

**Eastern Illinois University
Request for Proposals
Campus Master Plan Consultant**

Eastern Illinois University is seeking proposals from qualified firms to develop a campus master plan.

Institutional Mission and Profile

Eastern Illinois University is a comprehensive, state university founded in 1895 as a normal school. It has grown to a campus of 3 million gross square feet of academic and auxiliary buildings, on 320 acres in east, central Illinois. The University is comprised of four colleges: Arts and Humanities, Sciences, Business and Applied Technology, and Education and Professional Studies. The campus population consists of

AEastern, a vibrant, traditional public university is dedicated to independent thinking and personal growth. The beautiful residential campus and its services demonstrate our commitment to quality student life. Students expect and receive individual attention from experienced professors who foster collaborative research and service. Teaching tolerance, global understanding, ethical behavior, and the great traditions of democracy remains central to Eastern=s mission. Eastern=s men and women will be prepared to lead, to inspire, and to continue a life of learning.

AHaving selected Eastern primarily because of their commitment to teaching, faculty expect academic rigor and intellectual curiosity not only from their students, but from themselves, as they continue to uphold Eastern=s tradition of research, scholarship, and service.@

(Vision Statement, revised October 29, 1996)

Eastern Illinois University has conducted a survey of the condition of its buildings. This survey demonstrates that Eastern has an accumulated deferred maintenance backlog of over \$190 million or approximately \$65 per square foot in major facilities. This enormous burden has resulted in the University making a policy decision to concentrate on facility renewal and renovation over campus growth.

Purpose of Master Plan

The University is in the fourth year of an overall strategic planning effort which incorporates all academic and support operations. The University also has a facilities planning document which provides base information on facilities and grounds, resources campus-wide gathered five years ago.

The overall goal of this master planning effort will be to assist the University in translating the strategic goals and objectives of the various University units into a physical plan which identifies where the University should be focusing its resources to meet future demands on facilities.

The master planning effort should move as quickly as possible in order to provide guidance for several projects which will shortly enter the design stage. Recommendations for future projects and overall guidance for campus growth must be provided no later than December 1998.

Available Documents

The Eastern Facilities Planning and Management organization will provide the planning consultants with all materials necessary to develop the physical recommendations. This information includes plans and specifications of existing buildings, building occupancies, space assignments, and the distribution of different academic space types. Also available will be detailed information about the university's horizontal and vertical infrastructure.

The Office of Institutional Research will provide information about student profiles, populations, academic departmental activities, and benchmark information of other universities which Eastern has determined are comparable.

The Budget Office will provide information on university budgets and spending patterns.

Scope of Services

The University has identified the following services expected in the basic master plan.

- S Site master plan document
- S Cost estimating
- S Recommended phasing and schedule

The University will consider the following optional, additional services in the master plan.

- S Financial Plan
- S Operations analysis

Project Management

The following table outlines the involvement of various constituents in the master plan effort.

Title/Constituent Group	Planning Committee (Individual names)	Other Involvement
President		X
Vice President, Business Affairs	Morgan Olsen	
Vice President, Student		

Affairs		X
Vice President, Academic Affairs		X
Development Executive Officer		X
Facilities Planning and Management Director	Ted Weidner	
Academic Deans		X
Unit Directors		
Student Representatives	X	
Staff Representatives	X	
Faculty Representatives	X	
Community Leaders		X
Board Members	Tom Johnson Keith Branson Mack Hollowell	

Proposal Submission Requirements

In order to be considered for the project an interested master planning firm shall submit: a cover letter dated and with signature of a representative of the firm authorized to negotiate contracts.

Format

Submit on 8-1/2" x 11" standard paper. A minimum of 6 copies are required.

Table of contents.

1. Firm information (name, address, phone and fax numbers, e-mail address, www page) and a brief history.
1. Relevant experience - list of campus master planning projects for universities of a similar size and scope. Present in detail two master plans of similar scope completed in the last five years, including two contact names (with address and phone number).

1. Team - overall explanation of team structure, including sub-consultants, plus qualifications and experience of key team members.
1. Approach to this master planning project (including your philosophy of master planning).
1. Schedule.
1. Fee range and approach to establishing fee.
1. Any other information pertinent to the proposed project.

Selection Process Schedule

Deadline for submittal of information is _____, 1997. All copies shall be addressed to: Ted Weidner, Director, Facilities Planning and Management, Eastern Illinois University, 600 E. Lincoln Ave., Charleston, IL 61920-3099. A shortlist of firms will be identified by _____, 1997 and interviews will be held on campus between _____ and _____, 1997. The University anticipates the final decision will be made by _____, 1997.