



# WINSTON-SALEM STATE UNIVERSITY

## ***Winston Salem State University***

Facilities Management, Design, and Construction  
1604-C Lowery Street  
Winston Salem, NC 27110

### **PROJECT: The Winston Salem State University Campus Master Plan Update**

Winston Salem State University (WSSU) seeks professional consulting services of firms experienced in campus master planning for higher education. The current master plan was completed in 2018 and will be re-envisioned to reflect the goals of the strategic plan Unleashing the Genius, Restoring the Core, and changes in enrollment, pedagogy, student expectations and work environment.

### **SCHEDULE**

Advertise Request for Qualifications:	December 18, 2024
Deadline for Questions:	January 8, 2025
Response to Questions posted	January 10, 2025
<b>Qualifications Due:</b>	<b>January 17, 2025 3:00 PM (EST)</b>
Interviews with Shortlisted Firms:	Week of February 3, 2025

The project will begin immediately following execution of a contract.

The university intends to select the lead planning consultant team; the team should include MEP engineering, architectural, civil/landscape, cost and other consultants to update our current campus master plan. Additional specialized planning consultants for specific planning efforts such as transportation, housing, and others will be selected as needed in consultation with campus stakeholders and the selected planning consultant.

Individuals or firms who wish to visit campus may do so on their own. An interactive campus map with parking is provided here, <https://map.wssu.edu/index.html>.

Requirements for the submission are outlined in the attached document.

All submittals will be reviewed by the University Designer Evaluation Committee. The preliminary evaluation process will be conducted at the end of January and firms selected for interviews will be notified at that time.

Please mail all submittals to Staci Manter. Any questions about the RFQ should be directed in writing to Staci Manter ([manter@wssu.edu](mailto:manter@wssu.edu)). Please do not contact any other WSSU staff or members of the Board of Trustees.

Sincerely,

Staci Manter  
Director of Design and Construction

CC: Lisa McClinton, Vice Chancellor of Finance and Administration  
Reginald Lee, AVC Facilities Management

## **BACKGROUND**

Winston Salem State University is a bold, vibrant, and diverse academic community that fosters the creative thinking, analytical problem-solving, and depth of character graduates need to transform themselves and their world. These values embody the University's motto, "Enter to Learn, Depart to Serve."

Founded in 1892, WSSU enjoys a distinguished reputation as a historically black constituent institution of the University of North Carolina that offers a rich curriculum rooted in a high-quality, liberal education. Our undergraduate and graduate students can choose from many innovative areas of study designed to equip them with the skills and knowledge needed to develop creative solutions to today's and tomorrow's, complex challenges.

## **PROJECT DESCRIPTION**

**The 2018 Campus Master Plan will be updated to re-envision a comprehensive campus plan to support the implementation of the university's strategic plan, Unleashing the Genius, Restoring the Core.** [https://www.wssu.edu/administration/finance-and-administration/facilities/design-and-construction/\\_files/documents/wssu-master-plan-final.pdf](https://www.wssu.edu/administration/finance-and-administration/facilities/design-and-construction/_files/documents/wssu-master-plan-final.pdf)

The master plan update will provide a living document that will support the strategic plan, determine needs, and guide development of the physical elements of campus including facilities, space, transportation, parking, housing, utilities, infrastructure and the outdoor environment for the next decade, through 2035.

The Campus Master plan will result in a comprehensive 10-year development plan that integrates the university's goals for academic excellence, research, diversity, equity, and inclusion, student experience, community programs and engagement, talent and workforce cultivation, and sustainability. The plan will define the guiding principles for resource optimization (land, facilities, space, financial), wellness, environmental impact, and operations.

## **PROJECT LOCATION**

The master plan will include the campus located at 601 S. Martin Luther King Jr. Dr., the Center for Design Innovation in Winston Salem and the property at 2900 Reynolds Park Road.

## **SCOPE OF WORK:**

The master planning effort will be coordinated through the office of Design and Construction with engagement from a steering committee and working groups that include WSSU stakeholders, affiliates and the community. The master planning process will include review, evaluation, and analysis; meetings, focus groups, workshops, and presentations.

The master plan shall include, but not be limited to, the following:

- A. Evaluation of the 2018 master plan, in addition to current and previous sector and planning studies.
  - Review and revise based committee input the following:
    - 2018 Master Plan Executive summary
    - Goals and Planning Criteria
    - Vision, Mission, Beliefs and Values
    - Project Specific Goals such as, Athletic Stadium, Field House, Parking, and Academic Teaching and lab spaces.
    - Priorities
- B. Review of existing data and assessment of existing conditions.
  - Include an analysis of the following:
    - Existing Populations and forecast for future population growth.
    - Existing Departments and Organizational Matrix
    - Evaluate existing square footage by department
    - Existing Class, Lab, and Office Space by Department
    - Existing Department Usage by Building.
- C. Broad engagement with faculty, staff, students, community, alumni and others to determine development needs through the year 2035.
  - Include the following:
    - Planning Assumptions and Parameters
    - University Wide Level-One Needs: Classes, Labs, and Office Space
    - Departmental-Level Needs Classes, Lab, and Office Space
- D. Presentation and evaluation of models for teaching, research, and work environments.
- E. Development of a dynamic, multi-dimensional, interactive application for the campus to visualize present and future states of campus to facilitate scenario planning and decision-making.
  - Include the following:
    - Provide civil engineering input as it relates to storm water management and site run-off; provide a phasing plan complete with cost projections that updates current infrastructure to meet future needs.
    - Examine existing Steam, Electrical, and Communications distribution needs and provide a phasing plan that meets our future needs with cost projections.
- F. Multiple reports including final master plan, narrative, tabular data, illustrations, recommendations, conceptual cost projections, campus infrastructure, phasing and implementation strategies.
- G. Regional Heating and Cooling Plant Investigation

## **DESIGNER SELECTION CRITERIA**

The proposed team must include professionals who can demonstrate high standards of experience and knowledge of campus master planning for higher education. Teams should provide a listing of master plans developed and completed by your firm like WSSU.

Individual(s) or firm(s) proposing to perform architectural, or engineering services must be appropriately licensed/registered in the State of North Carolina at the time of submission of

the Qualifications.

As detailed in the North Carolina Administrative Code (01 NCAC 30D .0303), the University's Design Selection Committee will use the following in evaluating qualifications:

- 1) Specialized or appropriate expertise in the type of project
  - a) Leading campus planning processes for research universities.
  - b) Preparation of comprehensive campus plans for higher education.
  - c) Understanding of current and evolving issues in higher education planning.
  - d) Working with steering committees, university stakeholders and community partners.
- 2) Past performance on similar projects.
- 3) Adequate staff and expertise for the proposed project design team.
- 4) Current workload and State projects awarded.
- 5) Proposed design approach and review methodology for the project.
- 6) Recent experience with project costs and schedules (not applicable).
- 7) Construction administration capabilities (not applicable).
- 8) Proximity to and familiarity with the area where the project is located.
- 9) Record of successfully completed projects without major legal or technical problems.
- 10) HUB participation on the design team and/or consultants.
- 11) Other factors relevant to the project.

Firms selected for interviews will be asked to submit additional information regarding their understanding and approach to WSSU's master planning effort.

## **SUBMITTAL REQUIREMENTS**

- Provide a brief overview of the team's understanding of master planning for higher education research institutions.
- Provide the team members' experience and responsibilities with similar projects.
  - \* For all relevant project examples submitted, provide a matrix indicating which design team members worked on the project(s).
- Provide three client references for similar projects including the person's name and title, organization, address, phone number, email address, and project(s) completed under this person's direction.
- Complete and attached SF 330 .
- All submittals should include 2 hard copies and one electronic version via shared site to Staci Manter mailed to:
  - Attn: Staci Manter, Director Design & Construction
  - WSSU – Design and Construction
  - 1604-C Lowery Street
  - Winston-Salem, NC 27110
- Submittals must include the WSSU Cover Sheet, Sections I and II of the Standard Form 330, and any additional information considered appropriate.
- The Letter of Interest should not exceed twenty (20) single-sided pages or ten (10) double-sided pages excluding the SF 330 and WSSU Cover Sheet, excluding the cover, tabs,

separators, or blank pages.

- ***Provide information in the following order:***

- 1) WSSU Cover Sheet
- 2) Cover Letter (Optional)
- 3) SF 330
- 4) Supplemental information addressing the Designer Selection Criteria

**VI. SCHEDULE**

The design of the project will begin immediately after a contract is executed.

**VII. BUDGET**

The total project budget for the stated scope of services will be a mutually agreed upon negotiated design fee and all reimbursable expenses such as travel, printing, etc.



# WINSTON-SALEM STATE UNIVERSITY

## Winston Salem State University Cover Sheet

*This sheet is to be the cover sheet for the submittal. If the submittal is bound in a binder, this will be the top sheet visible upon opening the binder cover.*

### SUBMITTAL

Date

Winston Salem State University  
Master Plan

### FIRM INFORMATION

\_\_\_\_\_  
Lead Consultant, NC License #

\_\_\_\_\_  
Location  
(Headquarters & Office serving this Project)

\_\_\_\_\_  
Sub-Consultant, NC License #

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Location  
(Headquarters & Office serving this Project)

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Sub-Consultant, NC License #

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Location  
(Headquarters & Office serving this Project)

\_\_\_\_\_  
Sub-Consultant, NC License #

\_\_\_\_\_  
Location  
(Headquarters & Office serving this Project)

\* Add additional firms as needed