SP052
Optimizing Space Use for STEM Programs
Request for Qualifications
December 2017
REQUEST FOR QUALIFICATIONS

Western Washington University
SP052
Optimizing Space Use for STEM Programs
Consulting Services

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REQUEST FOR QUALIFICATIONS

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Response Date: 3:00 PM local time, December 22, 2017

Qualifications will be received by Western Washington University from firms interested in providing academic planning and space optimization services for the College of Science and Engineering and Huxley College of the Environment with the intent on maximizing the use of existing space before quantifying the need for and recommending new space in order to meet current and projected programmatic requirements in STEM fields.

Services are to include: Space programming, existing space utilization analysis, benchmarking, and strategic program alignment analysis of the STEM fields. Firms must have an established record of excellence in optimizing space utilization and academic planning regarding STEM programs.

For project information and required submittal information contact:

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Bellingham, WA 98225
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or visit web site at
https://www.wwu.edu/wwuarchitect/publications.shtml

To be considered, six (6) submittals must be received no later than 3:00 PM on the due date.
PROJECT INTENT

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Project Overview
Western Washington University is a public, masters granting institution of approximately 15,500 students. Located in Bellingham, Washington, the Institution is comprised of seven colleges offering over 160 course majors.

The university continues to experience significant demand growth within STEM disciplines such that entry into STEM majors is increasingly competitive with many course majors capped. With years of minimal net-new program space, the appetite for new program space far exceeds the funded abilities of the State and the Institution. In view of this, the Institution wishes to review and assess all of its resources related to STEM disciplines and to develop a sequential action plan for optimizing existing space, creating new space and adaptive re-use of its facilities. Such a plan would be rooted in the Institutions stated priorities but also considerate of our collective funding abilities. It will be a product of involved analysis and evolved conversations with academic leadership and administrators and it is why the University wishes to engage the services of a specialized consultant.

Projected Consultant Deliverables
The Institution wishes to enter into contract with a consultant firm that will work with WWU to achieve the following deliverables:

- A sequenced plan for STEM programs identifying:
  - Alternatives for optimizing use of existing space
  - Identification of program priorities for new space
  - Identification of program priorities for the re-use of existing facilities
  - Cost-effective and space efficient approaches to:
    - Increase throughput for STEM education
    - Accommodate the demand for instructional and faculty research space within STEM disciplines

Experience & Abilities of the Consultant
The Institution expects that the consultant will be credentialed and possess the following attributes and abilities to work with an institution of higher learning:

- Organizational analysis
- Academic planning
- Space analysis & planning
- Space utilization
- Capital Planning
- Building Assessment
- Campus master planning
- Stakeholder involvement
- Consensus Building

Projected activities of the Consultant
The Institution anticipates that the consultant scope of work will involve at least all of the following activities:

- Travel and meetings at the Bellingham Campus
- Building tours & space overview
- Focus Groups
- Executive presentations
- Data analysis especially pertaining to:
  - Space utilization
  - Space assignment
  - Course scheduling
  - Credit hours
  - Contact Hours
- Benchmarking of research and instructional space amongst:
  - Institutional peers
  - Notional peers

The contracted consultant will have access to institutional data and may consider that data to be reasonably complete and reliable. The consultant may additionally rely on the efforts and assistance of the departments of Space Administration; Institutional Research; Facilities Development and Facilities Management.

**Other Information**

- With respect to this study, the needs of the following departments are of foremost concern to the Institution:
  - The departments of Biology and Chemistry are faced with intense enrollment pressures on space-limited courses that serve majors in these and several other programs on campus. The College additionally plans to increase instructional capacity in Biology and Chemistry to accommodate students interested in allied health careers as well as graduates seeking to enter biotechnology and biomedical research labs. These initiatives are all part of a six-year plan that includes:
    - New B.A. Biochemistry degree
    - Twelve new tenure-track positions (6 in Biology, 6 in Chemistry)
    - new technical staff lines
  - Academic Administration has identified pre-health program space as the Institution’s highest Capital priority.
  - Between 2011 and 2016 the Computer Sciences department has tripled to where it currently produces 130 graduates per year. That growth was physically accommodated by closing general use instructional space however, more space is still needed to support demand in the major, new faculty hires and the department’s rapidly evolving relationship with Electrical Engineering.
  - The Geology Department has produced more licensed geologists (LGs) than any other higher education institution in Washington State. The department operates from the most science-deficient facility on the campus and requires improved space that is tailored to departmental purposes.
  - The Huxley College of the Environment is comprised of the departments of Environmental Sciences and Environmental Studies. The Department of Environmental Sciences is collocated with Geology in the same, deficient building. Both Huxley College departments are consistently positioned in the lowest range of amount of space per faculty, per student, and per research unit among the WWU science and technology departments. The problem extends beyond the department because students typically enter the ESCI major from other STEM minors.
  - The Engineering & Design Department evolved out of Engineering Technology to offer degree programs in Electrical Engineering, Industrial Design, Industrial Technology &
Vehicle Design, Manufacturing Engineering and Plastics & Composites Engineering. Over the last four years, the number of pre-majors in Electrical Engineering has more than tripled however, the number of EE majors is capped at current levels because there is no space for additional students in EE or for additional faculty to teach them.

**Project Administration & Structure**
The project structure is described in the graphic to the right. The Consultant will be contracted to the University’s department of Facilities Development and Capital Budget (FDCB). The Institution is committed to streamlining the consultant’s work process as well as ready access to senior academic administrators. Accordingly, the Institution wishes to express its receptivity to proposals that would counter the methodology described within this solicitation.
SUBMITTAL REQUIREMENTS

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- Letter of interest.
- Company profile/brochure illustrating the capabilities of the firm necessary to complete this study.
- A clear response to each selection criteria item.
- Completed Standard Form 254 and 255 or Standard Form 330
- Insurance forms indicating the firm’s ability to provide insurance in the following amounts:
  - Professional Liability Insurance – annual aggregate of $1,000,000.
  - General Liability Insurance – combined single limit of $1,000,000, aggregate limit of $2,000,000.
  - Auto Insurance – combined single limit of $1,000,000.
  - Workers Compensation
- References – Provide a list of up to six projects, similar in size and scope, which have been successfully complete by your firm. Also provide references and qualifications of persons that will perform duties on this project. References shall include all pertinent project information, names, and telephone numbers.
SELECTION CRITERIA

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The following Selection Criteria will be used to shortlist and select firms:

- Qualifications and expertise of consultants relating to studies this type and complexity.
- Experience with working with multidiscipline science programs to arrive at optimal space solutions.
- Demonstrated interest.
- Quality of consultant’s service received by previous clients including Western Washington University.
- Key personnel experience relating to studies of this type and complexity.
- Ability to meet schedules and knowledge of schedule impacts related to university settings.
SELECTION SCHEDULE

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December 22, 2017  All proposals received
December 26, 2017 - Selection committee evaluation, creation of oral interview
January 5, 2018  Shortlist
January 5, 2018  Send notification of results to all firms. Send oral
January 23, - interview criteria to shortlisted firms
January 24, 2018
January 26, 2018  Send notification of results to all firms.
January 29, - Negotiate contract
February 9, 2018
February 16, 2018  Complete consultant agreement
February 16, 2018  Anticipate giving notice to proceed
Mid-March, 2018  25% Status Report
Mid-April, 2018  50% Status Report
Mid-May, 2018  75% Status Report
Mid-June, 2018  Draft Final Report
June 30, 2018  Final Report