

**City University of New York
Request for Qualifications**

**Development of New Space Guidelines
Project No. CU801-08**

Issuance Date: May 18, 2009

Submissions Due By: June 15, 2009, 12:00 Noon

I. Purpose

The purpose of this Request for Qualifications ("RFQ") is to elicit relevant information about your firm's capability to provide professional services to produce 21st century Space Guidelines for CUNY ("CUNY Space Guidelines") for use by the Colleges and the CUNY Office of Facilities Planning, Construction and Management ("OFPCM").

This is a follow-on solicitation to the Request for Information (RFI) – Development of New Space Guidelines that was previously issued on November 24, 2008, and is available for review at www.cuny.edu/constructionsolicitations. Participation or lack of participation in the previous RFI process will neither benefit nor disadvantage prospective responders to this solicitation.

II. Introduction to CUNY

The City University of New York ("CUNY" or "University") is the largest municipal college system and the third largest University in the nation. Founded in New York City in 1847 as the Free Academy, CUNY is comprised of eleven (11) senior colleges, six (6) community colleges, the William E. Macaulay Honors College, The Graduate School and University Center, The Graduate School of Journalism, CUNY School of Law, The CUNY School of Professional Studies, The Sophie Davis School of Biomedical Education, ("Colleges") and a central office. The University offers online baccalaureate degrees through the School of Professional Studies and individualized baccalaureate degrees through the CUNY Baccalaureate Degree.

The University's total operating budget approximated \$1.8 billion for the 2009 fiscal year, funded primarily through New York State and New York City appropriations, as well as student tuition and fees; the University's five year capital budget of \$1.6 billion is funded by proceeds from the sale of bonds.

The University has more than 30,000 instructional and non-instructional staff. During the Fall 2008 semester, the University had a total student headcount population of approximately 244,000, which equates to more than 178,000 full-time equivalent students ("FTE"). Additionally, another 240,000 adult, continuing and professional education students take courses across the University. College Now, the University's academic enrichment program for 32,500 high school students, is offered at CUNY campuses and more than 300 high schools throughout the five boroughs of the City of New York.

The Office of Facilities Planning, Construction and Management oversees the Capital Program for the University. In ten year cycles, and as programmatic changes occur or real estate opportunities arise, OFPCM reviews and revises each campus's facilities master plan. These master plan amendments are the road maps for requesting and delivering capital projects to support the colleges' programs. CUNY's current Space Guidelines, used in master plans, room utilization studies, and building programming were originally approved in 1972. Since then CUNY and the world of higher education have undergone many changes, underscoring the need for new guidelines to address the 21st Century learning environment.

III. Project Background

A. Site

CUNY's 23 institutions are located in all of New York City's five boroughs, in an extensive facilities portfolio ranging from the traditional to the innovative. There are more than 290 buildings on over 650 acres of land providing 26 million square feet of space that include state-of-the-art computer centers, science and language laboratories, gymnasiums, theaters, greenhouses, and astronomy observatories, as well as traditional classrooms and offices. Examples of our facilities include: The Baruch College Vertical Campus on East 25th Street, the largest vertical campus facility in the City, at approximately 800,000 gross square feet; the College of Staten Island's bucolic 204-acre campus, the largest college campus in New York City; and, on the York College campus, the US Food and Drug Administration's Northeastern Regional headquarters, where students are offered opportunities for study and internships. (Additional statistical information about the facilities is included in the Appendices to this RFQ.)

B. Description of CUNY Space Guidelines

The current CUNY Space Guidelines were originally approved in 1972. While OFPCM relies upon the current Space Guidelines in master plans, capital budget requests, room utilization studies and building programming to renovate or build new facilities, it also benchmarks against similar urban institutions to remain current with best educational practices.

The current Space Guidelines were developed at a time when the University was expanding access to public higher education through open enrollment. Consequently, these Guidelines were based on assumptions that are no longer applicable. Since then CUNY and the world of higher education have undergone many changes. For instance:

- The Colleges now offer a larger percentage of courses in the evenings and on weekends, whereas 30 years ago CUNY served a more traditional daytime student population.
- There has been a significant increase in the number of part-time students seeking degrees.
- The advent of personal computers and other technologies has greatly transformed the campus environment, both in instruction and administration.
- The Library services component of campuses has been especially affected, in that the space requirements have shifted from stack areas to wired study spaces and information commons.
- The University no longer has a physical education requirement for undergraduate degrees.
- Continuing Education plays an ever larger role in the system, especially at the Community Colleges.

The high cost of real estate and construction requires the University to make the most efficient use of its facilities resources, one more reason for overhauling CUNY's Space Guidelines and their implementation. Furthermore, the diversity of CUNY's program offerings and facilities makes static guidelines difficult to use; a more dynamic approach is needed.

C. Student Body

The student body is diverse in terms of age, race and residence within New York City. As of the Fall 2007, the undergraduate population is 16% Asian, almost 35% Black, approximately 27% Hispanic and 27% White. Almost 30% of the student body is 25 years or older and over 53% come from households that earn less than \$30,000 annually. There are 165 countries represented within the CUNY system.

D. Academic Program

The 2008-2012 University Master Plan embraces and advances the core values established by the University: an insistence on academic rigor, accountability and assessment, and an unwavering commitment to serving students from all backgrounds and supporting a world-class faculty. The following ambitious course of action is needed to ensure that these goals are met, including:

- Adherence to high standards of teaching, scholarship, and service;
- Accountability and assessment in every aspect of the University's mission;
- Engaging students who have not traditionally been served by higher education;
- Supporting a growing population through innovative colleges, schools, and programs;
- Prioritizing a seamless education from preschool through college, including smooth transitions between community and baccalaureate colleges;
- Meeting evolving workforce training and economic development needs; and
- Maintaining a historic commitment to excellence and equal opportunities.

(The 2008-2012 University Master Plan can be downloaded at
http://web.cuny.edu/administration/chancellor/materplan_08_12.pdf)

IV. Project Scope

A. Introduction

The selected firm shall develop a set of Space Guidelines to be used by CUNY's Office of Facilities Planning, Construction and Management in developing space budgets and physical master plans across the City University System. The Guidelines shall be used to determine the space requirements for Community Colleges, Senior Colleges, Graduate and Professional schools, University Centers and Institutes, professional programs, continuing education programs and other associated University sponsored activities. The Space Guidelines shall also include the development of tools for managing the use of space, including linking to the Archibus Database that tracks the use and assignment of space and for quantifying the utilization of space. The Space Guidelines will be a living document that can be used and amended over time.

Development of the new Space Guidelines will be coordinated with the University's existing and planned databases for Academic Planning, Registration, Enrollment Planning and Management, and Space Management to insure a seamless planning effort. The new Space Guidelines will be flexible enough to be easily amended over time.

B. Specific Components To Be Included

The selected firm shall produce 21st century Space Guidelines for CUNY that can be used and amended over time, and include the following concepts:

1. Instructional space
 - a. By discipline or other metric
 - b. Utilization rates – hours and occupancy
 - i. Efficiency – i.e. the best use of space based upon:
 1. Standardized bell schedules, course scheduling by shifts, and/or other methods,
 2. Provision of appropriate prep spaces and lab technician ratios to eliminate single course use of labs for entire semesters
 - ii. Accountability – metrics for challenging and evaluating campus/schools/divisions/departments use of space
 - iii. Simulation labs verses wet labs
 - iv. Scheduling and utilization of stations for conservation of energy
2. Research space
 - a. By discipline or other metric
 - b. Space allocation formula based upon grant funding and professional development
3. Support space
 - a. Assembly
 - b. Library
 - c. Athletic
 - d. Administrative offices
 - e. Computing/Tech Services
 - f. Buildings and grounds
 - g. Study space
 - h. Other
4. Method(s) for calculating the capacity of each campus
5. Differentials for colleges with vertical campuses and those with land

C. Services

The scope of the selected firm's services required for this project shall include, but not be limited to, the following three-phase process:

Phase I: Project Planning/ Information Gathering

- Establish a committee for process review that includes a diverse group;
- Create an appropriate interview list that includes representatives from various Colleges and Central Office;
- Conduct site tours of the campuses;
- Develop guiding principles and best practice recommendations (availability of land, use of existing buildings, type of space required, mission of institution, number of people to be served, etc.) based on said guidelines to accommodate CUNY's diverse facilities portfolio;
- Evaluate the local building code to ensure that the Space Guidelines are in agreement with the law;
- Review CUNY Design Guidelines to ensure that the Space Guidelines are in agreement with OFPCM guidelines;
- Review CUNY data sources and databases;
- Identify sub-consultants needed to formulate guidelines;
- Benchmark systems and states that have recently amended their space guidelines;
- Identify areas for further analysis and highlight key findings.

The selected firm shall incorporate all observed and existing data and produce a report titled **"CUNY Space Guidelines Project Plan"** that will detail process, methodology and procedures for the full project. This report shall be included as part of the new CUNY Space Guidelines.

Phase II: Development of Template

- Interview key stakeholders;
- Develop initial template for CUNY Space Guidelines using the information gathered.

The selected firm shall incorporate all observed and existing data and produce a report titled **"CUNY Space Guidelines Template"** that will detail the key findings from the interviews and apply them to the initial template. This report shall be included as part of the new CUNY Space Guidelines.

Phase III: Strategic Assessment Process

- Ensure that the Guidelines are a "living document" by identifying both the static portions of the guidelines as well as those that may change over time;
- Establish a process and timeline for periodic review and evaluation of the Space Guidelines;
- Beta Test Space Guidelines:
 1. Identify project to apply Space Guidelines;
 2. Introduce Space Guidelines to project leadership;
 3. Determine method of evaluation with project leadership; and
 4. Set schedule to evaluate the Space Guidelines.

The selected firm shall incorporate all observed and existing data and produce a report titled **"CUNY Space Guidelines Evaluation"** that will detail the review process and the results and processes of the Beta Test. This report shall be included as part of the new CUNY Space Guidelines.

V. Evaluation Criteria

The following Criteria will be used by CUNY to evaluate the submissions to this solicitation. The selection of a firm and submission of additional information, if any, will be made consistent with applicable laws and CUNY procedures.

<u>Criteria</u>	<u>Points</u>
Prime Consultant Firm	
Experience with similar projects	20
Experience with planning for multi-campus institutions	15
Experience with urban campus planning	15
Project Team including Sub-consultants	
Experience with similar projects	20
Experience with planning for multi-campus institutions	15
Quality of previous collaborations	15
TOTAL	100

VI. Submissions to this Solicitation

Firms that wish to be considered for this project should submit ten (10) sets of the items listed below to Michael Feeney, Chief of Consultant Contracts, CUNY Office of Facilities Planning, Construction and Management, Procurement Services, 555 West 57th Street, 11th Floor, Room 1140, New York, NY 10019, **no later than 12:00 Noon on June 15, 2009**:

- The firm brochure;
- A list of similar, completed planning projects as detailed in the Evaluation Criteria above, including a description of the projects, client names, and contact information;
- The proposed Project Team including their resumes;
- A list of previous collaborations on space planning projects, indicating which Project Team members participated in which project.

VII. General Information

Inquiries: All questions pertaining to this solicitation shall be directed to Michael Feeney, the Authorized Agency Contact, by email to: DDCM.ContractsDept@mail.cuny.edu or postal mail to the address below by **5:00 PM on May 11, 2009**. Please place “Development of New Space Guidelines” in the subject heading of the email/mail. Answers of general applicability will be issued in the form of an Addendum to this solicitation.

This solicitation, and any Addenda to this solicitation that may be issued by CUNY, are available for downloading at www.cuny.edu/constructionsolicitations . Please periodically check this website for any Addenda to this solicitation. This solicitation, and any Addenda to this solicitation that may be issued by CUNY, are also available for in-person pick-up during regular business hours at CUNY Office of Facilities Planning, Construction and Management, Procurement Services, 555 West 57th, Room 1140, 11th Floor, New York, NY 10019. Receipt of an Addendum to this RFQ by a Responder must be acknowledged by submitting an original signed copy of the Addendum with the firm's Submission th this RFQ. All Addenda shall become part of the requirements of this RFQ.

MWBE: Minority-owned business subcontracting goal: 7.25 percent . Women-owned business subcontracting goal: 4.75 percent.

Debriefings: Any unsuccessful responder, upon request, will be given a debriefing as to why that proposer was not selected for the award. The request for a debriefing shall not be made more than three (3) months subsequent to the completion of the award process. The debriefing will be given as soon as possible subsequent to the completion of the award process.

All information, descriptions, data, tables, calculations, examples, opinions or assumptions made in connection with this solicitation are made in good faith for information purposes only. The responder shall not rely on any such information without conducting its own independent research and verification. CUNY and its officers, agents and employees make no representations or warranties, including without limitation representations or warranties as to the accuracy of any information, opinions or assumptions contained in this solicitation or otherwise furnished to responders by CUNY, and will assume no responsibility or liability for any errors and omissions contained herein.

Responders are advised that the ONLY Authorized Agency Contact for ALL matters concerning this RFQ and the individual who also serves as the Procurement Lobbying Act Designated Contact for this RFQ is Michael Feeney, Chief of Consultant Contracts. All contacts shall be sent by email to DDCM.ContractsDept@mail.cuny.edu or by postal mail to the address above. Place "Development of New Space Guidelines" in the subject heading of the email/mail.