

REQUEST FOR PROPOSALS

Master Facilities Plan

for

Minnesota State Community and Technical College



(Detroit Lakes, Fergus Falls, Moorhead, Wadena)

Executive Summary

Minnesota State Community and Technical College is seeking the services of a consulting team to develop a new comprehensive campus master facilities plan. The new plan is intended to build on the current plan which dates from 2003 and earlier. Minnesota State Community and Technical College, a member of the 32 institutions (54 campuses) Minnesota State Colleges and Universities System, consists of four separate campuses serving the west central region of the state.

The scope Request for Proposal covers all four campuses of the college: Detroit Lakes, Fergus Falls, Moorhead, and Wadena. Each campus offers two-year comprehensive, technical or community college programs; all campuses are united under a single president and governance structure. The four separate and unique campuses need both an individual plan for advancement as well as a centralized governance plan for facilities improvement.

The update to the master plan is needed to reflect facility and property changes that have occurred the past ten years and to prioritize the immediate five year plan with a vision to the future facility projects. The plan should define current and future space needs, reflecting short and long-term demographics and enrollment projections, existing physical plant capacity and infrastructure and proposed incremental plan for improvement as well as long term vision. MSCTC is a participating member of the “Presidents Climate Commitment”. The master facilities plan must consider the effects on sustainability, energy efficiencies, reduction of the carbon footprint, recycling, reuse, repurposing and renovation. Considerations shall also be given to using energy management systems, life cycle costing, air quality, water conservation, commissioning and recommissioning.

The selected consultant will be responsible to the President of the College and will work closely with the Provost and the facilities committees on each campus. The College Master Planning committee will be the senior leadership team of the President’s Cabinet. The primary contact will be Thomas Koehnlein, Facilities Director who will serve as the overall college coordinator.

Project Scope, Fees, Work Schedule, Required Proposal Information, and Request for Proposal Offering Form will be considered a single service for all four campuses. Copies of the complete RFP may be viewed and/or copied from the MSCTC web site after June 29, 2009. www.minnesota.edu/about/solicitation_announcements/. **Proposals are due by July 23, 2009 at 2:00 p.m.**

The following paragraphs provide a brief description of each campus:

• **Detroit Lakes Campus:**

The city of Detroit Lakes is known as the heart of Minnesota's vacationland. A population of approximately 7,200 in the off-season swells to over 30,000 during the summer months. Detroit Lakes is home to 14 challenging golf courses. Amusement abounds from waterslides, go-carts, batting cages, ice-fishing, cross-country skiing, downhill skiing and snowmobiling. There are 412 lakes within a 25-mile radius of Detroit Lakes, which is also is home to the largest outdoor country music festival in the world - WE FEST.

The Detroit Lakes Campus expects 585 FTE in the fall of 2009 and offers more than 20 different career programs and several degree options are available. Detroit Lakes has a building area of 191,824 Gross Square Feet. Land area = 62.2 acres.

Campus Highlights:

- Food Service Available on Campus
- Daycare Available
- Student Organizations - Student Senate, VICA, Native American Student Association
- Support services available to promote student academic success

• **Fergus Falls Campus:**

The Fergus Falls campus is part of a vibrant community of about 14,000 people. Students are attracted to Fergus Falls campus for academics, but relish the small college feel where faculty know students by name, and the campus features rolling prairie, wetlands and woods. The campus is best known for its liberal arts program; 80 percent of its students transfer to four year colleges and universities after completion of the program. The largest program at this campus is the Associate in Fine Arts degree in visual art or music.

An unusual field of study which was recently introduced is the one year diploma program in Equine Science. Field work for this course is held at Red Horse Ranch eight miles from the campus.

The Fergus Falls campus is unusual in the MSCTC group in that it is the only one which offers apartment style student housing on campus.

The Fergus Falls Campus expects 1040 FTE in the fall of 2009 and more than 9 different career programs and several degree options are available. The building area at the Fergus Falls campus is approximately 164,567 Gross Square Feet. Land area = 147 acres.

Campus Highlights:

- Top-level Liberal Arts Education
- Housing on Campus
- Competitive Varsity Athletics
- Widely Renowned Culture and Art
- Vibrant College Community

- **Moorhead Campus:**

The Moorhead campus is the largest of the four with a student population in excess of 2,500. It's small enough to feel comfortable, yet its metropolitan location provides a community of cultural, recreational and commercial diversity. Nearly 196,000 people are residents of the Moorhead-Fargo area. The gateway to northwestern Minnesota, Moorhead serves as a center for agribusiness processing, marketing, and research in the heart of the Red River Valley. Moorhead, Minnesota together with its sister city of Fargo, North Dakota, form a regional hub which provides many of the benefits of a larger metropolitan center while retaining the advantages of a small community.

The Moorhead campus is one of many institutions of higher learning in the immediate area; others include Minnesota State University Moorhead, Concordia College, and North Dakota State University. There are about 25,000 post secondary students in all.

The Moorhead Campus expects 2125 FTE in the fall of 2009 which is easily the largest enrollment of the four campuses. It has had significant growth (79% in the last ten years) and funding to improve access to the developing AA Degrees. The campus offers more than 35 different career programs and several degree options are available. The building area at the Moorhead campus is approximately 206,354 Gross Square Feet. Land area = 40 acres.

Campus Highlights:

- Food service is available on campus
- Support services available to promote student academic success
- Intramural sports
- Campus housing at Minnesota State University Moorhead is available to M State - Moorhead students.

- **Wadena Campus:**

Wadena is located at the crossroads of US Highway 71 and US Highway 10, the gateway to the northern Minnesota lakes area. Home to 4,300, it is surrounded by numerous lakes and rivers and serves as a regional trade center for 20 communities.

The Wadena campus offers degrees in a wide variety of fields, from Business Management, Construction Trades, Nursing, Cosmetology, to the a unique field of study called the Energy Line Worker Program which has students on a waiting list of up to three years to get into the program. Through the multitude of degrees offered, students can choose to enter into many health, business, and technical fields or use their degree as a springboard for further education.

The Wadena Campus expects 600 FTE in the fall of 2009 and offers more than 25 different career programs and several degree options are available. This campus has the smallest footprint of the group at approximately 136,836 Gross Square Feet. Land area = 130 acres. The campus is currently renovating its facilities to upgrade the campus to the standard of the other campuses.

Campus Highlights:

- Food Service Available on Campus
- Student Organizations - Student Senate, VICA, Nursing Club, Carpentry Club
- Support services available to promote student academic success
- Intramural Athletics
- Housing opportunities are nearby

Master Facilities Plan

Each one of these campuses is unique, with a separate academic plan coordinated with the College Academic Plan. There shall be a ‘campus master facilities plan’ for each campus indicating the key following elements and a ‘college master facilities plan’ combining the individual plans.

- History of the campus (campus responsibility)
 - Demographics
 - Vocational maps (consultant input) and joint summary
 - Academic Goals
 - Regional Opportunities
 - Existing building plan analysis/Conditions (information from the campus on facilities condition index, space utilization and comments on conditions along with insights from the consultant.)
 - Existing site plan analysis/Conditions
 - Proposed building plan development (rightsizing, modernization, overall Repair and Replacement, and HEAPR project work.)
 - Proposed site plan development
 - Capital budget implementation college plan (this is the plan that indicates projects for proposed improvements for short, mid and long term with associated general costs and potential sources of funding)
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- Visit www.minnesota.edu for more information

Minnesota State Community and Technical College Master Facilities Plan Proposal

Project Scope

The Updated Master Plan shall include the current and future capital projects addressing deferred maintenances, space utilization, ‘rightsizing’ of classroom and laboratory space or program repurposing and redevelopment. The final product should clearly describe the adequacy of current space in the support of the academic mission of Minnesota State Community and Technical College. It should also recommend changes in the space usage and site designs that can better enhance and align academic and support areas across the campuses in light of the changing academic and student services vision in the 21st century. Goal is to have a 25 year vision that is complemented by a specific five-year capital implementation plan for each campus and a coordinated overall capital plan.

The consulting team shall meet with the Master Planning Committee, representatives of academic and administrative areas, faculty and students, and community constituents, as appropriate, to assess current utilization and future space needs. The consultant shall also receive department input along with marketing and institutional data by recommending options that are in the best interests of the campuses and the college. The consultant shall consider the following options for the campuses, but shall not be limited to:

- Incremental plans for space improvement and enhancement for the next five years with a visionary look for twenty five years to modernize or repurpose spaces for enhanced program efficiency and effectiveness
- Remodeling and repurposing classroom and lab spaces
- New construction potential for programs that cannot be accommodated within the existing footprint
- Pedestrian circulation; items that will assist in overall site planning with care given to sustainability in transit issues, wetlands, rain gardens, etc
- Parking analysis, vehicle, overall multi-modal transportation issues and pedestrian circulation
- Security components as it fits the cost (scope) of the project to be considered

- Discussions on overall ‘right sizing’ changes to the size, location and future development to assure efficiency and high quality learning environments.
- Overall enhanced energy efficiency to improve campus utilities
- Overall sustainability components to advance environmental concerns
- Assisting the campus to improve overall facilities stewardship by reducing deferred maintenance and improving the Facilities Condition Index (FCI)
- Clear delineation of potential land or property acquisition or reclamation of existing land for ‘higher and better use’

The major challenge facing the college in the future is to create an array of options to address the ever-changing educational needs of our students. The consulting team shall:

- Prepare a master facility plan as outlined in the '**Facilities Master Plan Update Review Form**' 2008 in MnSCU Guide for Updating Campus Master Plan www.facilities.mnscu.edu (or latest revision)
- Collaborate with the Master Planning Committee to develop long-term facility needs of each Minnesota State Community and Technical College campus and an incremental capital budget plan for the immediate next five years with a vision to the future 5 – 25 years. Note how the consultant will perform this work in conjunction with the campuses and the college.
- Note residential use or potential.
- Evaluation of both leasing out campus space and leasing space for unique programs.
- Compile and analyze data from previous studies and plans to ensure a consistent plan for the Campuses (i.e. consultant to have graphics that clearly indicate space utilization, deferred maintenance analysis of reinvestment module, facilities condition index (FCI), academic plan, security plan, energy management improvement, technology and overall access issues with transportation and parking). Note how the consultant will perform this work in conjunction with the campuses and the college.
- Present the plan and recommendations to senior administration. Provide 20 bound copies of the final plan plus one unbound copy ready for reproduction and a computer disc of the plan.
- Present the plan with the President and college administration to the Office of the Chancellor. Assistance in the documentation for the preparation (other than graphics made available in the master plan documents) may be requested at a later time.

Consulting Qualifications

The consulting team shall have a minimum of 5 years prior experience with college design, campus planning on a similar campus type environment. MnSCU experience is a positive. Multi-campus college planning is a positive. Municipal, corporate, or other relevant campus type planning experience may be considered. The prior experience must demonstrate the ability to determine facilities utilization, evaluate conditions, understand deferred maintenance condition assessments, incorporate sustainability components, ability to suggest project and potential total project costs, evaluate multi-campus, assess academic program needs, and project future space needs based on that data.

Required Proposal Information

- Name of the firm and its legal status.
- Company background – brief statement of company history and relevant experience.
- Qualifications of all personnel involved with the project and their locations.
- Identify lead person responsible for the project and their specific qualifications.
- A statement of commitment to enter the work promptly, if selected, along with adequate staff to meet the requirements of the work and a proposed schedule to demonstrate the ability to complete the update. The schedule should show proposed key meetings and review times.
- Statement of methodology for gathering academic data relevant to future needs. Describe how the consultant will perform the scope of work.
- Consultants to state the methodology and the schedule for how they will perform the scope of work required for the proposed fee range of \$50,000 to \$75,000 including travel time, number of trips and all other reimbursables. Include a description of methodology on how consultant will work with campuses to perform this scope of work.
- Indicate the number of trips to each campus during the planning process and the duration of those trips. Do not assume a trip to one campus to meet with that campus's facility committee you will also be able to meet with the other campuses on the same days or adjacent days, as the individual schedules of the different campuses vary greatly.
- Indicate the proposed fees and any other costs to perform this Master Facility Plan. The College expects to enter into a fixed lump sum MnSCU Professional/Technical Services Contract. (2701240)
- Three references pertinent to Master Facility Plans including contact name, date of work performed, and phone numbers.
- Copies of at least three master planning documents that have been completed by the firm should be sent to college contact. These plans will be returned within 30 days of receiving them. Documents will be used for review only by the selection team to evaluate the graphics and ability to convey efficiently and effectively the master plan.
- Proposals should be no more than 20 pages.
- Completed and signed "Request for Proposal Offering Form" (attached.)

Mail or deliver 10 proposals by 2 PM July 23, 2009 to:

Thomas Koehnlein
Director of Facilities
150 2nd Street SW, Suite B
Perham, MN 56573

Mail or deliver 1 copy to:

Lisa Vokovan, Facilities Senior Planner
Office of the Chancellor
Minnesota State Colleges and Universities
Wells Fargo Place – Suite 350
30 7th Street East, St. Paul, MN 55101-7804

Electronically transmitted proposals are not acceptable. Proposals received after this time will be returned unopened. Proposal packages must be clearly marked in the lower left hand corner: **MSCTC Master Facilities Plan Proposal**

One electronic copy of the selected firm's proposal will be required and sent to Thomas Koehnlein at tom.koehnlein@minnesota.edu prior to contracting.

This solicitation does not commit to award a contract or to pay any costs incurred in the preparation of the proposal. Minnesota State Community and Technical College reserves the right to accept or reject any and all proposals.

Selection Process

Consultants' responses will be evaluated by the Master Plan Committee based on the experience and demonstrated capacity of the consultant to meet the needs of Minnesota State Community and Technical College. The following criteria will be taken into account in evaluating responses:

- Qualifications/Experience
- Capacity of firm to complete the project on time
- Evaluation of methodology and proposed description of how scope of work will be performed by the consultant and the campuses to complete the work.

Proposed Schedule (Dates for completion of work and presentation are approximate.)

RFP Issued June 29, 2009

Proposals are due: July 23, 2009

Note: selected consultants will be notified by July 27, 2009 for interviews*

Potential Interviews – to be at a MSCTC facility*: July 31, 2009

Contract/Purchase order Signed: August 7, 2009

Notice to Proceed: August 10, 2009

50% Completion for review: January 29, 2010

Complete Master Plan: April 30, 2010

Presentation to the Office of the Chancellor: May-June, 2010

*Interviews will be held on the Moorhead campus at the prerogative of the college.

Fees

Provide a rate for each fee option plus reimbursable expenses as follows:

- Fixed fee (lump sum fee) includes all personnel costs associated with the project.
_____ Dollars (\$_____.00)
- Hourly rate (attach a listing individual rates for all personnel costs.)
- Reimbursable expenses (include reproductions, postage, telephone, and travel. (not to exceed)
_____ Dollars (\$_____.00)
- The total obligation for all compensation and reimbursement from MnSCU shall not exceed
_____ Dollars (\$_____.00)

REQUEST FOR PROPOSAL OFFERING FORM

Comprehensive College Master Facilities Plan

Minnesota State Community and Technical College

In compliance with the Request for Proposal, the undersigned acknowledges that he/she has read and understands all the conditions imposed herein and offers and agrees to furnish the services in accordance with the attached proposal or as mutually agreed upon by subsequent negotiation.

Name of Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____ E-mail: _____

State Tax ID Number: _____

Federal Employer ID Number: _____

The total obligation for all compensation and reimbursement from MnSCU shall not exceed
_____ Dollars (\$_____.00)

Signature _____

Name _____

Title _____

Date _____