

REQUEST FOR QUALIFICATIONS #20020
CAMPUS MASTER PLANNING
FOR
FORT HAYS STATE UNIVERSITY

Subject

Fort Hays State University (FHSU) is requesting submittals from qualified Campus Master Planning Teams to provide Campus Master Planning for Fort Hays State University. The first Campus Development Study was completed in 1969 and was followed by a Campus Master Plan developed by Caudill Rowlett Scott approximately three years later. The current Campus Master Plan was completed by Gould Evans in 2013. This new document will create a strategic plan to guide development and growth of the built environment of Fort Hays State University over the next decade.

Fort Hays State intends to award the project upon final selection by the selection committee.

Historical Background

Fort Hays State University is located in northwest Kansas and is a regional university which is part of the Kansas Board of Regents system of state-funded universities. FHSU was founded in 1902 as the Western Branch of the Kansas State Normal School of Emporia. The school was originally housed in buildings located at the former Fort Hays Military Reservation. The Fort Hays Military Reservation originally included 7,600 acres, which was reallocated for use as a new normal school, a research facility for Kansas State University, and a park. In 1904, the Normal School moved to a new site east of Big Creek, which was in closer proximity to the growing Hays City. Picken Hall, built in 1904, was the first building constructed on the present campus. In 1914, the University became independent from the Emporia Normal School. Over the decades, FHSU continued to grow and experienced other name changes until finally becoming a University in 1977.

The University

The University today includes 3,963 total acres of land, the majority of which is used in conjunction with the University Farm operation. The main campus area includes 212 acres of academic, housing, recreation and athletic space. The main campus includes 37 primary structures, representing 2,040,253 gross square feet. The University Farm also includes 14 buildings, representing 68,646 gross square feet. In addition, FHSU has two other remotely-located facilities. Those facilities include Beach Hall-Sternberg Museum of Natural History, located in northeast Hays and the Kansas Wetlands Education Center located in Cheyenne Bottoms, near Great Bend. These facilities represent an additional 113,340 gross square feet of inventory. Two additional athletic and two storage facilities located west of main campus include another 28,881 gross square feet.

On-campus enrollment for fall 2019 was 4,486 students. This number has remained consistent for over three decades. During this same timeframe, on-campus enrollment peaked twenty years ago at 4,881. For over ten years, FHSU has seen significant and consistent growth in its Virtual College. In 2006, rising Virtual College enrollment numbers finally exceeded the on-campus headcount. In fall 2019, the Virtual College reached another record enrollment of 11,422 students, bringing the total fall 2019 enrollment to 15,908. The Virtual College not only serves Kansas students, but students from across the United States and internationally. Very strong partnerships currently exist in China, with other new partnerships around the world being developed each year. FHSU currently has five academic colleges including Education, Arts, Humanities and Social Sciences, Robbins College of Business and Entrepreneurship, Health and Behavioral Sciences, and Werth College for Science, Technology and Mathematics. According to undergraduate enrollments, the largest college is Health and Behavioral Sciences, followed by Education, Arts, Humanities and Social Sciences, Robbins College of Business and Entrepreneurship and Werth College of Science, Technology and Mathematics. The four largest undergraduate classes by department are General Studies, Teacher Education, Health and Human Performance and Psychology.

Residential Life facilities on campus currently include bed space for a maximum of 1,731 students. Housing styles currently include traditional double occupancy resident rooms, one, two- and four-bedroom suites. All residential facilities are coed, with exception of the Kansas Academy of Math and Science and Greek Housing. Many residential facilities are organized in Living-Learning Communities. Existing housing stock includes the following buildings;

- Wooster Place 1 (Renovated 2005) 1961
- Wooster Place 2 (Renovated 2005) 1964
- Custer Hall 1952
- McMIndes Hall (phased renovations completed 2020) 1963-65
- Agnew Hall 2012
- Heather Hall 2013
- Victor E. Village 2017
- Tiger Village 2017
- Stadium Place 2005
- Hansen Hall 2016

At this time, the remaining life of Wooster 1 and Wooster 2 are believed to be less than 10 years.

FHSU also houses students of the Kansas Academy of Math & Science in Custer Hall. This program is comprised of junior and senior high school students who attend classes in pursuit of an associate's degree with an emphasis in math and science. These students reside in Custer Hall, which was a former traditional residential facility. This program is planned to increase to as many as ninety (90) students.

The University participates in Division II athletics and is a member of the Mid-America Intercollegiate Athletic Association. Athletic teams include Football, Volleyball, Men's and Women's Basketball, Softball, Baseball, Men's and Women's Soccer, Tennis, Golf, Wrestling, Track, and Cross Country. Gross Memorial Coliseum is a 6,200-seat arena which is host to FHSU athletic events, as well as high school State Volleyball, Basketball and Wrestling tournaments. Other campus and community activities are also held there throughout the year. Recent additions to FHSU athletic venues include a new soccer facility, an indoor practice facility, and a new track facility.

The Setting

Hays is located on I-70 approximately 265 miles west of Kansas City and 365 miles east of Denver, Colorado. With a population of 20,000 residents, Hays is the largest community in northwest Kansas and serves as a regional retail and healthcare center. Throughout its history, FHSU has been a cultural center for this region as well.

FHSU is located in southwest Hays, with the original Big Creek streambed meandering through the main campus. The entirety of main campus resides within the 100 year flood plain. As a result of the 1950 floodwaters, a new levee system was constructed around a portion of west Hays and FHSU. This project redirected a majority of the Big Creek stream into a new flood channel. Although the original streambed still flows intermittently during the year, its natural contours have been interrupted by roadways in a number of locations.

The most notable feature of the campus is its original quadrangle, which provides a park-like setting. During the early days of FHSU, it was described by some as an "oasis" in Western Kansas. The dominant exterior finish of campus buildings is limestone. Picken Hall remains the campus landmark building today, with its classical colonnade facing the quadrangle, providing a sense of academe.

Scope of Services and Deliverables

The Campus Master Plan will be a comprehensive plan in terms of overall scope and synthesis. The scope of the master planning will include:

Land Use Plan

Currently campus land use is patterned with clusters of similar use functions. For example: Athletic facilities are located on the west and south side of campus. Residential facilities are located on the central and southern portions of campus. Academic facilities are located in the central and northern portions of campus. The University Farm is located west of the main campus. The main campus is bordered on the north by 8th Street (Old US 40 Highway), on the south and west by Hwy 183 Alternate, and on the east by Park Street and the City of Hays neighborhoods.

The Land Use component of the Campus Master Plan will examine current land use and develop a comprehensive plan for land use by type of facilities (Academic, Administrative,

Residential, Athletic), or as open spaces, and provide for linkages between these areas. The Land Use plan will also identify buildable site opportunities, site-specific building projects, site-specific land-use projects, parking and pedestrian circulation and will identify buildings recommended for renovation, addition, and/or demolition. FHSU is interested in creative reuse of existing buildings on the campus.

Architectural Design Guidelines

An important component of the Campus Master Plan is the review of existing Architectural Design Guidelines which complement existing guidelines and facilities. These guidelines outline building physical characteristics (scale, massing and materials) for the future development of campus. Currently, campus architecture includes a variety of styles, reflective of design movements which have occurred throughout the last century.

The Fort Hays State University campus includes historical structures important to the history and heritage of the university. The Architectural Design Guidelines shall define and evaluate those historical structures and spaces across campus. FHSU has a desire to preserve the architectural context of such buildings while still fulfilling the mission of the university. Those unique properties will be given special consideration in terms of preservation, renovation, and landscaping.

Landscape & Circulation Plan

The Campus Master Plan should guide the treatment and maintenance of existing site features, future site improvements, and pedestrian and vehicular circulation and develop a cohesive and consistent campus character. Campus standards and guidelines should be reviewed and enhanced to address: developing a unifying character for the entire campus; eliminating pedestrian/vehicular conflicts and making a more pedestrian-oriented campus; establishing a hierarchy of pedestrian circulation through the use of materials and path widths; highlighting the existing quads and the connections between them.

The Landscape component of the Campus Master Plan must also integrate art and contemplative spaces throughout the master plan; these spaces should reflect the mission and character of FHSU.

Traffic, Transportation, Bicycle & Parking Plan

A Parking and Transportation Management Plan will also be included in the scope of services for the Campus Master Plan. The goal is to eliminate pedestrian/vehicular conflicts and to strategically integrate on-campus parking. This will include organization and control of service vehicles and deliveries. In addition, the Campus Master Plan shall look at how to integrate bicycles into every aspect of campus.

Campus Access & Safety

Another element of the Campus Master Plan will be access to and way-finding on the campus with particular attention to safety, security, and hospitality. In addition, an Accessibility Plan must be developed and integrated into the Campus Master Plan.

Sustainability Guidelines

The Master Planning team will work with Fort Hays State University in the Master Plan development to establish Sustainability Guidelines that are specific to FHSU and its regional environment for the design, construction and operations of the University's facilities. Key components of Guidelines should focus on energy savings and conservation of natural resources, in a cost-effective manner.

Community Integration Plan

The Campus Master Plan will consider and examine the unique setting of the University, while close to the cultural amenities of the City of Hays. The Campus Master Plan should address the boundaries of the campus in the context of the surrounding community. The intent of the plan is to sustain an already strong town/gown relationship.

Space Analysis

Within the scope of the Campus Master Plan, there may be the need in select areas for an analysis of space utilization and space needs. These will most likely be related to the specific projects currently under consideration and will not involve detailed programming but may include order-of-magnitude square foot estimates and benchmarking against peer institutions. The Kansas Board of Regents has currently initiated a space utilization study of all regent institutions. That study is to be completed by fall 2020.

Facilities and Infrastructure

Within the scope of the Campus Master Plan, there may be the need in select areas for an analysis of campus utilities infrastructure loads, capacity, and expansion possibilities. In more recent years, the campus converted its central power from a 4160v system to a 12470v system. Other systems of interest include steam distribution, water, natural gas and storm water. The University's energy program also includes three peak shaving generators and 4 megawatts of wind energy capacity.

Capital Planning

The Campus Master Plan must include an implementation and phasing plan and address order-of-magnitude cost estimates associated with the planned projects. Each proposed project will be examined in order to satisfy feasibility and financial analysis. The Campus Master Plan will be a critical element in the long-range financial planning of the university. The Master Planning Team will create presentation materials (presentation boards, digital graphics, digital video clips)

such that the Campus Master Plan can be a valuable tool in any capital campaign the university may undertake.

The March 1, 2020 Five Year Capital Plan Submission included the following Capital Improvement projects;

1. Memorial Union Center for Student Success Addition	\$15.5M	Construction is underway
2. Rarick Hall Renovation	\$10.1M	Project to bid summer 2020
3. Akers Energy Center Generator Replacements	\$ 2.5M	Design selection fall 2020
4. Forsyth Library Renovation	\$16.5M	Design selection summer 2022
5. Gross Coliseum Parking Lot Replacement	\$4.275M	Design selection begins 2022
6. New Football Facility	\$ 6.0M	Currently in fundraising

Building/Facility Assessment

The Campus Master Plan shall include building and facility assessment. The assessment of mechanical, electrical and structural components of the facility will aid in the decision to demolish, remodel or renovate existing facilities. Campus buildings and systems are currently assessed every two years. Those findings will be made available to the master planning consultant. The Kansas Board of Regents have currently initiated a building conditions assessment for all academic facilities. That report is planned to be available by Fall 2020.

Deliverables

Generally, it is expected that the plan will produce the following minimum documents:

- A Campus Master Plan providing direction for future development of the University's facilities. The Campus Master Plan will include prioritization and implementation order of projects and associated costs.
- Land Use Plan
- Architectural Design Guidelines & Historic Preservation
- Landscape and Circulation Plan
- Traffic, Transportation & Parking Plan
- Campus Accessibility and Safety Plan
- Sustainability Guidelines
- Community Integration Plan

- Utility Infrastructure Impacts and Development Plan
- Space Analysis
- Facilities and Infrastructure
- Capital Planning
- Building/Facility Assessment

The final Campus Master Plan document will be published in hardcopy and electronic format (format for electronic distribution to be coordinated with Fort Hays State University). The final documents will also be created and maintained by the master planning consultant (with approval/oversight from FHSU) as an interactive web-based version. A summarized version of the Campus Master Plan will also be produced in a full color brochure format.

The Master Planning Process will also require the preparation of both planning and presentation materials (digital graphics, presentation boards, design charrettes, digital video clips, aerial photos, physical and computer simulated 3D planning models) for use and presentations with: the Master Planning Committee in working sessions; the FHSU community in forums and informational brochures; University Relations and Marketing and on the FHSU web.

During the Master Planning process Fort Hays State University will implement a Master Plan web page, linked to the FHSU website to provide information to the FHSU community.

Project Organization and Expected Tasks

The master planning effort is anticipated to begin in the summer of 2020 and require approximately one year for completion. The process will be participatory and collegial, and will build stakeholder consensus. The consultant will take a lead role in all public forums, workshops, meetings and hearings. Note-taking, minutes and web content will also be handled by the successful consultant. Consultants may contract with sub-consultants on the Campus Master Plan, but a lead consultant must be identified and must take responsibility for all deliverables and any sub-consultant must be identified in the RFQ. Office of Facilities Planning staff will be available to the consultant in a supporting role during this period. The Director of Facilities Planning will be the main consultant's point of contact for the University.

Following is a list of expected tasks of the consultant to be detailed in the final contract with the selected consultant:

1. Initial meeting with University representatives to review and refine the project scope and schedule, as well as schedule initial meetings and begin the process of data compilation.
2. Obtain and review existing plans, drawings, and other documents relevant to the project.

3. Meet with the Master Planning Committee for regular updates on a not-less-than-monthly schedule.
4. Conduct meetings with key officials and stakeholders. The purpose of these meetings will be to obtain input and guidance related to the planning process, to obtain opinions on the future of the University from a wide cross-section of individuals and to complete a consensus building process on the University's goals for growth and development.
5. Conduct periodic review meetings (either in person, via telephone, video conference, or e-mail) at intervals of not less than every two weeks with the Office of Facilities Planning to discuss project status.
6. Plan and manage extensive and diverse public participation process program, including, but not limited to: public meetings, charrettes, informational brochures, website materials, and other outreach mechanisms.
7. Produce materials for a website that provides information on the Campus Master Plan and provides draft documents, drawings, and other useful information to the public.
8. Conduct public meetings and topic-specific focus groups as necessary.
9. Create material for public meetings and media venues to inform and educate the public on the Campus Master Plan.
10. Develop goals, objectives and implementation strategies as well as benchmarks to measure implementation progress.
11. Analyze the consistency of current campus policies with relation to the goals and objectives developed through this planning process and create an implementation program.
12. Draft elements are to be completed and submitted to the University for review, comment, and approval individually based upon a schedule developed at the beginning of the planning process.
13. Prepare a draft document and present draft to the Master Planning Committee and various university groups.
14. Prepare a final draft document and make a final presentation at public meetings and all associated meetings to secure adoption of the Campus Master Plan.

Tentative Project Schedule

May 2020	Request for Qualifications issued
June 2020	Statements of Qualifications due, short list is identified
July 2020	Interviews, consultant is selected and negotiations will be initiated with the top-ranked firm Refine Scope of Campus Master Plan and create Campus Master Plan Committee
August 2020	Begin gathering base line data, current plan review
September 2020	Begin meetings/charrettes; continue gathering data
February 2021	First draft complete for review and comment
May 2021	Second draft for review and comment
July 2021	Campus Master Plan adoption

Selection of Campus Master Planning Firm

Evaluation of responding firms will be based on the following criteria:

One page letter of interest

State of Kansas FPDC Forms (051 through 054) with:

- Description of firm, consultant firms and experience of working together as a team
- Professional background and caliber of precise experience of each person of your firm and each of your consultants to be assigned to this project
- Proposed project management plan and the precise role of each person in accomplishing the work
- Recent experience on similar projects and how those similarities might relate to this project.
- Provide references with telephone numbers from representatives of the owner of identified similar project(s)
- Unique or other relevant experience
- Capability of the firm to perform the work on schedule and within fee
- Firm's familiarity with the area of the project

- Location where work on this project is to be accomplished
- Provide limited representation of illustrative and promotional materials of the firm's campus master planning
- Outline firm's current and projected workload for the next (12) months

Submittals should be concise and limited to a maximum of 40 pages.

Only firms licensed to do business in Kansas and able to demonstrate professional licensing in the disciplines to be supplied will be considered. Failure to meet this requirement will result in disqualification.

If respondent intends to partner with another firm, clearly outline the division of responsibilities. Identify members of the primary firm, the affiliated firm (if applicable), and any sub-consultants (if applicable).

Fort Hays State University reserves the right to accept or reject any or all Statements of Qualifications in whole or in part and to amend or supplement the RFQ. Fort Hays State University is under no obligation to use a firm for a particular project in the future and may select other firm(s) to do future work.

Submittals

Please submit/upload your documentation in pdf format, along with a transmittal, on or before 4:30 p.m. on June 8, 2020, <https://vrapp.vendorregistry.com/Bids/View/Quote?QuoteId=09ddde59-75aa-46d7-aeb9-d0c8941f5469>, FHSU Request for Qualifications 20200 – Campus Master Planning.

Submit to:

Ms. Kathy Herrman
Director of Purchasing
Fort Hays State University
785-628-4251