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Vision 2030 - Facilities Master Plan - Scope of Work

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Vision 2030 - Facilities Master Plan - Scope of Work

Abstract

Vision 2030 - Facilities Master Plan - Scope of Work

Keywords

plan, facilities



Kean University
Office of Facilities and Campus Planning
Request for Proposal – Project Scope Document

Project Name: Kean University Master Plan Update **Project Number:** TBD

Project Manager: John C. Raue

Project Director: Steven Remotti

Project Category: Professional Services

Estimated Project Cost: TBD

1. Purpose of Request for Proposal – Project Description

Kean University is soliciting proposals for professional services to update the 2011-21 University master plan for the next ten years. The project needs to look at the current campus facilities at the Kean Union (including Liberty Hall and East Campus), Kean Skylands, Kean Ocean and Kean Princeton locations. This updated master plan project needs to involve various stakeholders from across the Kean community in the creation process. The plan needs to be usable for executing on planned University enrollment growth, academic program growth, overall campus growth and institutional needs for the next decade.

2. Project Objective

The objective of this project is to complete a master plan update with the current state of the Kean University facilities in 2021 and our projected needs through the next ten years. This master plan update will guide campus planning and construction through this next ten-year period across each of our New Jersey locations. This plan will also include a deferred maintenance plan review and present a 5-year and 10-year planning budget for needs and funds prioritization.

3. Project Information

The University is providing the following project information documents and plans for the proposed work; they are attached to this project scope of work document.

- A copy of the 2011-21 Kean University Master Plan (two parts) that the University is seeking to update for the next decade.
 - [2020 Kean University Master Plan Part 1](#)
 - [2020 Kean University Master Plan Part 2](#)

4. Scope of Work

The scope of work for this professional services project will be to perform analysis and update the Kean University comprehensive master plan for the 2021-31 timeframe, a period of the next ten years.

5. Project Phases and Deliverables

This project will consist of the following project phases and each phase will include the deliverables listed below. The deliverables listed below are typical of each project phase and will not vary greatly. The exact deliverables will be determined at the start of the project with the Project Director, Project Manager and the selected professional services team.

A. Phase 1 – Due Diligence / Existing Campus Analysis

- 1) Project Initiation & Kickoff Meeting
- 2) Site Visit
- 3) Vision Session



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4) Planning and Current Campus Inventory Analysis

- Current Facilities Baseline Data
- Program Offerings
- Capital Resources / Other Data Needs
- Populations Served

5) Campus Facilities Inventory and Analysis

- Regional Context Map(s)
- Deferred Maintenance Review
- Vehicular Circulation
- Pedestrian Circulation
- Parking
- Service and Loading
- Sustainable Design

6) Quantitative Analysis

- Model the Current Campus Condition
- Model the Future Campus Condition Model
- Deferred Maintenance 5-year, 10-year Budget and Funds Prioritization

B. Phase 2 – Campus Master Plan

1) Student & Employee Stakeholder Outreach

- Student & Employee Survey(s)
- Student & Employee Workshop(s)

2) Plan Components

- Regional roadway approach routes
- Traffic circulation, vehicular and pedestrian through campus
- Additional parking needs to support the campus
- Environmental constraints
- Trees/buffers and streams/rivers

3) Opportunity Analysis

- Expansion of Programs towards becoming an R2 designated Research Institution
- Campus Development and redevelopment opportunities
- Campus expansion

4) Sustainable Design

- Develop sustainable goals and objectives for campus development

5) Schematic Site Plans / 3D Modeling



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- Identify areas for site plan development and 3D modeling

6) Design Guidelines

- Review and update the architectural design standards identified in the Kean University 2020 master plan

C. Final Report – Deliverables

- Master Plan Recommendations for:
 - Main Campus
 - Liberty Hall Campus
 - East Campus
 - Kean Skylands
 - Kean Ocean
 - Kean Princeton
- Design Guidelines
- Deferred Maintenance Plan
- Conclusions and next steps
- Renderings of Campus Master Plan
 - Minimum 2 perspectives
- Meetings with the Kean University Team
 - Minimum (1) student / employee survey and (1) student / employee workshop
 - Minimum Three (3) on-site and three (3) virtual meetings
 - One Board Presentation

6. Project Schedule

At the start of the project, the consultant will submit a project schedule to be reviewed by the Kean University Project Director and Project Manager. Once approved, this schedule will be binding for the Consultant's activities and will include the start and completion dates for each activity. The Consultant shall use this schedule to ensure that all project milestone dates are being met for the project. The Consultant shall update the schedule to reflect performance periodically for the Project Manager's review and approval. Any recommendations for deviations from the approved project schedule must be explained in detail as to the causes for the deviations and impact to the schedule.



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7. Proposed Fees

The proposed fees for the proposal should be broken out by project phase as shown below.

<u>Project Phase</u>	<u>Proposed Fee</u>
Phase 1:	
1. Due Diligence / Existing Campus Analysis	\$ _____
Phase 2:	
2. Campus Master Plan	\$ _____
3. Renderings	\$ _____
4. Reimbursements	\$ _____ (Not to Exceed)
TOTAL PROPOSED FEE	\$ _____

The proposed fees shall be based on the information contained in this Scope of Work document.