council.

(f) A governing board may not implement a campus development plan or plan update that has not been submitted to the commission or submitted to and approved by the council, as appropriate.

1.2 EXPRESSIONS OF INTEREST SUBMISSION

Expressions of Interest documents shall be enclosed in a sealed submission and be identified as an "Expressions of Interest" including the solicitation number, and the opening time and date. The proposer, by making a submission, represents that: (a) the proposer has read and understands the documents, terms and conditions, and the proposal is made in accordance therewith; and (b) the proposal is based upon the services specified.

The envelope shall be addressed to Shepherd University Procurement Services, 301 N. King Street, L18A Ikenberry Hall, Shepherdstown, WV 25443 and must be submitted on or before Thursday, September 24, 2026 at 4:00 p.m., local time.

Expressions of Interest received after the time and date for the proposal opening will be returned unopened. The proposer shall assume full responsibility for timely delivery at the location designated for receipt of bids. Oral, telephonic, facsimile, or telegraphic proposals are invalid and will not receive consideration. The Expressions of Interest must be signed by such individual or individuals who have full authority from the proposer to enter into a binding contract on behalf of the proposer.

1.3 EXPRESSION OF INTEREST COPIES

One original, signed and completed, and five (5) copies of the proposal shall be submitted to the University.

1.4 EXPRESSION OF INTEREST SCHEDULE

August 28, 2026:	Expressions of Interest is issued
August 28, 2026- September 16, 2026	Questions regarding the Expressions of Interest may be submitted during this time period. Please send questions to dlangfor@shepherd.edu
September 24, 2026:	Expressions of Interest Due 4:00 PM
October 12-October 16, 2026:	Schedule Architecture Presentations
October 23, 2026:	Architect Selected for Master Plan
November 1, 2026:	Contract Begins to Prepare Draft Master Plan
March 31, 2027:	Final Draft Master Plan Due
April 15, 2027:	Presentation of Draft Plan to Shepherd University Board of Governors
June 30, 2027:	Shepherd University Master Plan submitted to Higher Education Policy Commission

1.5 INQUIRIES

Communications with employees of Shepherd University concerning this request by the vendor or on the vendor's behalf would not be appropriate during the submission and selection process.

All questions and/or inquiries concerning this request shall be submitted in writing to:

Shepherd University Procurement Services
L18 Ikenberry Hall
PO Box 5000
Shepherdstown WV 25443
Debra Langford, Executive Director
Dlangfor@shepherd.edu

Vendors should consider Procurement Services as the first and prime point of contact on all matters related to the procedures associated with this Expressions of Interest. If additional information is needed from any source, the Procurement Services will work with the vendor and the various offices of the University to gather that information.

Questions can also be submitted via fax at (304) 876-5001.

1.6 ACKNOWLEDGMENT OF AMENDMENTS OF RFP

Receipt of an addendum to this RFP must be acknowledged by a proposer on the Proposal Response Certification (Attachment A).

1.7 VENDOR REGISTRATION

Prior to any award for purchases exceeding \$25,000, the apparent successful proposer must be properly registered with the West Virginia Department of Administration, Purchasing Division, and have paid the required vendor registration fee. The current registration fee is \$125.

1.8 EXPRESSIONS OF INTEREST RESPONSE OUTLINE

To aid in the evaluation process, it is required that all responses comply with the items and sequence as presented in paragraph 1.8, Expressions of Interest Response Outline. Paragraph 1.8 outlines the minimum requirements and packaging for the preparation and presentation of a response. Failure to comply may result in rejection of the response. The proposal should be specific and complete in every detail, prepared in a simple and straightforward manner.

Interested firms are invited to submit a statement of qualifications for the creation of the new campus master plan. Please include the following items for submission:

- A. Response Sheet: The Expressions of Interest Response Certification (Attachment A) shall be attached to the front of the expressions of interest and shall contain the proposer's certification of the submission. It shall be signed by an official who has full authority to enter into a contract.
- B. Indicate why your firm is uniquely qualified to lead the master planning effort at Shepherd University and provide examples of three current projects that you feel best illustrates your firm's capabilities with respect to Shepherd University's master planning needs.
- C. Provide resumes of those people who will have direct contact with the University's stakeholders and any other relevant team members who will shape the design of the project.
- D. Provide relevant background information on your firm, to include:
 - 1. Number of registered architects,
 - 2. Number of principals,
 - 3. Number and a brief description of college and university projects completed since July 2021 (the past 5 years),
 - 4. Approximate construction dollar volume of academic buildings that company has designed or been involved with designing and creating since July 2021.
 - 5. Three references for which the firm has completed relevant projects within the past five years. References should provide name, entity, telephone number, and fax number so information can be obtained regarding the projects performed.

All firms submitting a statement of qualification must be licensed to operate in the State of West Virginia.

1.9 EVALUATION CRITERIA

Evaluative criteria to be used in the review and scoring of the proposals shall include the following. Each proposal will be scored on a 100-point scale, weighted as indicated below:

1. Experience in successfully master planning at higher education institutions, including facilities condition assessments, deferred maintenance quantification, and enrollment-driven space needs analysis at institutions of similar size and mission. Please include information regarding similar projects. (30 points)
2. Qualification and experience of team members, including the team's professional credentials and affiliations indicating their capabilities to provide services of this nature and scope, and the team's capacity and availability to complete the work within the timeframe identified in this Expressions of Interest. (25 points)
3. Proposed approach and methodology, including the firm's plan for engaging campus stakeholders, local and regional government entities, and the public, consistent with the community input requirements of §18B-19-4(b)(13). (25 points)
4. Demonstrated successful responses from references in performing similar duties as identified in this Expressions of Interest. Please include organization, contact name, title, telephone number, and e-mail address. (10 points)
5. Quality and content of proposal. (10 points)

A minimum of three (3) firms, those with the highest overall scores, will be invited to participate in an interview process, provided at least three responsive submissions are received. The interview process will result with the selection of a single firm, the one determined to be the most qualified to become the project architect/engineer, and begin negotiations of a contract with the Owner. In the event the first selected firm and the Owner cannot agree to terms, the Owner reserves the right to contact the next highest ranked firm and attempt to negotiate a contract.

Any and all costs incurred by the vendor in preparation of a response to this request or for presentation of credentials are the responsibility of the vendor and will not be reimbursed. All responses and documentation submitted by the vendor

become the property of Shepherd University at the time the documents are opened.

1.10 KEY DELIVERABLES FOR THE SELECTED FIRM

The selected firm will be required to produce, at a minimum, the following items within the timeframe established above. These will include:

- A. Programming Document,
- B. Site Plan, delivered in editable CAD or GIS format, with all source and native files becoming the property of the University,
- C. Master Plan Narrative, delivered in native editable document format,
- D. Facilities Condition Assessment covering all educational and general and auxiliary buildings, including the comprehensive list of major deferred maintenance projects individually exceeding \$75,000 in cost required by §18B-19-4(b)(4), itemized by building with an estimated cost for each and delivered in an editable spreadsheet or database format that University staff can maintain,
- E. An assessment of the impact of projected enrollment and demographic changes on building and space needs, as required by §18B-19-4(b)(3),
- F. The analyses and lists required by §18B-19-4(b)(6) through (b)(10), including major site improvements, infrastructure and telecommunications improvements, property acquisition boundaries, proposed new facilities and building sites, and a list of capital projects in priority order,
- G. Recommendation on Master Plan Phasing, structured so that the first five-year period is clearly separable in order to support the progress report required by §18B-19-4(d),

- H. Based upon Master Plan Phasing, provide a timeline of the phasing and cost estimates for the investments by phase, with the estimating basis, dollar-year, and escalation assumptions clearly stated and cost data delivered in editable spreadsheet format,
- I. An interim existing conditions and findings report at the midpoint of the engagement, and no fewer than two (2) review drafts of the Master Plan for University comment prior to the final draft,
- J. Presentation of the draft Master Plan to the Shepherd University Board of Governors, and presentation support through submission of the plan to the Higher Education Policy Commission, and
- K. All other State of West Virginia Requirements as identified in §18B-19-4.

TERMS AND CONDITIONS

1. **ACCEPTANCE:** Seller shall be bound by this Order and its terms and conditions upon receipt of this Order. This Order expressly limits acceptance to the terms and conditions stated herein. Additional or different terms proposed by the Seller are objected to and are hereby rejected, unless otherwise provided for in writing by the Buyer and approved by the Attorney General.
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the Procedural Rules of the Governing Board having jurisdiction shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
3. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder, may be assigned by the Seller without the Buyer's consent.
4. **BUYER:** For the purposed of these Terms and Conditions, the "Buyer" means the institution purchasing goods and services for which a Purchase Order has been lawfully issued to the Seller.
5. **CANCELLATION:** The Buyer may cancel any Purchase Order/Contract upon 30 days written notice to the Seller.
6. **COMPLIANCE:** Seller shall comply with all federal, state and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the W. Va. Division of Labor, if applicable.
7. **DELIVERY:** For exceptions to the delivery date as specified in the Order, the Seller shall give prior notification and obtain the approval of the Buyer. Time is of the essence of the Order and it is subject to termination by the Buyer for failure to deliver on time.
8. **DISPUTES:** Disputes arising out of the agreement shall be submitted to the West Virginia Court of Claims.
9. **HOLD HARMLESS:** The Buyer will not agree to hold the Seller or any other party harmless because such agreement is not consistent with state law.
10. **MODIFICATIONS:** This writing is the parties final expression of intent. No modification of this Order shall be binding unless agreed to in writing by the Buyer.
11. **NON-FUNDING:** All services performed or goods delivered under this Purchase Order/Contract are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
12. **ORDER NUMBERS:** Contract Order numbers or Purchase Order numbers shall be clearly shown on all acknowledgments, shipping labels, packing slips invoices and correspondence.
13. **PAYMENTS AND INTEREST ON LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the West Virginia Code.
14. **RENEWAL:** The Contract may be renewed only upon mutual written agreement of the parties.
15. **REJECTION:** All goods or materials purchased herein are subject to approval of the Buyer. Any rejection of goods or materials resulting in nonconformity to the terms, conditions or specifications of this Order, whether held by the Buyer or returned to the Seller, will be at the Seller's risk and expense.
16. **SELLER:** For the purposed of these Terms and Conditions, the "Seller" means the vendor whose quotation, bid, proposal or expression of interest has been accepted and has received a lawfully issued Purchase order from the Buyer.
17. **.SHIPPING, PACKING, BILLING & PRICING:** Unless otherwise stated, all goods are to be shipped prepaid, FOB destination. No charges will be allowed for special handling, packing, wrapping, bags, containers, etc., unless

otherwise specified. All goods or services shall be shipped on or before the date specified in this Order. Prices are those that are stated in this Order. No price increase will be accepted without written authority from the Buyer.

18. TAXES: The State of West Virginia (the Buyer) is exempt from Federal and State taxes and will not pay or reimburse such taxes.

19. TERMINATION: In the event of a breach by the Seller of any of the provisions of this contract, the Buyer reserves the right to cancel and terminate this contract forthwith upon giving written notice to the Seller. The Seller shall be liable for damages suffered by the Buyer resulting from the Seller's breach of contract.

20. WARRANTY: The Seller expressly warrants that the goods and/or services covered by this Order will: (a) conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; (b) be merchantable and fit for the purpose intended; (c) be free and clear of all liens, claims and encumbrances of any kind; and/or (d) be free from defect in material and workmanship.

EXPRESSIONS OF INTEREST RESPONSE CERTIFICATE

SHEPHERD UNIVERSITY

DATE

The undersigned, as proposer, declares that he/she has read the Request for Expressions of Interest and the following proposal is submitted on the basis that the undersigned, the company and its employees or agents, shall meet, or agree to, all conditions contained therein.

Name of Proposer

Signature of Proposer

Title

Firm Name

Street Address

City, State, Zip

Telephone Number

Email Address of Signatory

Federal Employment Identification Number