

REQUEST FOR QUALIFICATIONS

Western Washington University

SP060

**Housing and Dining Development Assessment
Consulting Services**

CONTENTS

- Request for Qualifications
 - Response Date: September 17, 2018
- Project Intent
- Submittal Requirements
- Selection Criteria
- Selection Schedule

REQUEST FOR QUALIFICATIONS

**Western Washington University
SP060
Housing and Dining Development Assessment
Consulting Services**

Response Date: 3:00 PM local time, September 17, 2018

Qualifications will be received by Western Washington University from consultant teams interested in providing services to develop a comprehensive assessment for housing and dining that will evaluate programs, amenities, facility renovations, facility replacements, repurposed facilities and new facility options to provide a financially self-supporting housing and dining system meeting student needs.

Consultant teams must have an established record of excellence in campus residential housing and dining programming and planning.

The University's sole point of contact for project information and required submittal information:

Alexis Blue, PE, Project Manager
Office of Facilities Development and Capital Budget
Western Washington University, MS9122
915 26th Street
Bellingham, WA 98225
Alexis.Blue@wwu.edu
ph. (360) 650-6297
fax (360) 650-2898
or visit web site at
<http://www.wwu.edu/wwuarchitect/consultants/index.shtml>

To be considered, six (6) hard copies and a digital copy on a USB stick must be received no later than 3:00 PM on the due date.

PROJECT INTENT

Western Washington University

SP060

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Project Overview

University Residences at Western Washington University seeks to obtain proposals from qualified consultant teams to provide a comprehensive Housing and Dining Development Assessment. WWU is interested in developing a comprehensive plan that will evaluate renovations, replacements, repurposed and new housing and dining options to provide a financially self-supporting housing system meeting student needs. The plan must also speak to services, programs, and amenities to achieve said vision. The contracted consultant will have access to institutional data and may consider that data to be reasonably complete and reliable. The plan will minimally take into account the following completed studies and plans:

- Institutional Master Plan (2001)
- University Sustainable Action Plan
- Housing and Dining System Guiding Principles
- Market Analysis. A market and housing demand analysis was completed by consultants in 2015. A subsequent analysis was completed by internal WWU resources in 2018
- Enrollment projections. Western anticipates a growing enrollment over the next ten years. With that enrollment growth will come an increased demand for campus housing. Western completed a preliminary demand study in 2018. That study was the basis for beginning development of a new 400 bed residence hall.
- Facilities Condition Assessment (2016)
- Seismic Vulnerability Assessment
- Site selection study for new residence hall (2018)
- Utility Master Plan Update
- Viking Union/Student Activities 2018 Master Planning Study
- Assorted residence hall building studies

Scope of Services

This project will provide a comprehensive assessment and analysis of the University's student housing and dining needs for the next 10 to 15 years. The study includes the following components:

- Evaluation of the current housing inventory compared to current market trends locally and in campus housing around the country.
- Incorporation of recently completed market analysis and student housing demand analysis into recommendations. The vendor should not limit itself to the information mentioned in these documents, but should include any and all information believed appropriate to ensure a completed and accurate analysis.
- Study of current and predicted trends in student housing (peer institutions with similar demographics in similar geographic environments).
- Cost benefit analysis of construction types and life cycle costs as they relate to Western design and construction standards.
- Evaluation and recommendations for the interrelationship needs with housing, dining, parking, and retail functions.

- Evaluation and recommendations for interrelationship opportunities for academic and student support functions. (i.e. child development center, collaboration spaces including outdoor, academic support or tutorial spaces, maker spaces, etc.).
- Western is experiencing an increasing demand for private living spaces to accommodate disability and/or health based demand for private living spaces. Western seeks recommendations regarding this functionality based on emerging trends.
- With consideration of the condition assessment and seismic vulnerability study, provide recommendations for renovations, demolitions, and new facilities with a phased schedule and budgets.
- Evaluation of potential sites including site concepts and blocking diagrams.
- General inclusion of governing zoning and environmental regulations such as stormwater management and building codes within site planning.
- Financial modeling services: development of optimal strategy to implement capital projects demolition and construction.
- Planning and execution of engagement sessions for key stakeholders and decision makers
- Facilitation of student involvement in the process and assessment.
- The Assessment shall provide the following relating to dining services:
 - Evaluate current dining facilities, dining programs and dining services in comparison to best practice standards.
 - With consideration of current usage, current and future residence hall locations, condition assessment and seismic vulnerability studies, provide recommendations for renovations, demolitions, and new facilities with a phased schedule and budgets.

Experience & Abilities of the Consultant

The Institution expects that the consultant will have experience with the following attributes and abilities to work with an institutions of higher learning:

- Organizational analysis
- University Residential planning
- Space analysis & planning
- Space utilization
- Capital Planning
- Building Assessment
- Dining planning
- Housing Planning
- Stakeholder involvement
- Integrated Sustainable Building Practices

Projected activities of the Consultant

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

- Travel and meetings at the Main Campus in Bellingham
- Building tours & space overview
- Focus Groups
- Executive presentations
- Data analysis especially pertaining to:
 - Space utilization
 - Local and national campus housing markets
 - Maker spaces
 - Dining needs and trends
- Benchmarking of research amongst:
 - Institutional peers
 - National peers

SUBMITTAL REQUIREMENTS

Western Washington University

SP060

**Housing and Dining Development Assessment
Consulting Services**

- Letter of interest.
- Company profile/brochure illustrating the planning/programming capabilities of the consultant team necessary to complete an assessment.
- A clear response to each selection criteria item.
- Completed Standard Form 254 and 255 or Standard Form 330
- Insurance forms indicating the team'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 list of up to six projects, similar in size and scope, which have been successfully complete by the team. 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

Western Washington University

SP060

Housing and Dining Development Assessment

Consulting Services

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

- Project team's overall organization and their experience and philosophy in addressing the project criteria.
- Adequate staff and proposed consultant team for the project with specialized or appropriate expertise in university student housing and dining planning.
- Expertise in planning and analysis, including recommendations and benchmarks for replacement of existing assets in lieu of renovation.
- Experience with collaborating a plan's vision with existing community.
- Experience with incorporating previous or ongoing planning efforts.
- Expertise in design and planning concepts for renovations, demolition, or replacement of existing facilities as well as construction of new facilities and structures.
- Experience with assessing and planning of multi-use facilities (e.g. housing/conference/office space).
- Experience with financial planning and funding strategies.
- Accuracy of cost projections and constructability analysis.
- Meeting schedule approach including desired attendees (e.g. student leadership, faculty, staff, bargaining units, university committees).
- Demonstrated ability to meet University's programmed project vision, scope, and schedule.
- Experience and capabilities creating reliable long range construction budgets, schedules, and constructability assessments.
- Expertise and experience in incorporating sustainable building practices into long range assessments
- Experience incorporating environmental and zoning regulations into long range assessments.
- Quality of consultant's service received by previous clients including Western Washington University.
- Ability to meet schedules and knowledge of schedule impacts related to university settings.

SELECTION SCHEDULE

**Western Washington University
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September 17, 2018	Proposals Received
September 18-20, 2018	Selection committee evaluation, creation of oral interview
September 21, 2018	Send notification of results to all teams. Send oral interview criteria to shortlisted teams
October 9-10, 2018	Oral Interviews – meeting times to be determined
October 11, 2018	Send notification of results to all teams.
October 12 – 31, 2018	Negotiate contract
November 14, 2018	Complete consultant agreement
December 7, 2018	Notice to proceed anticipated
April 15, 2019	Draft Report
June 11, 2019	Final Report