

THE UNIVERSITY OF WYOMING

BOARD OF TRUSTEES' REPORT

Regular Meeting Conference Call*

Wednesday, June 7, 2017

The final report can be found on the University of Wyoming Board of Trustees Website at

<http://www.uwyo.edu/trustees/>

**Note: this call replaces the June 14, 2017 conference call*

University of Wyoming Mission Statement (March 2009)

The University of Wyoming aspires to be one of the nation's finest public land-grant research universities. We serve as a statewide resource for accessible and affordable higher education of the highest quality; rigorous scholarship; technology transfer; economic and community development; and responsible stewardship of our cultural, historical, and natural resources.

In the exercise of our primary mission to promote learning we seek to provide academic and co-curricular opportunities that will:

- Expose students to the frontiers of scholarship and creative activity and the complexities of an interdependent world;
- Ensure individual interactions among students, faculty, and staff;
- Nurture an environment that values and manifests diversity, free expression, academic freedom, personal integrity, and mutual respect; and
- Promote opportunities for personal growth, physical health, athletic competition, and leadership development for all members of the University community.

As Wyoming's only university, we are committed to outreach and service that extend our human talent and technological capacity to serve the people in our communities, our state, the nation, and the world.

The primary vehicles for identifying the specific actions and resource allocations needed to accomplish this complex mission are the University's strategic plans, revised periodically.

TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA
Wednesday, June 7, 2017
Regular Meeting Conference Call
Old Main Boardroom; Laramie, Wyoming

WORK SESSIONS

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RFQ and Timeline for UW Master Housing Study, Blackburn/Mai/Blake.....	2
FY18 Budget, McKinley.....	18

AGENDA ITEM TITLE:

Approval of May 10-12, 2017 Board of Trustees Meeting Minutes (public session & executive session), MacPherson

CHECK THE APPROPRIATE BOX(ES):

- ☐ Work Session
- ☐ Education Session
- ☐ Information Item
- ☒ Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The draft minutes were uploaded to the trustee secure site for review and comment in advance of the meeting.

AGENDA ITEM TITLE:

RFQ and Timeline for UW Master Housing Study, Blackburn/Mai/Blake

CHECK THE APPROPRIATE BOX(ES):

- ☐ Work Session
☐ Education Session
☒ Information Item
☐ Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The 10-Year Housing Plan is intended to provide clear guidance for meeting the University's housing needs for the next 10 years. The Housing Plan shall align with the University's newly developed Strategic Plan for 2017-2022 and comply with elements of the UW Long Range Development Plan (LRDP) that remain relevant within the context of the new Campus Master Plan, which will be developed during the next academic year.

A Request for Qualifications (RFQ) for the purpose of selecting a consultant to develop a comprehensive 10-Year Housing Plan was issued on May 15, 2017. Statements of Qualification (SOQ) were due on June 2, 2017. A selection committee is set to review and identify the highest rank firm by June 16, 2017. A preliminary report will be presented to the Board during the September meeting with a final report due at the November meeting. The next informational update to the Board will be provided at the July meeting. (See attached full schedule.)

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The need for a 10-Year Housing plan was discussed at the March 2017 Facilities Committee meeting and then again during the May 2017 Board meeting. Partial funding from ASUW was approved during the May 2017 Board Meeting.

WHY THIS ITEM IS BEFORE THE BOARD:

Informational Only.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A

PROPOSED MOTION

N/A

PRESIDENT'S RECOMMENDATION:

N/A

10-Year Housing Plan Time Line

5/15/17	First of three weekly advertisements is published. RFQ is uploaded to Public Purchase website.
5/24/17	Last day for RFQ questions to be submitted
5/25/17	Addendum with responses to questions issued.
5/29/17	Last advertisement is published.
6/2/17	2:00 PM deadline for Statements of Qualifications (SOQ) to be submitted to Public Purchase website. Electronic copies of SOQs are transmitted to the Selection Committee
6/7/17	Board of Trustees is informed of the status of the 10-Year Housing Plan.
6/8/17	SOQ Review Meeting is held with the Selection Committee. The Committee scores evaluation matrices and determines the short list of firms. The short-listed firms are notified, as well as the firms not selected. Slides for the Skype interviews are provided by the short-listed firms in advance of the interviews.
6/16/17	Skype interviews are held with the short-listed firms. The Selection Committee (including President Nichols and Bill Mai) determines the final ranking of the short-listed firms. The highest-ranked firm is notified and requested to provide a detailed work plan and associated fee proposal. The firms not selected are notified.
6/22/17	Work plan and associated fee proposal are due from the selected firm. Fee negotiations begin.
6/27/17	After fee negotiations are successfully concluded, Agreement is sent electronically to the selected firm for signature. Selected firm returns signed agreements to UW.
6/30/17	Agreement is signed by Bill Mai. The Notice to Proceed is issued to the selected firm.
7/18-21/17	Board of Trustees is informed of the selected firm.
9/6/17	Preliminary Report due.
9/13-15/17	Preliminary Report presented to Board of Trustees.
11/8/17	Final report due.
11/15-17/17	Final Report presented to Board of Trustees.



**University of Wyoming
10-Year Housing Plan**

**Request for Qualifications (RFQ)
Housing Master Planning Services**

By

**Administration Division
University of Wyoming**

Submittals Due
2:00 PM MDT
June 2, 2017

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SECTION 1 - BACKGROUND

1.1 Solicitation Intent

The University of Wyoming (UW) is soliciting written responses to this Request for Qualifications (RFQ) for the purpose of selecting a consultant to develop a comprehensive 10-Year Housing Plan for the Laramie campus of the University of Wyoming. The age and usable life expectancy of the residential buildings and evolving student expectations contribute to the need for this study. A new Campus Master Plan for the UW Laramie Campus will be developed in the next academic year, and the 10-Year Housing Plan will be an important element of that plan.

1.2 The University of Wyoming

The University of Wyoming is a national research university prominent in the fields of environmental and natural resource research and specializing in agriculture, energy, geology and water resources. The University consists of seven colleges: Agriculture and Natural Resources, Arts and Sciences, Business, Education, Engineering and Applied Science, Health Sciences, and Law.

Since its founding, the University of Wyoming has been and remains the pillar of higher education in Wyoming. As a public, land grant institution, UW is the only provider of baccalaureate and graduate education in the State. It offers over 180 programs of study, as well as world-class research facilities. It maintains one of the lowest student-to-faculty ratios among four-year schools in the West. The University has special commitments to promote liberal and practical education and support the citizens of Wyoming with education, research and service.

In the Fall Semester of 2016, the University enrolled 12,607 students—9,800 undergraduates and 2,807 graduate students—with freshmen enrollment of 1,551 students. Currently, 2,216 of the students (18%) live in University housing. Modest enrollment growth is expected over the next ten years.

1.3 Residential Life and Dining at UW

The first residence halls on the UW campus were built on what is now the historic core of campus (see map in the Appendix). The first women's dormitory, Merica Hall (originally named Women's Hall), was built in two phases in 1908 and 1909. The neighboring Hoyt Hall was likewise built as a women's dormitory in two phases in 1916 and 1920. Both dormitories were built adjacent to the park area bordering Iverson Avenue on the south edge of campus. McWhinnie Hall, built in 1928, was the first men's dormitory and was built on the opposite (north) side of the original campus. Knight Hall—constructed in 1941 (with additions in 1947, 1949 and 1950)—was the third women's dormitory and was built east of Hoyt Hall on the south side of the campus. A second men's dormitory, Wyoming Hall, was built in the northeast corner of the historic campus in 1951, during the University's post-World War II building boom. Ross Hall, built as a women's dormitory in 1960, was the last building to be constructed on Prexy's Pasture, the main campus quadrangle. *All of these dormitories have since been converted to faculty/administrative offices and classrooms.*

The 1930 Campus Master Plan included a plan for Fraternity Park or Mall on land acquired by the University east of 15th Street. The plan called for sororities on the south side of a quadrangle and fraternities on the north side. Pi Beta Phi sorority promptly located its new building on Sorority Row adjacent to 15th Street in 1930, but development of the park would be delayed for most of the following decade due to the Depression.

In the 1960s, six high-rise residence halls were constructed immediately north of Grand Avenue between 15th and 19th Streets, separated from the historic campus core by 15th Street. In 1962, Crane and Hill Halls (in conjunction with the Crane-Hill Dining Hall) were built as men's residence halls between 17th and 19th Streets. Between 1965 and 1967, a complex of women's residence halls was built between 15th and 17th Streets—Downey Hall (1965), McIntyre and Orr Halls (1966), and White Hall (1967). In addition to the residence halls, this complex included a cafeteria, the Washakie Center, which was completed in 1967.

Also in the 1960s, UW began to develop apartment complexes at the east end of the campus. Landmark Village was developed in 1964. Spanish Walk was built by a private developer on the east side of 30th Street in 1968 and acquired by UW in 1999 (after leasing the property from the UW Foundation for fifteen years). Development of the River Village apartment complex followed in 1995. The most recent apartment complex, Bison Run Village, was developed in 2012 through a Public-Private Partnership.

In 2008, the former Kappa Sigma fraternity house, located on Fraternity Row adjacent to 15th Street, was renovated to serve as the Honors House—a special living option offered in collaboration between Residence Life and Dining Services (RLDS) and the Honors Program.

RLDS offers a range of living options including single and double rooms in traditional double-loaded corridor residence halls, suites, and apartments. The University requires newly admitted students to live in its residence halls during their first academic year on campus, with certain exemptions. Downey, McIntyre, Orr and White Halls average 85% occupancy during the academic year. The RLDS housing portfolio has a maximum of 2,728 bed spaces. Of those bed spaces, 83 spaces are allocated to residence life staff for programmatic support. The total number of beds includes the Downey, Orr, McIntyre, White, and Hill residence halls; Honors House; and all apartments. The breakdown of bed spaces follows:

- Single room bed spaces – 976 (320 in the residence halls and 656 in the apartments)
- Double room bed spaces – 876 (all in the residence halls)

Descriptions of the current UW housing facilities follow.

Residence Halls

Crane and Hill Halls are 6-story residence halls that were originally designed with double rooms off a corridor with common bathroom and shower facilities. The student rooms in Hill Hall are currently being utilized as single rooms for sophomore students and beyond, and are furnished with queen-size beds. The student rooms in Hill Hall offer basic cable television and two Ethernet ports for access to the Internet. Hill Hall has laundry facilities in the basement. Crane Hall is off-line and not currently being utilized.

The Downey, McIntyre, Orr and White residence halls are similar in design, differing primarily in the number of stories of construction and the particular Freshman Interest Groups (FIGs) housed in each hall. All four residence halls offer standard double rooms, single corner rooms, and one small suite (two single rooms connected by a bathroom) per floor. All of the student rooms have a vanity sink and include wireless internet access, two Ethernet ports for the Internet, and basic cable television. Each building has a laundry facility in the basement and tunnel access to the Washakie Center. In the last decade, these residence halls have been renovated including installation of new fire sprinkler systems.

- Downey Hall is an 8-story residence hall with 377 beds. Downey is home to many of the Health Sciences FIGs including Focus on Nursing, Focus on Pharmacy, and Kinesiology. The Outdoor Leadership and Green & Healthy FIGs are also housed in Downey Hall.
- McIntyre Hall, at 12 stories tall with 585 beds, is one of our largest communities. Three floors of McIntyre Hall are dedicated to engineering students and feature an engineering computer lab. McIntyre also houses the following FIGs: Music Avalanche, Exploring Liberal Arts, Theater Foundations, Studies in Visual Arts, Teaching Young Children and Exploring a Teaching Career.
- Orr Hall is an 8-story residence hall with 371 beds. Orr is home to many FIGs including Exploring Vet Medicine, Exploring Scientific Fields, Criminal Justice, Beauty and Joy of Computing, Pop Culture & Research and the World of Design.

- White Hall is a 12-story residence hall with 585 beds, which offers expansive views of the surrounding campus and mountains. White is the most recently renovated residence hall. The FIGs housed in White Hall include Army ROTC, Gateway to the World, Diversity, Business Foundations 1 & 2, Sustainability, Biodiversity, Future of Energy, Geology and Geophysics.

Honors House has 29 beds in single and double rooms. Built in 1940, this historic landmark features a 2½-story great room with fireplace, as well as a formal dining area and sitting room. Recent renovations include new bathrooms; new electrical, heating and plumbing; an elevator; and new furnishings.

Apartments

The University's Landmark Village, River Village, and Bison Run Village apartment complexes are located west of 30th Street, between Willett Drive and Arrowhead Lane. The Spanish Walk apartment complex is located east of 30th Street, south of Joanna Brunner Street. Furnished apartments are available in each complex. The apartments in all of the complexes have connections for satellite TV, HBO GO, and the Internet (through either wireless connections or Ethernet outlets). Washer/dryer hookups are available in Landmark Village and River Village. A washer and dryer are provided in each apartment in Bison Run Village. Each of Spanish Walk's four buildings has a laundry on the lower level. The apartment complexes offer free parking and shuttle service to campus.

A Community Center serves all four apartment complexes and features a computer lab, mail room, laundry facilities, and community lounge with TVs, Wii games, and recreation supplies. The Community Center also houses on-site apartment administrative offices. Descriptions of the apartment complexes follow:

- Landmark Village, with a total of 95 beds, primarily offers 2-bedroom apartments. Four of the units have been converted to accessible 1-bedroom apartments with a study room and expanded bedroom and kitchen areas. Swing sets and grassy play areas are provided outdoors.
- Spanish Walk, with a total of 115 beds offers 1-bedroom apartments in four 3-story buildings.
- River Village, with a total of 114 beds, offers 2- and 3-bedroom apartments including accessible units. Swing sets and grassy play areas are provided outdoors.
- Bison Run Village is a new on-campus living community for upper-level students with 332 beds in one-, two- and three-story units in fifteen residential buildings. The townhouse-style 3- and 4-bedroom apartments are rented by the bedroom and feature shared kitchen, dining, and living room spaces with single private bedrooms and private or semi-private bathrooms.

Fraternity and Sorority Life

There are nine fraternities and five sororities at the University of Wyoming with total membership of 600. Fraternities represented on the UW campus include: Alpha Gamma Rho, Kappa Sigma, Lambda Chi Alpha, Pi Kappa Alpha, Pi Kappa Phi, Sigma Alpha Epsilon, Sigma Chi, Sigma Nu, and Sigma Phi Epsilon. Sororities represented on the UW campus include: Chi Omega, Delta Delta Delta, Kappa Kappa Gamma, Sigma Alpha, and Sigma Lambda Gamma. Most of the Greek houses are located on Fraternity and Sorority Rows, east of 15th Street.

SECTION 2 – PROJECT DESCRIPTION

2.1 Description of Project

The Consultant shall prepare a comprehensive 10-Year Housing Plan for the University to determine the need for additional student housing on campus and its financial feasibility. The Housing Plan is intended to provide clear guidance for meeting the University's housing needs for the next 10 years. The Housing Plan shall align with the University's newly developed Strategic Plan for 2017-2022 and comply with elements of the UW Long Range Development Plan (LRDP) that remain relevant within the context of the new Campus Master Plan, which will be developed during the next academic year.

2.2 Consultant Team

The consultant team should include appropriate individuals such as campus planners, architects, landscape architects, cost estimators, engineers, and other consultants as may be needed to appropriately complete the scope of services below. The Statements of Qualifications submitted by prospective consultant firms shall describe the entire consultant team.

2.3 Goals

The University has identified the following goals as critical for this Project:

- Work with campus leadership on an analysis of enrollment projections and housing needs.
- Assess the University's current housing mix, condition, capacity, pricing and location.
- Analyze the current off-campus housing market in Laramie.
- Identify new housing concepts for residential university campuses. What is trending? What is hot?
- Develop a housing plan that takes the above goals into account and provides a 10-year build-out plan to include housing mix, capacity, design features, pricing, etc.

2.4 Scope of Services

The services to be provided by the selected Consultant shall include the following phases and tasks:

Phase I: Visioning

- Conduct a visioning session with the 10-Year Housing Plan Leadership Team.
- Present current nation-wide university housing models, trends, and best practices.
- Present an assessment of retention and graduation outcomes related to students living on campus for at least their first year.
- Present an assessment of housing as a recruitment tool.
- Identify housing objectives.

Phase II: Initiation/Assessment of Existing Conditions

- Review existing campus housing drawings, reports and data.
- Tour the existing campus housing facilities.
- Review the existing campus utility infrastructure serving the residential facilities.
- Review UW-provided student demographic information.
- Review UW-provided historical enrollment data by class level, age, and other relevant components of university enrollment.
- Review and assess the current housing mix, condition, capacity, pricing and location.
- Conduct an analysis of the current off-campus housing market in Laramie.

Phase III: 10-Year Housing Plan and Cost Estimating

- Define the optimal number of student beds to be provided by RLDS over a 10-year time frame.
- Develop recommended strategies for investment in new housing facilities, reinvestment in renovations and/or additions to existing housing facilities, and demolition of existing facilities.
- Develop a conceptual program for proposed new housing facilities, including desired mix of room types to be offered.
- Conduct site analyses to identify potential locations for proposed new housing facilities.
- Develop a minimum of three (3) development plan options with preliminary massing studies, and analyze parking impacts of each of the options.
- Develop conceptual site plan, floor plans, building elevations, and massing studies for the preferred development plan scheme.
- Evaluate phasing options and temporary facility needs for construction of each phase.
- Develop professional cost per square foot estimates for construction of new housing facilities and renovation of existing housing facilities. Take into consideration the local construction market, the local availability of labor resources, Wyoming statutory requirements, and the expectations for architecture on the UW campus.
- Identify and develop cost estimates for infrastructure and utility improvements required to serve proposed new student housing facilities.
- Analyze financing models for execution of the proposed improvements.
- Develop a comprehensive detailed 10-year financial analysis of projected housing revenues, expenses, and capital costs.
- Provide recommendations on a comprehensive housing rate structure.

2.5 Project Deliverables

The Consultant shall develop a report summarizing findings and recommendations based on the tasks above and including the following:

- Report on existing campus housing facilities
- Report on current nation-wide university housing models, trends, and best practices in student residential life
- Analysis of the mix of room types to be offered
- Analysis of all existing campus housing facilities with recommendations on whether to maintain, renovate or remove/replace.
- Multiple scenarios to site new housing facilities to meet campus housing objectives. Analysis of parking impacts under all scenarios.
- 3-D architectural massing studies to analyze size and suitability of proposed new or replacement facilities
- Identification of infrastructure and utility requirements of the 10-Year Housing Plan and integration with the phasing plan
- Presentation of the preferred development plan scheme, including site plan, conceptual floor plans, building elevations, massing studies, and renderings.
- Rendered site plan of the preferred development plan scheme
- Financial analysis of investment required, projected income and reserves to finance the project phases
- Presentation of the research results and proposed program concepts to campus administration and Board of Trustees.
- Final report document

2.6 Project Schedule

After selection of the Consultant team and successful execution of the Consultant Agreement, the University will proceed with a formal housing master planning process that will engage campus stakeholders and community members. UW anticipates the entire housing master planning process will take no more than 4 (four) months to

complete, and be completed by November 2017. The preliminary time line for the RFQ, selection process and development of the 10-Year Housing Plan includes the following milestones:

Preliminary Time Line

First advertisement of RFQ	May 15, 2017
Last day for RFQ questions to be submitted	May 24, 2017
Statement of Qualifications due 2:00 PM MDT	June 2, 2017
Board of Trustees approval to contract with the highest-ranked firm requested	June 14, 2017
Highest-ranked firm to submit a detailed work plan and associated fee proposal.	June 23, 2017
Notice to Proceed issued	July 6, 2017
Preliminary report due	September 6, 2017
Final report due	November 2017

2.7 Existing Data

The University of Wyoming website contains a wealth of information. Items of particular interest have been identified below. Prospective consultants are encouraged to browse the UW website for general background information at: <http://www.uwyo.edu>

The following studies, standards, maps and other documents will be made available to the selected housing master planning team. Click on the item name in the electronic version of this document in order to access the data, if it is available online. If such information is not available online, it will be made available to the selected housing master planning team at the start of the housing master planning process.

- A. Campus Planning
 - 1. [UW Strategic Plan \(2017\)](#)
 - 2. [UW Long Range Development Plan \(2010\)](#)
- B. Historic Preservation
 - 1. [UW Historic Preservation Plan and Architectural Guidelines \(2015\)](#)
- C. Guidelines and Standards
 - 1. [UW Design Guidelines \(2016\)](#)
 - 2. [UW Construction Standards \(2016\)](#)
- D. Transit and Parking
 - 1. [UWYO Transit System Map](#)
 - 2. [Parking Permit Map](#)
- E. Residence Life and Dining
 - 1. [Residence Halls](#)
 - 2. [Apartments](#)
 - 3. [Fraternity and Sorority Life](#)
 - 4. [Living/Learning Communities](#)
 - 5. [UW New Student Live-In Policy](#)
 - 6. [Residence Halls Costs](#)
 - 7. [Facility Condition Analyses \(2002\)](#)

- F. Miscellaneous Maps and Images
 - 1. [Map and Online Tour of the University of Wyoming campus](#)
 - 2. [Bicycle Routes and Campus Safety Map](#)
 - 3. Campus Base Map (without utilities)
 - 4. Campus Base Map (with utilities) (secure; will be made available to the short-listed firms)
- G. Campus Data
 - 1. [UW Fact Sheet, Spring 2017](#)
- H. Infrastructure Studies:
 - 1. [Utilities Master Plan \(2009\)](#)
 - 2. [West Campus Satellite Energy Plant Heating and Cooling Analysis Summary Report](#)

The above information will be supplemented by additional data requested by the selected housing master planning team, if available, and by data gathered during the housing master planning meetings.

SECTION 3 – STATEMENT OF QUALIFICATIONS

3.1 Process Overview

The University of Wyoming utilizes a competitive selection process for procuring professional services. The process begins with submittal of the Respondent's qualifications in a written Statement of Qualifications (SOQ) in response to this Request for Qualifications. A Selection Committee will evaluate the SOQ of each respondent based on the **Evaluation Criteria** published herein. The University reserves the right to rank respondents and select firm or firms for services based upon the qualification responses without interviews. Before a final ranking is determined, the Committee may choose to contact the Respondent's references. Contract execution is planned to occur immediately following the selection process and Board of Trustees approval of the highest-ranked firm.

The highest-ranked firm will be notified and asked to submit a detailed work plan and associated fee proposal, and given the opportunity to negotiate final terms based on a mutually acceptable work plan. In the event that acceptable terms cannot be negotiated in a reasonable time frame, the University reserves the right to negotiate with the next highest-ranked firm in sequence until an agreement is reached, or determine to reject all submittals and re-solicit for RFQs, or use another selection process as determined to be in the University's best interests.

3.2 SOQ Submittal Requirements

To be considered responsive to the RFQ, respondents must submit the Statements of Qualifications in the format described below:

- The Statement of Qualifications shall be concise and contain only relevant information as it pertains to the Project. The SOQ shall consist of no more than 35-face pages (8-½" x 11"), indexed with dividers for each section described in the **Evaluation Criteria** below. The minimum font size shall be 10 point.
- Résumés of key individuals proposed to be involved in this Project are exempted from the 35-face page limit and shall be appended to your response. No other supplemental information to the 35-face page response will be allowed. Appended résumés of the proposed key individuals, along with a cover letter, front and back covers, and blank section dividers will not be counted in the 35-page limit.
- All responses and questions shall be directed via: <http://www.publicpurchase.com/>. Questions or requests for clarification of the RFQ shall be submitted **no later than May 24, 2017**.
- Failure to submit in the required format may be grounds for rejection of a firm's qualifications.

Responses shall be electronic and submitted via Public Purchase: <http://www.publicpurchase.com/> **no later than 2:00 PM MDT on June 2, 2017**.

Questions, inquiries or communications regarding these services shall not be solicited from any University personnel. Attempts by consultants to contact any University personnel may be grounds for disqualification.

Interpretation of or correction to the RFQ shall be made only by addenda issued by the University, which will be distributed to all holders-of-record of the Request for Qualifications via: <http://www.publicpurchase.com/>

3.3 Additional Information

Firms may tour the UW campus and public areas of campus buildings at their option and at times of their convenience. University personnel will not be available for personalized tours or meetings with each short-listed firm.

3.4 Other Provisions

A. RFQ Cancellation

The University reserves the right to cancel this Request for Qualification at any time, without penalty.

B. Incurring Costs

The University of Wyoming is not liable for any cost incurred by respondents prior to issuance of a legally executed contract. No property interest, of any nature, shall accrue until a contract is awarded and signed by all concerned parties.

C. Minority Participation

It is the University's goal to maximize participation of minorities in the process. Accordingly, minority enterprises are to be utilized when possible. By the submission the respondent shall agree to utilize the maximum amount of minority business firms that the respondent finds to be consistent with the efficient performance of any resulting contract.

D. Equal Employment Opportunity

Both parties shall fully adhere to all applicable local, state and federal law, including equal employment opportunity and including but not limited to compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the American with Disabilities Act of 1990. The University is committed to equal opportunity for all persons in all facets of the University's operations and is an Equal Opportunity/Affirmative Action employer. The University will provide all applicants for admissions, employment and all University employees with equal opportunity without regard to race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, genetic information, gender identity, creed, ancestry, political belief, any other applicable protected category, or participation in any protected activity. The University ensures non-discriminatory practices in all matters relating to its education programs and activities and extends the same non-discriminatory practices to recruiting, hiring, training, compensation, benefits, promotions, demotions, transfers, and all other terms and conditions of employment.

E. Availability of Funds

Financial obligations of the University payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, budgeted or otherwise made available, any resulting contract will become null and void, without penalty to the University of Wyoming.

F. Sovereign Immunity

The University does not waive its sovereign immunity or its governmental immunity by issuing this RFQ and fully retains all immunities and defenses provided by law with regard to any action based on this RFQ. Any actions or claims against the University must be in accordance with and are controlled by the Wyoming Governmental Claims Act, W.S. 1-39-101 et seq. (1977) as amended.

3.5 Agreement

A copy of the Consultant Agreement which will be used for this Project is appended to this RFQ. Submission of a Statement of Qualifications shall constitute acceptance by the Respondent of all the terms, clauses, and conditions of this Agreement.

SECTION 4 – EVALUATION CRITERIA

The University of Wyoming is looking for a creative, responsive, and well-qualified housing master planning firm that will collaborate with the University to successfully complete the 10-Year Housing Plan. The Statements of Qualifications will be evaluated based on the following criteria, with the relative weight of each criterion indicated in parentheses.

In order to be considered complete, the SOQs shall be organized by the sections listed below in sequential order, with adequate supporting materials as necessary for UW to make an informed selection.

In scoring all of the Evaluation Criteria listed below, the Selection Committee may give additional consideration to teams whose members have successfully worked together on past projects.

1. Cover Letter (0 points)

Provide a cover letter that expresses the Prime Respondent Firm's interest in the Project, references the RFQ, and confirms that all elements of the RFQ have been reviewed and understood including explicit acknowledgement of addenda, if any. Include Prime Respondent Firm's legal name and contact information for a single point of contact at the office to be assigned responsibility for this Project. Provide name, title and signature of corporate officer authorized to bind the firm contractually.

2. Description of the Prime Respondent Firm (5 points)

Provide a brief description of the Prime Respondent Firm and the focus of its practice. List the projects the firm is currently contracted for and at what stage the projects are in terms of completion.

3. Project Organization (20 points)

Describe the structure of the proposed Respondent Team, including subconsultants; and outline the role and responsibilities for each firm and for each of the key personnel from each firm. Identify the primary contact person for each firm on the team and the number of years of experience in housing master planning for all key personnel.

Provide an organization chart that graphically represents the intended roles, responsibilities, authorities, and relationships of the Respondent Team.

4. Project Experience (25 points)

Describe a minimum of five (5) housing master plans that have been successfully completed by the Prime Respondent Firm. Such examples may also include the work of key Sub-Consultant members of the Respondent Team. Describe each project by providing the specific information requested below:

- Completion date
- Campus name and location
- Brief description of the housing master plan, its goals and objectives, and any major components that may be relevant to this Project
- Key housing master planning team members and their roles and responsibilities
- Visual images that illustrate the features and characteristics of the housing master plan
- Names and current telephone numbers and direct email addresses of client user group and project management contacts who can speak with firsthand personal knowledge of the success of the housing master plan. Include a brief description of each client contact's specific role in the referenced project.

5. Key Personnel Experience (25 points)

Identify and, in an Appendix, provide résumés for the specific key individuals from the Prime Respondent Firm and all Sub-Consultant firms of the Respondent Team who are proposed to be assigned to this Project. Résumés shall include the following:

- Education, work experience, number of years with the firm, and special expertise relevant to this Project. Such experience may include work executed while individuals were employed by previous firms, with proper attribution of the previous firm and the relevant individual's specific responsibilities.
- Professional certifications and technical expertise
- Project experience and role on projects of similar size, scope and complexity. Indicate if the individual worked on any of the projects listed in #4 above.
- Identify the key individual's current commitments and availability to begin this Project.

Clearly identify: (1) the person who will be responsible for day-to-day management of the housing master planning effort, including coordination and communication with the University during all phases of the process; and (2) the person or persons who will lead the housing master planning effort.

Provide a graphic illustration indicating the percentage of time each of the identified individuals will be dedicated to this Project.

Please note that the team members proposed for this Project, and the percentage of time to be dedicated to the Project, may not be changed during the life of the Project without approval of the University.

6. Planning Approach/Methodology (25 points)

Describe the approach that you propose to utilize for this 10-Year Housing Plan. Summarize the methodology and how this process was successfully utilized on similar projects. Outline an anticipated work plan and schedule that illustrates how the Project will be completed within the identified time frame.

Discuss how your team will inform the planning process with peer data and developing trends from other university housing master planning processes. Identify any special areas of strength that your team possesses, with regard to housing master planning needs.

Describe how your team will collaboratively interact with the UW administration, RLDS, Campus Planning and UW Operations staff; campus stakeholders; and community members during the housing master planning process.

7. Hourly Rates (0 points)

Provide a schedule of hourly rates for all proposed team members, including sub-consultants, in a separate document, clearly labeled with "Hourly Rates" in the file name.

AGENDA ITEM TITLE: **FY18 Budget**, McKinley

CHECK THE APPROPRIATE BOX(ES):

- ☒ Work Session
- ☐ Education Session
- ☐ Information Item
- ☐ Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The Biennium Budget Committee is scheduled to meet June 1 and June 5 to discuss the UW FY18 budget. Materials for the June 7 call will be provided to the full Board as soon as they become available. Trustee John McKinley will provide the update the Board of the FY18 budget on the June 7 conference call.