

**University of Scranton
Planning Consultant
Request for Expression of Interest and Qualifications**

The University of Scranton is in the process of developing a land use plan, analyzing the potential for additional on-campus housing, and planning for the potential re-use and renovation of several facilities for the relocation of various academic and administrative offices. In addition, the University needs to assess how the future plans for the campus will integrate with the plans of the City of Scranton and the development of the Mulberry Street corridor. The plan for this facility use exercise coincides with the goals and objectives outlined in the Campus Master Plan (facilities development plan). The University of Scranton is seeking the services of a professional consultant to facilitate this process as outlined below.

The University is committed to providing an attractive, safe, and well-maintained physical plant that is conducive to excellence in teaching, learning, working and living. It is our intent to integrate the re-use and renovation of the listed buildings to coincide with the campus master plan and the strategic planning effort. The current master plan was developed in 2000 by Sasaki Associates and incorporated the plans of all University divisions in the facilities master plan. It is our expectation that this planning process will evaluate that part of the current master plan and be a collaborative effort that may include input from some of our constituent campus groups.

The planning activities would address but not be limited to the following areas:

- Facilities planning and the University's mission and strategic objectives.
- Comprehensive analysis of, architectural, structural, HVAC, electrical (including voice, video and data), plumbing, fire protection and environmental systems to determine feasibility for reuse of :

St. Thomas Hall - East / West wing

Loyola Hall

Leahy Hall - Residential side

Given: Current thinking in light of the anticipated construction of a new science facility and based on recommendations of Burt Hill Architects is to demolish the East /West wing of St Thomas Hall in order to provide a physical and visual axis between the DeNaples Center and the science building. Loyola Hall will be vacated post science building construction (August 2010) and the residential wing of Leahy Hall will be vacated post completion of Condron Hall (August 2008). A non-biased assessment of these buildings is required to determine their present condition and feasibility for future use.

- Campus land use including building sites, available land usage and acquisition.
- Parking strategy and available land use for surface parking
- Short and long-term facilities planning strategy.
- Analysis of the current and proposed facilities plan to include:
 1. New Science building
 2. Campus integration with the City of Scranton
 - a. Consideration for the economic and cultural growth
 - b. Limits of the Institutional Zone and zoning issues.
 - c. Mulberry Street development plans
 3. New and proposed property acquisitions.
 4. New and proposed facilities.
 5. Potential need for new on-campus residence hall(s).
 6. Departmental relocations.
 7. Anticipated growth of programs and departments.
 8. Pedestrian circulation (10 minutes between class)

9. Surge space
10. Connectivity and outdoor spaces

Given: Our current Master Plan is about 10 years old. The University has undergone a period of significant change and growth during that period. Prior to proposed future development it has been determined that a prudent next step would be to revisit the existing Master Plan within the context of the proposed future development. Further, it is time for a fresh, non-biased look at the University of Scranton to get an idea how its physical plant, facilities and programs compare to other colleges and universities of its size, mission and philosophy.

If your firm is interested in being considered for our campus planning consultant, please provide the following information. Please answer the questions in the order presented:

1. Firm's name and address, including phone number, fax number, and E-mail address.
2. Provide a brief history of the firm including years in business and founding principal.
3. List specific services of the firm.
4. List the number of permanent staff by professional discipline and length of service.
5. Provide staff qualifications on one page or less, resume of each senior principal and staff to be assigned to this project.
6. Provide a list of current workload and value of work under contract.
7. Describe any special talent, experience or technical expertise your company will employ with regard to the planning process.
8. Provide specific information about the firm's campus master planning experience including names and type of college/university and timeline of master planning projects your firm has participated in during the past 10 years.
9. Describe your approach to providing campus planning services. If a joint venture, explain the structure of the joint venture, how responsibilities will be divided, and how expenses and profits will be divided. Also, show each firm's staffing role. Provide a summary listing of previous work accomplished by the joint venture.
10. Provide a reference list of no more than three pages, indicating institution's name, address, and contact's name, phone number, and scope of work performed.

Based on the information provided, firms will be selected to provide planning proposals and make presentations to the University for final selection. Please submit 7 copies of the requested information no later than 15 February 2008. Responses should not exceed 15 pages. All correspondence must be sent to:

James Devers, R.A.
University of Scranton
Claver Hall
915 Mulberry Street
Scranton, PA 18510

Phone: (570) 941-6267
Fax: (570) 941-6220
E-mail: Deversj1@scranton.edu

Thank you for your interest.