



Eastern Washington University

Amendment No. 2 to RFP 25-AS02 for Campus Master Plan Consulting

Proposal Due Date: October 25, 2024

1. OBJECTIVES AND SCOPE OF WORK

Section 1.2 (Objectives and Scope of Work) in the original RFP is replaced in its entirety as follows:

EWU's Facilities & Planning department is seeking a campus planning consultant to develop a comprehensive campus master plan (CCMP) using a collaborative process with various campus constituencies. The goal of the CCMP is to assist EWU in campus planning over the next ten years. EWU is looking for the consultant to engage in a series of campus discussions to create dialogue about how EWU's physical campus can best serve EWU's strategic plan and student success.

EWU is *not* looking for the consultant to conduct a facilities condition assessment, building predesign or siting analysis, develop a sustainability or decarbonization plan, or an analysis of EWU's current utilities and infrastructure. The consultant will be provided with studies already complete in these areas. Items to be incorporated as part of the final CCMP shall include the separate but related studies and analyses listed below.

The consultant team will report regularly to a steering committee comprised of faculty, staff, union representation, student representatives, the Executive Leadership Team, a representative from the Board of Trustees, athletics, facilities, and other stakeholders who have an interest in the University. Robust campus engagement and input should be anticipated throughout the process.

The consultant will lead EWU through a campus framework planning process to establish targets and criteria for future capital plan decision making rooted in EWU's mission and strategic plan in the context of limited resources.

The CCMP document, recognizing the unique natural character of the Cheney area, EWU's current academic offerings in Spokane, the academic program and space needs of EWU, changes in enrollment over the past 10 years and projected into the future, and the larger financial context (including both operational and capital budgets), will evaluate existing conditions and make future recommendations for:

- Campus space inventory – Catalog existing space, utilization, functions, and conditions
- Space use based on a space assessment analysis
- Evaluation of circulation patterns, services, and destinations most utilized by students
- Evaluation of whether or not EWU's current buildings and use of open space are best serving the needs of EWU's students and, if not, recommendations for change
- Campus gateways and wayfinding opportunities
- Access and circulation (including pedestrian, bicycle, emergency, delivery, local bus service, and service)
- Land use
- Land acquisition, disposition, and potential campus boundary changes
- Open space, recreation, and athletics
- Delineation of distinct campus districts and appropriate development opportunities and constraints within each area
- Campus image and identity
- Parking (including capacity and distribution)
- Consideration for EWU's current capital budget requests for building renovations and demolitions
- Building opportunities and siting locations
- Utilities and infrastructure (including condition, proximity, location, and capacity) for existing campus support and relative to future campus growth. Please refer to specific scope below.
- Sustainability and decarbonization
- Physical security and personal safety for students, employees and visitors
- Potential development priorities, project sequencing, and phasing opportunities for major new buildings
- Building remodeling, infrastructure, and site improvements

- Potential physical and programmatic relationships between the campus and city of Cheney
- Other opportunities and constraints as deemed appropriate by the university.

It is anticipated that the consultant will use a highly interactive, iterative scenario planning approach to test a variety of scenarios for best fit to campus needs and opportunities. The plan will reflect EWU's vision and goals in order to:

- Align EWU's academic and physical needs with its strategic plan, vision, and mission
- Inform future campus development
- Proactively plan future improvements
- Prioritize campus projects
- Secure state funding for construction projects
- Support and coordinate with other EWU studies and initiatives

The consultant will need to consult and incorporate other studies already completed by EWU. These studies should be referenced and relied on in developing the CCMP, but the consultant will not be preparing or amending these studies. These studies include, but are not limited to:

- Strategic Resource Allocation (SRA)
- Strategic Plan
- Decarbonization Plan
- Geothermal GSHP Study
- EWU Sustainability Initiatives
- EWU Gender Inclusive Study
- Climate Resiliency Landscape Master Plan
- Prairie Restoration Project
- Current and planned construction projects
- Housing Plan
- Facility Condition Assessments
- Student Journey Map

Many of these studies are publicly available for review on EWU's RFP website at: <https://inside.ewu.edu/procurement/doing-business-with-ewu/>. The remainder are either in process or will be provided to the consultant during the course of work in developing the CCMP.

The consultant team will be responsible for handouts, reading material, project updates, and other preliminary material. The consultant team will also be responsible for all presentation materials to be used in any forum, workshop, or meeting conducted. The consultant team will be responsible for facilitation of forums, workshops, meetings, and for the completion of minutes for all forums, workshops, and meetings. The consultant shall establish a master planning web site, Miro Board, or other repository for information and will post materials regularly.

Order of magnitude (ROM) costs will be prepared for the preferred scenarios to allow for comparison within historical financial models. A phased implementation strategy will be developed that identifies specific initiatives and actions; recommends assignment of responsibility to specific university departments; considers operating and capital costs; identifies potential funding sources; evaluates which initiatives and actions are dependent/independent of others; and identifies a realistic time frame for achieving the actions/initiatives.

Content Requirements

The Comprehensive Campus Master Plan shall be divided into sections as approved by the University, for publication and distribution. Within such divisions, the consultant shall make evaluations and recommendations for the following topics:

- Assessment of current space usage

- Campus gateways and wayfinding opportunities
- Land use
- Landscape and open space
- Delineation of distinct campus districts; development opportunities and constraints
- Housing demand
- Potential growth opportunities
- Building expansion opportunities
- Historic and cultural resources planning
- Parking demand, capacity, and location
- Transportation and circulation planning (vehicles, bicycles, and pedestrians)
- Utility and infrastructure
- Sustainability & Decarbonization
- Building or demolition opportunities
- Potential land acquisition, disposition, and campus boundary
- Development of project sequencing and prioritization including short, mid, and long-range implementation
- Construction phasing opportunities
- Preliminary opinions of project costs

All of the above topics of study shall be key components that comprise the CCMP, but they may be published or referred to as separate pieces or as attachments, as recommended by the consultant team and deemed appropriate by the university. Each study will be reviewed and evaluated separately and as a contributing part of the overall planning effort. The University reserves the right to convene different internal review teams for the different study topics.

After consultant selection, the consultant will propose a work plan; consultant will revise the work plan following review and interaction with the client group regarding the sequence and timing of each deliverable. It is understood that many of these deliverables can be studied simultaneously. The final documents will be the property of Eastern Washington University. The university reserves the right to modify and update the CCMP for future use.

Project Deliverables

The final document must be clear, concise, and appropriate for posting in the public domain. Project deliverables include ten (10) hardcopy reports, one electronic copy in Word format, and one electronic copy in pdf format. The final documents must have a professional “published” appearance and format with liberal use of color graphics and photographs. The hardcopy documents shall be bound with a professional cover.

The final CCMP and supporting documents shall be divided into manageable file sizes by section or topic. All color graphics must also be readable if printed in black and white formats; no text shall be smaller than 9pt fonts. Any mapping, spreadsheet or database analyses will be prepared in software/document formats acceptable to the University. The University is interested in developing the plan using both 2D and 3D presentations to communicate current campus conditions and planned conditions. All documents published to the web will include appropriate embedded links between documents to ensure easy navigation through the materials. The format and table of contents for the final document will be submitted to the steering committee within four months of the consultant's written notice to proceed for their review and approval.

The final document will not be released by the Contractor to any party until the document has been presented to and adopted by the Board of Trustees. No portion of the document may be used for marketing or public relations purposes without the expressed written consent of the university. All draft and final submittals must be suitable for use in the public domain without additional authorization or cost to the University. The University will post and maintain the documents to University-controlled websites.

2. COST PROPOSAL

EWU has received a number of questions about what information potential bidders should submit with their proposals. EWU is asking for bidders to submit hourly rates for key personnel who would be assigned to this project as well as an estimate of the total cost of the project. After reviewing all bid submissions and identifying the apparent successful consultant, EWU will work with the apparent successful consultant to further delineate the requested scope of work and establish a contract based on hourly rates with a not-to-exceed limit. EWU's evaluation process is designed to identify the consultant whose proposal best meets the needs of EWU, not necessarily the lowest cost.

3. FACILITY CONDITION ASSESSMENT & UTILITY CONDITION ASSESSMENT

As clarification, EWU is not asking the consultant to perform a facility condition assessment or a utility condition assessment. EWU has a facility condition assessment from 2022 that will be provided to the selected consultant for use in developing the CCMP.

4. SF330 NOT REQUIRED

This solicitation is open to any type of consultant who can provide campus master planning services. As it is not limited to architects and engineers, EWU is no longer requesting a SF330 be submitted. Section 3.3(1)(c) is deleted in its entirety.

5. ADDITIONAL QUESTIONS RECEIVED

EWU has received a number of additional questions. The questions received are in regular font and the responses are in italics.

A) Is the \$150,000 in Exhibit C (draft services contract) a placeholder or the true total compensation amount? *The dollar amount it is a placeholder. It will be adjusted once the proposals are received.*

B) The draft contract has \$150,000 plugged in the compensation not to exceed field. Is that the budget set for the project? *No. The dollar amount is a placeholder.*

C) Building conditions- do you anticipate the consultant will be completing a comprehensive facilities conditions assessment or working with/analyzing conditions data that you currently maintain? *No. The consultant does not need to complete a facilities condition assessment. They will be working with an assessment from 2022.*

D) Is there a remote/hybrid option for the informational meeting? *A remote option was not available for the informational session on September 5th. However, an additional informational session is being offered via Zoom on September 18th.*

E) Interlocal contracting- please confirm the applicability of this section to the CCMP. The work product under this contract is specific to EWU, and it would seem of little value to other WIPHE members. I am trying to determine how best to complete the form. *If a consultant selects yes to this portion of the form, they are indicating they would be interested in providing campus master planning services for other WIPHE members under the same terms and conditions they will provide such services for EWU. The work product, of course, would be different for different clients.*

F) Is there a page limit for the proposal? *No.*

G) Form SF 330- please confirm whether a complete SF 330 is required or only Part II. *EWU is revising its RFP to remove that requirement that a SF 330 form be submitted (see above).*

H) Cost proposal- please clarify the desired content of the cost proposal. The RFP reads as if only rates for key personnel are required to be included. Is this the intent? *Please see the section above clarifying what should be included in the cost proposal.*

I) Are you looking for an independent cost estimate? *No.*

J) How many projects would you like us to show, or is that up to our discretion? *The number of projects you would like to show is up to your discretion.*

K) For the Management Proposal (3.3, p. 13 of RFQ), please clarify if you are requesting resumes (3.3.1.B.ii) and previous projects (3.3.2.C) to be duplicated as part of the required SF 330 (3.3.C). In other words, should the resumes and project descriptions that we have included in the Management Proposal in our own format also be included in the SF330 format (Section E and Section F)? Or is it acceptable to only include the portions of the SF330 that are not presented elsewhere? *Please see clarification above. EWU is no longer requesting a SF330 to be submitted as part of the bid proposal.*

L) Does EWU require subconsultants to also provide Section E resumes and SF330 Part II forms? *SF330 forms are not required. Resumes are also not required for subconsultants, but if you will be using a subconsultant for a key part of the project and want to provide information about the extent of their expertise, we encourage you to include that information.*

M) Will additional materials be shared with teams after a shortlist for interview is confirmed? *That is a possibility at this point. We have also been posting some of the related studies to EWU's procurement site at: <https://inside.ewu.edu/procurement/doing-business-with-ewu/>.*

Clarifying information and questions from 09/05/2024 informational session:

EWU explained to participants in the informational session that EWU's last CCMP was completed in 2014 and is available on EWU's website. For this CCMP, EWU wants to focus more on vision and strategic planning – not detailed nuts and bolts of buildings. EWU also explained there are a number of studies currently underway at EWU and the goal is not for the consultant to reinvent these studies, but to reference and incorporate them into the CCMP. Examples include a geothermal study, landscape master plan, climate action plan, and sustainability plan.

EWU's Director of Sustainability explained the importance of state laws regarding sustainability, greenhouse gas emissions, and decarbonization efforts on planning for the future of university facilities. EWU's goals are aligned with state requirements. EWU has already completed a climate action plan through 2035 and is currently working with McKinstry on the process of finalizing a decarbonization plan. EWU has also recently completed a climate resiliency and landscape master plan, as well as multiple geothermal studies. EWU is also actively working on a prairie restoration project which involves approximately 120 acres being restored to native plants. EWU is also actively working on grants for decarbonization and EV charging stations. At the time of the informational session, EWU was finishing its capital budget request and was requesting funds for geothermal planning.

The goal is for the masterplan to bring these various things together in an overall plan that can guide the campus perspective with respect to facilities.

EWU is also currently focused in its new strategic plan on increasing experiential learning opportunities for students. The CCMP will need to evaluate how to leverage current facilities to create more experiential learning opportunities for students. The CCMP also needs to evaluate how students are moving across campus and what activities they are engaged in so that EWU's use of space and facilities can better meet students needs.

EWU is currently in the process of hiring a separate consultant to advise about the feasibility of a public-private partnership to enhance EWU's housing. The CCMP will reference and incorporate this separate study, but the CCMP consultant will not be independently assessing the current state of housing or advising about potential opportunities moving forward.

EWU also clarified that once finalists are identified, they may be asked to come to campus for in-person interviews prior to final selection.

Clarifying information and questions from 09/18/2024 informational session

EWU reviewed similar information to what was shared at the September 5th informational session with respect to the primary objectives for the campus master plan.

One participant asked for additional information about what work the consultant would be expected to perform with respect to a space inventory. EWU explained it would like to understand the use of space EWU currently has and how those spaces are being utilized. For example, does EWU need to densify, build more area or square footage, demolish buildings, etc. EWU has some of this information available, but wants to ensure it is included in the master plan.

EWU also clarified, as explained above, that the \$150,000 identified in the contract template is simply a placeholder. EWU is not anticipating the cost of the project to be under \$150,000.

A question was asked about the type of cost agreement EWU would be looking for in a contract. EWU explained it is anticipating an agreement with hourly rates and expenses with a not to exceed amount. Billing would be on a monthly basis for services rendered. Reimbursement for travel expenses would need to align with state requirements.

Another question was what EWU believes the biggest challenges will be for this master plan. EWU explained the biggest challenge is the possibility that the plan would be completed and then not used and put on a shelf.

The final question was where EWU was at in terms of its strategic planning process. EWU explained the strategic plan objectives were approved by the Board of Trustees in May and is now working through the process of determining the strategies to implement the objectives.