

Date

DESIGN FIRM NAME

REQUEST FOR PROPOSALS

INSTITUTION seeks the services of a high quality architectural firm to provide design and contract administration services for a master renovation plan for campus housing and student life. The enclosed *Request for Proposals (RFP)* outlines the general scope and timeline of the project for your consideration.

This master plan is intended to provide INSTITUTION undergraduate students with state-of-the-art residential facilities which support living and learning in a dynamic, diverse and welcoming environment. We hope that your firm will be interested in being considered as a potential partner with INSTITUTION for this initiative by submitting a proposal as described in the attachment.

Please provide the information requested no later than Date & Time. Proposals should be delivered to the following address:

CONTACT INFORMATION

Should you have any questions, please contact me at (XXX) XXX-XXXX.

Attachment

**HOUSING & STUDENT LIFE MASTER PLAN
REQUEST FOR PROPOSAL**

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Introduction

The purpose of this Request for Proposal is to evaluate firms that will be considered for Architectural and Engineering services for designing a comprehensive master plan for the Division of Student Life, which includes Housing & Residence Life, for the next 15-20 years. The first phase of implementation will involve the renovation of 12 traditional residence halls. The resulting master plan report will serve as a “road map” for INSTITUTION to inform future decision-making about campus investments in facilities and programs for student life and housing.

The services to be provided by the selected firm shall include Planning and Programming, Site Evaluation, Design, Construction Documentation, and Construction Administration. Services shall also include project design, administration, and documentation for LEED Silver certification. To be considered for selection all pre-qualified firms shall follow the guidelines outlined in this Request for Proposal.

Background

INSTITUTION Overview

INSTITUTION is a selective, independent, coeducational liberal arts college of XXX students located in LOCATION. INSTITUTION provides a distinctive undergraduate education encompassing the humanities, fine arts, social sciences, mathematics and the natural sciences, and selected professional disciplines. INSTITUTION emphasizes engaged learning, a problem-solving, project-oriented and research-based educational philosophy that encourages students to put into practice the theories and methods learned from texts or lectures. The university is committed to the education of the whole person.

Student Life and Housing at INSTITUTION

The Division of Student Life is comprised of housing and residence life, career services, student activities and the university center, leadership programs, multicultural affairs, volunteer services, recreational sports, counseling services, health services, and fraternities and sororities. These departments and offices are housed in five separate locations – LIST LOCATIONS.

There are XXX students living in XX residence halls, XX apartment buildings and XX cabins. In addition, The XXX is a 196-unit apartment complex just outside the campus gate that houses both students and the public community.

The residence halls were built in the late 1950s and early 1960s and encompass approximately 350,000 square feet. The University Center (student union) was built in 1965, renovated in 1998 and encompasses approximately 75,000 square feet.

INSTITUTION has a four-year residency requirement, thus 95% of students live in campus housing. INSTITUTION also has a dry campus alcohol policy. Approximately 30% of students participate in fraternities and sororities, though INSTITUTION does not provide Greek houses. Sophomore members of these organizations do live on designated floors in the residence halls. In addition, each fraternity is given four exemptions for seniors to live off campus in a house that the individual organizations own or rent. Engaged Living is a program that bridges academics and student life, especially for some of our first-year students. Participating students live together and take a course together during their freshman year. By creating communities to fully support the growth of the whole person, this program challenges the intellectual and creative energies of INSTITUTION students while enriching their ability to address complex problems as students and as citizens.

Division of Student Life Vision & Mission Statement

Provide a comprehensive, integrated student experience which embraces learning, personal responsibility and the appreciation, respect and understanding of individual and cultural differences.

- The Mission of the Division of Student Life is to provide practical daily applications of the ideals of a liberal arts education.
- We will implement innovative activities and services that foster personal growth and development as well as the promotion of discovery, collaboration, and civic engagement.
- We will assist students in embracing the ideals of life-long learning, academic excellence, ethical leadership and responsible global citizenship. All of which will result in providing a distinctive undergraduate experience.

Housing & Residence Life Mission & Philosophy Statement

Housing & Residence Life serves as a bridge to interdependent living, global stewardship, responsible decision-making, and personal growth. Housing & Residence Life encourages student engagement and development in support of the University's engaged learning objective.

We believe...

- Students are the center of our educational process.
- Residents develop best in safe, comfortable and attractive housing.
- Residents should have a staff that is capable of role modeling appropriate behaviors that supports them with their living experience.
- We must provide residents with programs and activities that support the development of the whole person through fulfilling our nine learning outcomes – civility, social responsibility, healthy behaviors, diversity appreciation, realistic self-appraisal, intellectual growth, effective communication, meaningful interpersonal relationships, and sustainability.
- Staff members respect the uniqueness of each individual resident.
- Student leadership promotes a strong sense of community.

- Established and consistently enforced parameters are in the best interest of residents and their living environment.
- Staff members must collaborate with faculty, students and other staff.
- The routine assessment of our programs, services and policies is essential to the high-quality stewardship of the University's resources.

Tasks and Deliverables

The Master Plan project will involve the following tasks, which must be included in the overall final report. The University expects the selected firm to utilize surveys, questionnaires, on-site workshops, review campus-provided documents, and meet with key stakeholders in an effort to engage the campus community at an effective level in the planning process.

1. **Vision for the Student Experience:** Working with the steering committee, interviews, focus groups, and surveys the selected firm should articulate a vision for the INSTITUTION student experience.
2. **Facilities Assessment and Recommendations:** A review of existing housing and student life facilities with the following considerations...
 - a. Suitability for intended users
 - b. Physical condition
 - c. Overall code and accessibility compliance
 - d. Renovation/expansion potential
 - e. Sustainable design opportunities
 - f. Satisfaction surveys
 - g. Projected costs for suggested upgrades/renovations
3. **Peer Analysis and Benchmarking:** A presentation of findings regarding peer institutions, focusing on their student life and residence life education programs and facilities. The selected firm should already have much of this information on file. This analysis should consider the following key metrics...
 - a. Percentage of undergraduate student housing renovated or built within the last 5-10-25 years
 - b. Amount of student life space provided per FTE student (not including housing)
 - c. Amount of residence hall living space provided per FTE student
 - d. Housing configurations (singles, doubles, suites, apartments, community bath, etc.)
 - e. Innovative approaches to facilities or student life programs

INSTITUTION's current position should be included to facilitate easy comparison. Note that INSTITUTION considers the following to be its peers: LIST.

4. **National Trends in Student Life and Housing:** A broad review of current trends with housing types, financing, and provision of student life facilities and programs. The selected firm should be prepared to present these trends early in the process to allow INSTITUTION the opportunity to address each of the major trends. INSTITUTION is open to discussion on separate housing for first-year students, living/learning facilities, and fraternity and sorority housing.
5. **Housing and Student Life Master Plan:** With the information gained in tasks 2-4, the selected firm should create physical and programmatic options for achieving the vision for the student experience (task 1). After these options have been reviewed, the selected firm will create a draft master plan for review by INSTITUTION.
6. **Construction Options:** Recommendations for strategies for investment in new facilities, reinvestment in renovations and additions, and demolition of each of the existing student life and housing facilities. This should coordinate with the requested studies, and should identify phasing sequence approaches where appropriate (specifically the residence halls). Construction costs and total project costs should be projected for each principal project.

Key Issues

There are several issues that must be addressed in this Master Plan. These issues are listed below in priority order, but we encourage the consultant to rank them, as appropriate, in the final report of the study.

1. Complete renovation of 12 residence halls
2. State of the art safety and security features
3. ADA standards
4. Expanded amenities – study lounges, computer labs, kitchens, workout rooms, laundry rooms and storage space
5. Overall financial considerations
6. Bridge residential experience with academic experience
7. First-year experience
8. Second-year experience
9. Fraternities and sororities
10. Counseling services and health center expansion
11. University center re-configuration
12. Affordability of student housing
13. Addressing diverse student populations
14. Integrating sustainable practices

Campus Housing Configuration

XX Housing (716 beds)

	<u>Beds</u>	<u>Double</u>	<u>Single</u>	<u>Triple</u>	<u>Apt</u>	<u>Style</u>
XX Hall	21	6	6	1		Community Bath
XX Wing	7	1	2	1		Community Bath
XX	187	88	7		1	Community Bath
XX	138	64	7		1	Community Bath
XX	116	54	6		1	Community Bath
XX	114	52	6		1	Community Bath
XX	133	61	7		1	Community Bath

XX Housing (667 beds)

	<u>Beds</u>	<u>Double</u>	<u>Single</u>	<u>Triple</u>	<u>Apt</u>	<u>Style</u>
XX	100	46	6		1	Community Bath
XX	144	70	2		1	Community Bath
XX	78	38			1	Suite
XX	105	47	3	6	1	Suite
XX	78	38			1	Suite
XX	81	33	1	4	1	Suite
XX	81	33	1	4	1	Suite

XX Housing (22 beds)

	<u>Beds</u>	<u>Double</u>	<u>Single</u>	<u>Triple</u>	<u>Apt</u>
XX	8	4			
XX	8	4			
XX	4	2			
XX	2	1			

XX (1,024 beds)

	<u>Beds</u>
Private Bedrooms	880
Shared Bedrooms	144

Selection Process

The first step in the Selection Process is the receipt and evaluation of proposals submitted by a pre-qualified list of firms. Responses to the Selection Criteria listed below shall serve as the basis of evaluation for all proposals. Following evaluation, INSTITUTION will invite a short list of selected firms to interview. All short-listed firms will be allowed to tour the campus and meet with selected members of the Housing & Residence Life, Student Life, and Facilities Services staff to gather additional information prior to interviewing. It is from both the written information in the respondent's proposal and the interview process that the University will determine which firm it deems to be the best fit for the project and proceed to negotiate a contract for services.

Proposal Selection Criteria

The following selection qualification criteria should be included in each respondent's proposal:

1. Provide the following general information about your firm:
 - a. Firm Name
 - b. Address, Phone
 - c. Telephone and Fax Number
 - d. Contact Name, Telephone Number and Email Address

2. Provide the following information about the history and status of your firm:
 - a. Years in Business
 - b. Annual firm revenue
 - c. Number of FTE staff
 - d. Awards/Recognitions
 - e. Other factors which may be appropriate for the project

3. Provide a Design Team organizational chart and resumes for the following (indicate primary point of contact):
 - a. Principal-in-Charge
 - b. Project Manager
 - c. Project Architect
 - d. Project Designer
 - e. Interior Designer
 - f. Landscape Architect
 - g. Civil Engineer
 - h. Structural Engineer
 - i. Mechanical/Plumbing Engineer
 - j. Electrical Engineer
 - k. Other Consultants

4. Provide the following information for relevant Project Experience:
 - a. Project Name
 - b. Client Name
 - c. Project Location
 - d. Project Completion Date
 - e. Project Size
 - f. Project Budget
 - g. Written Project Description
 - h. Graphic Project Description
5. Provide a list of current workload and projects recently awarded for the Design Team.
6. Provide a description of your proposed Design Approach for this project.
7. Provide information on your firm's experience with Sustainable Design/LEED projects.
8. Provide information on your Design Team's approach to Project Management and controlling project costs and schedules for this project type.
9. Provide information on your Design Team's approach to Construction Administration and experience with Construction Administration for this project type.
10. Provide information on your firm's experience and familiarity with the area where the project is located.
11. Provide a list of 3 references of similar projects in progress or completed within the past 5 years.
12. Provide information on any other factors which may be appropriate for this project (optional).

Response Format

RFP submittals should be straightforward and concise and must satisfy the Selection Criteria for it to be considered a complete submission. The emphasis of the response should be to demonstrate the submitting team's ability to provide the services delineated in the scope of work for a project of this type, size and complexity. Nonconforming responses and responses that are received late will not be evaluated. Delivery to the University by the submission deadline as noted in the RFP is the sole responsibility of the submitting team. All material submitted in response to this RFP will become the property of the University. The RFP response must conform to the following format:

- Three copies of the respondent's proposal shall be submitted.
- All submittals must have the following items clearly identified on the cover – Submitting Firm's Name, University Name, and Project Name.
- The submittal shall be on standard 8½" x 11" paper (if larger paper is used for some pages please fold them to fit within the binding of an 8½ x 11" document).
- The submittal shall be no more than 30 pages (double-sided), all pages numbered, and bound (no three ring binders).
- The submittal shall include a cover letter on the respondent's official letterhead. The letter shall indicate the primary contact person along with their e-mail address and phone numbers for the submitting firm.
- The submittal shall include a current SF-254 form.

Selection Schedule

Request for Proposals Sent	DATE
Designer Proposal Submission	DATE
Committee Review and Shortlist	DATE
Designer Interviews	DATE
Committee Recommendation	DATE
Final Selection	DATE
Notice to Designers	DATE

Contact Information

If you need additional information please contact NAME, Director of Housing & Residence Life, PHONE NUMBER or NAME, Director of Facilities Planning, Construction & Grounds, PHONE NUMBER.

APPENDIX

INSTITUTION Facts

President:

Location:

Founded:

Status:

Team Name:

Athletic Conference:

School Colors:

Undergraduate tuition

Tuition:

Room and Board (estimate):

Books (estimate):

Parking Fee:

Student Activity Fee:

Total:

Enrollment

Undergraduate:

Graduate:

Total enrollment:

Endowment

\$

Undergraduates receiving some form of financial aid: %

In-state/out-of state: XX%/XX%

Undergraduate faculty (Full-time):

(XX% with highest degree in their field)

Student/faculty ratio:

Academic majors: