

# **REQUEST FOR QUALIFICATIONS FOR MASTER PLANNING SERVICES**

**RFQ # B250026  
Downtown Center Master Plan  
California State University (CSU), Sacramento  
6000 J Street, Sacramento, CA 95819**

## **INTRODUCTION**

The University is seeking master planning services that will require the full range of professional disciplines normally associated with planning of this type. The University is interested in developing a Master Plan for a prospective downtown center located along Capitol Mall, from 7<sup>th</sup> to 9<sup>th</sup> Streets. The primary goal and purpose is to develop a center that advances a best-in-class, university-led economic development model in downtown Sacramento, merging academic, civic and political engagement, workforce development, industry co-location and driving innovation. Anchored by new academic and research initiatives in public policy, artificial intelligence (AI) policy center and other disciplines will expand Sacramento State's academic offerings and deepen and diversify greater Sacramento's economic ecosystem. Additionally, providing a living option for Sacramento State students, and world-class conference and convening spaces, this project is critical to University Leadership's vision of raising the profile and stature of Sacramento State and expanding opportunities to educate and mold the civic and business leaders of tomorrow on a national scale. This project will be an economic development engine for Sacramento's downtown, building on the nascent success of the Golden 1 Center and Downtown Commons (DOCO) entertainment district to transform downtown Sacramento into a vibrant urban core that anchors the capital region. The project will encompass the following core University elements:

- School of Public Affairs
- Student Housing
- Artificial Intelligence Policy Center
- Events Center
- Parking Structure

A significant portion of the center is expected to comprise private uses developed via partnerships between the University and private developers, which may include:

- One or more hotels
- High-rise multi-family housing
- Leasable office or lab space
- Rooftop performance and sports venue overlooking state capital

Vertical mixed-use component projects that include multiple of the above use types may be considered, including projects that contain both University and private uses. The Master Plan should be appropriately flexible as to allow for evolving market dynamics to inform later project phases.

As part of the master planning effort, the consultant shall perform a comprehensive utility infrastructure assessment to determine the capacity and readiness of existing systems to support the proposed development program.

The scope shall include:

- Inventory and mapping of existing on-site and adjacent utility infrastructure

- Planning-level capacity analysis for water, sanitary sewer, stormwater, power, communications, and other applicable utilities
- Identification of infrastructure constraints, risks, and opportunities affecting site development and phasing
- Evaluation of sustainability, resiliency, and long-term operational considerations
- Coordination with utility providers and jurisdiction agencies
- Development of recommended infrastructure improvements, sequencing strategies, and planning-level cost estimates

The inclusion of financial advisory services is not anticipated at this time, with the exception of cost estimating services related to infrastructure improvements.

Additionally, the Master Plan should consider CSU's Sustainability Policy, including but not limited to, incorporating sustainable building and lands practices.

Per the CPDC Bulletin A/E 19-002, dated April 2, 2019, the master planning service provider may pursue individual projects identified in the master planning documents, depending on the level of development. Follow on contracts for individual projects identified by the master plan service provider will be reviewed with the California State University Office of General Counsel prior to execution of subsequent related contracts for possible conflicts of interest.

## **REQUIREMENTS**

In general, each Statement of Qualifications (SOQ) shall provide a description of the professional and technical experiences, background, qualifications, professional licensing and expertise of the firm's key personnel assigned to this project. The proposal shall indicate that the Respondent possesses demonstrated skills and experience in all areas of the project scope.

All Respondents must be prequalified with the Trustees prior to the SOQ due date, or their SOQ submission will not be considered. CSU Board of Trustees policy requires all architectural firms seeking commissions on major capital outlay projects to be prequalified, and the CSU Office of the Chancellor has established an annual prequalification process to fulfill this requirement. The last day to submit an application for prequalification online to the CSU Chancellor's Office is indicated on the enclosed schedule.

For information regarding prequalification, go to: <https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/operations-center/Pages/architectural-prequalification.aspx> and click on the [CSU Architectural Prequalification Vendor Portal](#).. Direct any prequalification questions to the Trustees' Prequalification Administrator at [cocm.prequal@calstate.edu](mailto:cocm.prequal@calstate.edu).

## **GENERAL QUALIFICATION SUBMITTAL INSTRUCTIONS**

To be considered responsive to the RFQ requirements, all Respondents shall furnish verifiable evidence that their firm and personnel, at a minimum, meet the qualifications contained herein.

### **RESPONSE FORMAT**

Statements of Qualification shall adhere to the following format for organization and content. The Statement of Qualifications must be divided into the individual sections listed below, indexed, and

tabbed. The SOQ must be submitted in the PlanetBids portal prior to the date and time indicated in the Schedule of Events. The file size shall not exceed 150MB and no more than 60 pages.

Include the following in the submission:

- a. Cover Letter: Provide a cover letter that references the RFQ and confirms that all elements of the RFQ have been reviewed and understood.
- b. Table of Contents: A table of contents shall be included in the Statement of Qualifications.
- c. Respondent's Qualifications/Experience: This section shall contain responses to all items specified in the Requirements section above and in the Scope of Work. Include a general overview of the firm's qualifications. (See Section 1 in Statement of Qualifications)
- d. Respondent shall provide a list of previously completed services similar to the requirements of this RFQ. Include the locations, and a brief description of services provided.
- e. Provide resumes of experience, qualifications and license information of each key professional to be assigned to this project, as well as any subcontracted personnel. Each key professional assigned to the project must have at least five (5) years' experience in the architectural design and development of a University Master Plan. (See Section 2 in Statement of Qualifications)
- f. Organizational Capability and Commitment: This section should demonstrate an overall understanding of the requirement, the Respondent's ability to meet the requirements, and Respondent's commitment of resources to be applied to this requirement.
- g. Work Plan/Methodology: Respondents should provide a detailed conceptual approach to the methodology to be used in response to Attachment "C" Scope of Work. Include the name of the responsible individual who will lead the contract with the University for coordination and execution of the project, the location where management and coordination of services will be performed and a tentative time schedule.
- h. Organizational Chart: Include an organizational chart showing, at a minimum, the key personnel to be assigned to the project and their reporting relationship within the organization.
- i. Exceptions: Any and all exceptions to the RFQ must be listed on an item-by-item basis and cross-referenced with the RFQ document. If there are no exceptions, Respondent must expressly state no exceptions taken.
- j. Sample Work: Include a link to a sample of previous work similar in size and scope which would indicate the Respondent's quality of work and expertise in master planning.

Statements of Qualifications should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of the RFQ. Respondents should emphasize the Respondent's demonstrated capability to perform work of this type. Expensive bindings, colored displays, promotional materials, etc. are not necessary or desired. However, technical material describing the proposed services should be concentrated on completeness and clarity of content.

Statements of Qualification shall be complete in all respects as required by this RFQ. A submittal may be rejected if conditional or incomplete, or if it contains any alterations or other irregularities of any kind and may be rejected if any such defect or irregularity could have materially changed the quality of the Statement of Qualifications.

Statements of Qualification which contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the Respondent may be rejected. If, in the

opinion of the University, such information was intended to erroneously and fallaciously mislead the University in its evaluation of the Statement of Qualifications and the attribute, conditions, or capability is a requirement of this RFQ, the Statement of Qualifications will be rejected. Statements made by a Respondent shall also be without ambiguity, and with adequate elaboration, where necessary, for clear understanding.

**STATEMENT OF QUALIFICATIONS**

Respondent must provide a Statement of Qualifications describing the firm’s experience. Evidence must include, but is not limited to, the following:

1. Experience (Section C from Response Format)
  - a. Architectural Firm — Respondent must have completed at least one campus master plan for a university within the last 10 years. Experience planning for large-scale urban infill projects is also desired. This may include university master plans, campus plans for medical centers, large non-profits, municipal planning, or otherwise. Submit a list of projects and include a brief description of the project and services provided. Include the location, name of the client, names and telephone numbers of the owners’ representative for previous work. Architect of record must have a valid license in the State of California. At least one member of the project team must be a LEED accredited professional.
  - b. Primary Contact Professional Experience—Identify the Primary Contact Professional who would be assigned responsibility for this project. Provide evidence of a minimum of 5 years’ experience in master planning of projects of similar size and scope. Identify other personnel with the percentage of time they would be working on this project.
  - c. Engineering and Sub Consultants—Identify electrical, mechanical/plumbing, structural and civil engineering consultants, as well as estimating, telecommunications, fire protection, and/or other specialty consultants to be retained for this project. Identify similar project experience for each consultant to be retained.
  
2. Resume Requirements (Section E from Response Format) - Provide a brief history of the firm, number of professionals on staff, services offered (areas of expertise). Provide individual resumes of all key contact personnel including all architects of record and engineers of record. Include educational background, professional licenses, applicable certifications (such as LEED), and relevant project experience.

**SCHEDULE OF EVENTS**

Release of Request of Qualifications	March 3, 2026
Last day to submit application for prequalification	March 18, 2026
RFQ Conference (Non Mandatory)	April 2, 2026, 9:00 a.m.
Last Day to Ask Questions or Request Clarification	March 20, 2026, 4:00 p.m.
Deadline for Receipt of SOQ	April 15, 2026, 4:00 p.m.
Shortlist Firms	May 1, 2026
Interviews with Shortlisted Firms	Week of May 11, 2026
Final Selection of Architectural Consulting Firm	May 25, 2026
Contract Duration from NTP	24 months

The Trustees will hold a non-mandatory conference to discuss this RFQ and the delivery process on the date(s) indicated in the enclosed schedule. Below are the details for the conference

RFQ Conference Time: April 2, 2026, at 9 am  
RFQ Conference Location: 2nd floor Conference Room  
Welcome Center  
California State University, Sacramento  
6000 J Street  
Sacramento, CA 95819

## **INSTRUCTIONS FOR SUBMITTING AN SOQ**

### **Statement of Qualifications must be submitted through the PlanetBids portal before the date and time shown in the Selection Process Schedule.**

Respondents for this Project shall submit a Statement of Qualifications in accordance with the following instructions:

1. Provide all information requested in this RFQ.
2. Provide information as it pertains to your team. When referencing projects that were joint ventures, or individual efforts, indicate such and explain each JV member firm's role in the project.
3. The SOQ should be well organized, as concise and complete as possible, while still providing the requested information. The document shall not exceed 60 pages in length, inclusive of the cover page, table of contents and any section tabs.
4. Where contact information is requested, include the company name, address, and a company representative's name, phone number, and e-mail address.
5. Submit the SOQ electronically in PlanetBids at the following link:  
<https://pbsystem.planetbids.com/portal/15739/portal-home>
6. The submission files shall be titled "B250026 Downtown Campus Master Plan\_Firm Name".
7. The SOQ must be submitted in the PlanetBids portal prior to the date and time indicated in the Schedule of Events.

## **EVALUATIONS OF STATEMENTS OF QUALIFICATIONS**

Statements of Qualifications will be evaluated by an Evaluation Committee comprised of members of the Campus Master Plan Task Force. The selection of a firm to provide professional services in connection with the Master Plan update shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

All Statements of Qualifications shall be reviewed to verify that minimum requirements have been met. Statements of Qualifications that have not followed the requirements in this Request for Qualifications, do not meet minimum content and quality standards, or take unacceptable exceptions to the model contract, may be eliminated from further consideration.

RFQ Analysis:

Points will be assigned according to the schedule in the table appearing herein.

1. Point Scoring Criteria

Respondents will be evaluated on the qualifications listed previously and the following evaluation criteria.

a. Firm Architectural Experience—30 points

Architectural experience with comparable projects that demonstrate an understanding of campus master plans, preferably for higher education institutions, as well as an understanding of mixed-use urban infill development. Respondent's sample work will be evaluated.

b. Engineering and Other Sub-consultant Experience—10 points

Engineering experience with comparable projects that demonstrates an understanding of mixed-use urban infill development, including the integration of residential, commercial, and public uses within dense urban contexts; coordination with multiple stakeholders; navigation of complex zoning and permitting requirements; and the delivery of resilient, constructible, and cost-effective engineering solutions that respond to site constraints, infrastructure interfaces, and community objectives. Respondent's sample work will be evaluated. If done through sub-consultants, respondents must clearly show how they will be utilized in the project approach.

c. Personnel Experience—20 points

Key personnel must have been successfully involved with architectural consulting services related to campus master plans of similar scope and magnitude. This includes technical expertise, professional, and project-specific experience.

d. Methodology—25 points

Methodology by which the project will be undertaken will be evaluated. The Statement of Qualifications will be evaluated on the overall work plan including a tentative timetable for completion and proposed strategic methodology for management and execution for the project. The Statement of Qualifications will be evaluated on the Respondent's responsiveness in satisfying the University's emphasis on sound project management techniques.

e. Quality of Statement of Qualifications—15 points

Overall quality of the Statement of Qualifications which includes a demonstrated clarity of the Respondent's understanding of the purpose, work scope, and objective of the project.

f. Interview—25 points

The team will be evaluated based on the cohesiveness of the team, their thought process and approach to the project, in addition to their general presentation skills.

Total Possible Points—125 points

**MANAGING OFFICE FOR SELECTION PROCESS**

Respondents shall direct all communication concerning the selection process to the Managing Officer for the Selection Process. In e-mail communication, place the name of the Project in the subject line.

The Managing Office is:

Shon Tilby, Contract Specialist  
California State University, Sacramento

Procurement and Contract Services  
6000 J Street Modoc Hall 3005  
Sacramento, CA 95819-6008  
916-278-5797  
[shon.tilby@csus.edu](mailto:shon.tilby@csus.edu)

## **QUESTIONS**

Respondents must submit all questions regarding this RFQ in PlanetBids in writing and received no later than the due date indicated in the Selection Process Schedule. The Trustees will not consider questions received after the due date. Written responses to submitted questions will be answered by the Trustees and posted in PlanetBids and available to all registered Respondents. Respondents may request clarifications verbally; however, the Trustees will not consider verbal responses binding.

### **1.0 SCOPE OF WORK**

#### **1.1 General Information**

The University is seeking master planning services that will require the full range of professional disciplines normally associated with planning of this type. The University is interested in working with a master planning team (the Consultant) familiar with working together and having a history of achieving previous successful comprehensive campus master plans. The Consultant will be expected to retain all necessary sub-consultants as required for services.

#### **1.2 Overall Objectives of Physical Master Plan**

- Develop a plan that supports the academic and research mission of the University.
- Accommodates growth for the University and associated administrative, support, and other auxiliary services.
- Establish a unifying framework for the downtown campus that optimizes land use, articulates a character, iconic image, quality, and sense of place that is consistent with the University.
- Integrate the downtown campus with the main campus, surrounding community, open space, public transportation and property assets.
- Optimize the future use of campus land and facilities.
- Identify potential property acquisitions.
- Incorporate sustainability, energy efficiency, technology into the master plan and landscape master plan.

#### **1.3 Tasks**

##### **1.3.1 Phase 1: Understanding the Campus and Defining the Vision (1 month)**

This initial phase of the work establishes a foundation for the planning process. Working groups will be established for ongoing review. Plans—strategic, physical and academic—will be reviewed.

###### **1.3.1.1 Research the existing body of knowledge for the campus and property**

- Identify, update and verify the campus master planning goals and objectives to serve as the basis of the Downtown Campus Master Plan.

- Review existing documents – current master plan, feasibility studies, boundary/easements, traffic studies, planning maps from the University.
- Review and research local area documents: zoning patterns, local area general master plans, flood maps, circulation patterns, and public transit for local area.
- Conduct site visits to assess the current physical condition of the property.

#### **1.3.1.2** Assess site and utilities

- Identify space needs for academic, research, administrative departments, and associated support services.
- Identify existing utility infrastructure and determine capabilities and future expansion needs

#### **1.3.1.3** Meetings/working groups

- Facilitate master plan task force in creating a vision statement.
- Conduct meetings with master plan task force and university administration
- Establish a list and schedule of workshops/working groups needed to develop master plan

### **1.3.2 Phase 2: University Design Concepts (2 months)**

This phase of the work answers the question: What direction might we take for developing the downtown campus?

This is the most creative phase of the master planning process in which the vision statement and the objectives outlined in the University's strategic plan are assessed relative to the analysis of the existing conditions.

Different directions are developed and presented for the University to consider. This phase of the work ends when the University selects one design concept for refinement.

#### **1.3.2.1** Build-out options: Develop alternatives for future development and growth

- Conduct a land use analysis and create a land use plan to determine future sites for academic, research, administration, student life, recreation, parking, housing, open space, circulation or other associated uses.
- Building program sizing and massing
- Plan for Future Public Venues
- Evaluate and make recommendations regarding the connectivity of the downtown campus and main campus.
- Develop preliminary open space plan
- Develop preliminary circulation patterns

- Develop preliminary utility corridors

**1.3.2.2** Coordinate with existing University Master Plan for the architectural vocabulary and materials concepts.

**1.3.2.3** Meetings/working groups

- Conduct meetings with master plan task force and university administration to update development of the Master Plan.
- Conduct workshops/working groups needed to develop master plan
- Facilitate master plan task force in choosing preferred concept.

**1.3.3 Phase 3: Refinement of Preferred Concept (2 months)**

This phase of the work involves a deeper investigation of the design concept selected by the University. It answers questions such as: Which proposed developments should occur first? How much will they cost?

Principles, goals and guidelines for the master plan are also developed during this phase of the work, fleshing out the vision statement into a set of specific ideas and priorities to guide development. An example of a principle might be the extent to which open space defines the character of the proposed downtown campus and enhances its sense of community.

The preferred concept is fleshed out in a series of drawings and diagrams that show how proposed developments coincide with the stated principles, goals and guidelines.

In addition to refinement of the above tasks, consultant shall further develop the master plan with the following:

**1.3.3.1** Define best options for function of circulation and interaction of different modes of circulation.

- Provide analysis, recommendations and best practices for vehicular, bicycle, and pedestrian circulation; to coordinate with the City’s and County’s bicycle circulation system, to reduce bike-pedestrian-vehicle conflicts; level of service parameters related to the number, location and types of bike parking spaces, and other related elements. Consultant shall address the following:

- Pedestrian Circulation
  - The downtown campus’ interface with surrounding community
  - Entry points / arrival experience
  - Circulation network
  - Public meeting/collaboration spaces
  - Connection to public transit
  - Wayfinding and signage
  - Determine required ADA path of travel

- Bicycle Circulation

- Interface with city streets
- Designated bike lanes
- Access / zoning policies
- Secure bike parking
- Automobile Traffic
  - Access from freeway and surrounding streets
  - Wayfinding and signage
  - Balancing automobile access within planning goals
  - Traffic/Parking level of service and capacity
- Service access, traffic and parking
  - Deliveries
  - Repair and service vehicles
  - Contractor access and staging
- Emergency Access
  - Campus police
  - City Fire
  - EMT / ambulance
- Mass transit access to campus
  - Tie-in to light rail
  - Bus routes and stops
  - Transit centers existing and future
  - Shuttles
  - Future streetcars/high speed rail

#### 1.3.3.2 Determine capacity and replacement needs of utility infrastructure

- Electric distribution
- Natural gas distribution
- Domestic water distribution
- Irrigation water distribution
- Sewer distribution
- Storm water distribution/retention
- Chilled water distribution
- Steam/Hot water distribution
- Low voltage distribution (telecommunications, building control, fire alarm, security/panic, metering, CCTV, cable TV, etc.)
- Wireless communications

- Recycled water options

### 1.3.3.3 Utilize existing university design standards for building design and landscape design

- Define architectural character of the downtown campus:
  - Building entrances, pedestrian orientation & signage
  - Scale and massing
  - Material palette
  - Architectural context and stylistic vocabulary
  - Unifying and distinguishing design elements
  - Natural lighting and artificial lighting
  - Natural ventilation
  - LEED and sustainability performance metrics
  - Address building setbacks, general building envelopes, area, height limits, service access and necessary parking for future building sites/additions.
  - Incorporate the existing campus design standards to address building materials, bulk, height, massing, articulation and architectural design, and sustainability to increase density and enhance sense of place.
- Define and enhance hardscape, landscaping, and green space
  - Planting palette and zones
  - Sustainable planting
  - Low-flow Irrigation
  - Hardscaping palette and vocabulary
  - Public spaces: Paths, Axes, Courtyards and Quads
  - Incorporate sustainability elements into the master plan and landscape master plan.
- Identify approaches for optimizing the user experience based on the University standards
  - Address wayfinding and orientation with sight lines, landmarks and signage
  - Optimize impact of natural features and green space
  - Address the transition areas between the property and the community
- Define approach to utilizing Site Furnishings
  - Lighting
  - Benches
  - Tables & chairs
  - Trash receptacles
  - Bollards
  - Signage
  - Landmarks
  - Donor funded features
- The master plan will identify and address site/landscaping plan that enhances a sense of personal safety, and security concerns.
  - Sightlines, lighting, surveillance cameras, electronic signs, and emergency phones
  - Security contingencies and situation management

### 1.3.3.4 Meet with and accept guidance from working, steering and executive committees.

- Meet with Master Plan Task Force, working groups, and executive administration to refine preferred concept.

- Seek approval of concept from Master Plan Task Force.

#### **1.3.4 Phase 4: Draft Master Plan Report (3 months)**

This phase consolidates all of the work into a draft master plan document.

Typically, a campus master plan report includes an executive summary, a description of the planning framework and process, extensive documentation of the physical plan and the ideas that shaped it, and recommendations for implementing the plan over time.

This phase of the work ends when the plan is presented and approved.

##### **1.3.4.1 Incorporate campus committee feedback into master plan drafts.**

- Analyze, synthesize and report findings from the feedback sessions and other input to demonstrate how the input has informed the final draft of the master plan.
- Make presentations to campus groups of the master plan alternatives and final draft to obtain feedback. The sessions will be publicized through University Communications. The campus feedback will be presented by the consultant to the steering committee.
- Amendments to the draft(s) will be made based on feedback and discussion at the direction of the task force.

##### **1.3.4.2 Incorporate existing University Standards & Guidelines**

- The consultant will use the general set of campus standards and guidelines that relate the materials, quality, bulk requirements, and design character for incorporation at the downtown campus.
- The consultant will provide rendered vignettes that articulate the character and nature of the following items (coordinated with the manual of guidelines above):
  - Use of building materials, intended impact of property and building entrances, pedestrian pathways and greenbelts, use of glass and glazing strategies, mechanical penthouses and screening of mechanical systems on roofs, as well as strategies for loading areas.
- Landscape plan and guidelines.
- Incorporate and update existing sustainability building design standards.
- Establish narrative design standards for utility, mechanical, electrical, telecommunications, and plumbing.
- General lighting strategies for buildings, pathways and parking areas.

##### **1.3.4.3 Provide master plan content and deliverables according to campus requirements.**

- Provide analysis and recommendations for entries, key campus landscape and open space. One plan would identify basic recommendations, and one plan would provide enhancements to the basic plan.
- Map information will be provided in CADD and GIS formats. All GIS layers shall be referenced to the NAD 83 Coordinate System. The map shall include a legend, building numbers, and building names.
- The master plan, utility master plan, and landscape master plan shall include a narrative, maps, site drawings, color renderings and perspectives of key areas as identified in the master plan, utility master plan, and landscape master plan. These shall be provided in digital format.
- The narrative shall be well written and identify key elements of the master plan, utility master plan, and landscape master plan, an executive summary of both plans and a full final document with associated maps that establishes the basis for each element of the plans. Ten (10) bound copies and an electronic file in press quality pdf format shall be provided. As mentioned above, CADD and GIS layers shall be provided of the key maps.
- Work with University Communications to set up and publicize a web-based opportunity for input and overarching concepts. This will include a method of receiving, compiling, summarizing and incorporating feedback in an electronic format.

### **1.3.5 Phase 5: Final Master Plan Report (2 months)**

This phase involves careful review and approvals of the final report document as well as its final production and distribution.

- Make presentations to Master Plan Task Force, the President, Cabinet, and public forums.
- Assist in the final master plan will be presented to the Board of Trustees.

### **1.3.6 Phase 6: Assistance with Environmental Impact Report (12 months)**

A campus master plan is subject to public regulations that require proposed large-scale changes to the physical environment to undergo an assessment of environmental impacts. The Environmental Impact Report (EIR) for the campus plan will occur in tandem with the campus planning process, so that the findings in one process can inform the other.

- Assist environmental consultant in reviewing the EIR during its development
- Adjust master plan for mitigation measures or incompatible development.

#### **1.3.6.1 Supplemental reports requested**

More in-depth studies regarding some of the areas identified above will be necessary in order to prioritize projects and allocate resources for the near term.

- **Utility Infrastructure Survey Report:** A survey of the present state of the utility infrastructure at the downtown campus is needed in order to allocate resources properly. All utilities should be surveyed and documented for several categories

including storm drainage, sanitary sewer, water lines, hot water/steam lines, gas lines, electrical distribution and low voltage/signal lines.

## **2.0 DELIVERABLES**

### **2.1 General Requirements**

Consultant shall provide one original and 9 hard copies of the master plan. Electronic copies of reports shall be provided both in MS-Word document and pdf formats. Site drawings files shall be provided in AutoCAD and pdf. Files of 3D models must be readable by University.

#### **PHASE 1: Vision Statement**

Deliverables to include:

- a. Vision Statement narrative highlighting its development
- b. Initial assessment report and narrative descriptions of existing facilities, landscape, and utilities

#### **PHASE 2: Campus Design Concepts**

Deliverables to include:

- a. Report reviewing various build-out plans, concepts, and sizing/massing. Highlight feedback and pros/cons of each concept.
- b. Electronic 3-D models of each build-out plan

#### **PHASE 3: Refinement of Preferred Concept**

Deliverables to include:

- a. Report showing preferred build-out plans. Include concepts, sizing/massing, initial circulation patterns, initial utility needs, and initial design standards.
- b. Electronic 3-D models of final build-out plan

#### **PHASE 4: Draft Master Plan**

Deliverables to include:

- a. Draft report showing refined build-out plans, concepts, sizing/massing, circulation patterns, utility infrastructure, and design standards.

#### **PHASE 5: Final Master Plan**

Deliverables to include:

- a. Final report showing refined build-out plans, concepts, sizing/massing, circulation patterns, utility infrastructure, and design standards.

#### **PHASE 6: Environmental Impact Report**

Deliverables to include:

- a. Final report incorporating any measures identified in EIR report.

#### SUPPLEMENTAL REPORTS

- a. Utilities Survey Report

### **3.0 SUPPORTING DOCUMENTATION**

- 3.1 University Master Plan (2015)
- 3.2 Aerial Map of Site
- 3.3 SPB Preliminary Title Report
- 3.4 SPB Plotted Easement Map
- 3.5 EDD Headquarters Preliminary Title Report
- 3.6 EDD Headquarters Prelim Plotted Easement Map
- 3.7 Capitol Mall Parcel Identification (all buildings)