



REQUEST FOR PROPOSAL

Campus and Community Master Planning Services

I. IMPORTANT DATES

RFP Issued: Thursday, December 9, 2021

Proposals Due: Monday, January 31, 2022 by 5:00pm (EDT)

Campus Visits: By appointment only January 10 – January 14, 2022, campus map on portal

Please see complete schedule on page seven of the RFP document.

SAU Master Plan website and portal: <https://www.st-aug.edu/reimagine-master-plan/>

II. INTRODUCTION

Saint Augustine's University ("University", "SAU" or "Client") located in Raleigh, North Carolina, is a private nonprofit Historically Black College or University (HBCU) founded in 1864. The University, as of the Fall of 2021, has a total enrollment of 1,300 students. SAU desires to elevate and expand its academic reputation by coalescing various and historic visions for the campus and surrounding community ("focus area") by creating an environment that connects market-responsive investments in housing, office space, retail, and hospitality with applied research facilities, academic buildings, convening areas, and open natural spaces.

The activity of master planning at SAU will be guided by the [20 Minute Neighborhood](#) framework and the [Kresge Higher Education Ecosystem](#) model. It is the intention of the President and Board of Trustees that coupling these principles in guiding the development of the Master Plan, SAU will foster a seamless environment of community, campus, learning, living, and ultimately increased prosperity for all. Proposed improvements and innovations will create a vibrant community feel across the focus area, and in turn, asset types such as housing, office, retail, special events, and other commercial space should generate a financial return to the University. As such, the campus/community Master Plan process will kick off with visioning engagements. These intentional visioning exercises should create a compelling and wholistic vision that will serve as a north star for the project. It is also the desired outcome of the visioning process that developers and industry partners seeking to associate with the University will be inspired to join this effort. This campus/community project will also include programs that support economic development and resiliency for southeast Raleigh and capitalize on SAU's strengths in public health, business, and technology. Additionally, the mixed-use focus area will stimulate the creation of sustainable, future-oriented jobs and support entrepreneurship, building upon southeast Raleigh's and SAU's rich history and unique culture while honoring the HBCU legacy.

The Project Steering Committee now seeks RFP respondents that possess demonstrated capability to determine an optimized master plan for the focus area. Specifically, the successful RFP respondent will engage and coordinate with other consultants, potentially including visioning facilitator, architects, engineers, accountants, finance professionals, attorneys, and contractors, to perform certain planning, feasibility studies, design work, and other services for the University.

III. PROJECT DESCRIPTION

The University is seeking an experienced master planning team with the best qualifications and proven track record to lead the visioning, design, financial modeling and phasing efforts on this transformative Project. Located in southeast Raleigh, a first ring neighbor to downtown Raleigh, the focus area includes:

- a.) approx 93 acres developed, underdeveloped, and non-developed campus (owned by SAU)
- b.) approx 5 acres off campus vacant lots and residential properties (owned by SAU)
- c.) the surrounding community within a 20-minute walk

The project will include a variety of uses, such as academic, athletic, and student health spaces, student and workforce housing, office, retail, hospitality, and other commercial facilities, and surface and/or structured parking facilities. The focus area will utilize distinctive place-making and the interplay between academics, housing, and thoughtful retail and amenities both to attract firms to locate within the area that are aligned with its economic and sustainability mission and to retain regional talent to thwart “brain drain”. Housing onsite is essential to mitigate the impacts of the Raleigh area’s tight housing market and attract professional talent to the area.

The University intends for this project to be a catalyst to build and strengthen partnerships with multiple sectors across the region. The vision and outcomes of the focus area will be informed by SAU students, faculty/staff and alumni, community residents, local governments, local business partners, as well as regional leaders representing many sectors.

In addition to its revenue-generating and infrastructure components, the focus area is envisioned to include growing academic-athletic-mixed use components and special attention to the future of the Saint Agnes ruins. Facilities under consideration are athletics complex, Biotech/Life Sciences lab partnership, and residential mixed use. The residential mixed use and biotech facilities will include state of the art teaching, laboratory, business incubator/workspaces, and meeting/flex spaces while the athletics complex and Saint Agnes ruins will benefit from complete re-envisioning.

IV. SCOPE OF WORK

Saint Augustine’s University would like to engage the services of an architecture and planning firm to create a conceptual master plan for the focus area. The master plan will guide development of the area in a functional and cohesive manner, optimizing the relations of the improvements to each other and other site conditions, as the University engages with developers to build particular asset types or improvements over time. The master planning services shall conclude with a formal deliverable inclusive of imagery and design narratives that address all planning aspects as described below.

- a) Participate in recurring meetings with the project committee and other relevant development stakeholders (faculty & staff, students, neighbors, business community, local government, etc.) either in person or via videoconference to coordinate efforts.
- b) Participate in Client meetings to understand previously determined program and visioning requirements.
- c) Provide conceptual locations for buildings, green space, parking, roadways, and sidewalks. Include a rendered site plan and at least (3) basic 3D renderings to depict these elements.

- d) Collaborate with the selected developers, other design and construction professionals, and brokers to ensure the vision for the development of individual parcels aligns with overall plan.
- e) Provide guidance and recommendations with respect to zoning and platting the property area. Include a narrative providing guidance on the local process(es) required for re-zoning and recommendations on which zoning classifications best support the desired development.
- f) Provide a site map which includes a high-level assessment of topography and narrative describing associated challenges and opportunities.
- g) Provide a site map depicting existing utilities in the area, a narrative describing challenges and opportunities associated with such existing conditions and diagrams or site maps depicting recommended upgrades to support the development.
- h) Active advisement of efficient site, parking, traffic, and environmental configurations. Advisement will include the development of preliminary plans, alternate plan proposals based on Client feedback, and final plans.
- i) Evaluate current traffic patterns and collaborate with the City of Raleigh Transportation Department to provide a narrative and/or diagrams on changes and/or upgrades required.
- j) Provide site development phasing diagrams based on input from the University.
- k) Develop and graphically portray through conceptual renderings, architectural, landscaping, and branding and design standards for the focus area reflecting SAU and our rich HBCU history.
- l) Create and attend formal presentations at each phase-end and periodic update presentations to the Client as necessary and when requested.
- m) Provide, support, and revise documentation for submitting for state and other funding, public approval, and University approval.
- n) The master planning firm will NOT be required to provide any of the following at this time:
 - 1. Formal land survey of existing conditions
 - 2. Geotechnical and/or environmental investigations of the properties
 - 3. Survey of the condition of existing buildings
 - 4. Historical preservation studies or analyses.

V. PROJECT SCHEDULE

The University anticipates a mid-February 2022 start with a late April/early May completion. Please include your firm's confirmation of the feasibility of this schedule and / or concerns related to meeting this schedule within the proposal. Finalized dates for completion of project milestones will be determined in collaboration with the selected firm(s).

VI. PROCESS

Interested firms are requested to submit a proposal (not to exceed 30 pages) that demonstrates their experience and qualifications to plan a project of this size and complexity including knowledge of HBCU history and working with an HBCU campus. Please note, if it is the intent of the Proposer to partner with another firm, the qualifications package must include the information requested in this document, as well as the anticipated breakdown of scope activities, to be completed by each team. SAU highly values MWBEs and other minority subcontractors be a fully valued part of the lead team. The proposal should include and shall be evaluated on:

- a) Proposer's experience and references with similar projects (as described in section VII Form of Proposal below).
- b) A narrative (no drawings or other illustrations) description of the design approach, including a narrative description of the building design theory and approach to site integration that the team proposes to embrace for this assignment.
- c) A preliminary project schedule that outlines the overall project schedule and that sets forth key milestone dates for design deliverables as it relates to the preliminary schedule included.
- d) Resumes of key personnel and a staffing plan that identifies the key staff that will be assigned to this project and their respective roles
- e) A management plan that describes the process that the A/E will use to manage the design effort
- f) Fee ranges, inclusive of stated services, expenses, and reimbursables.

The Proposer shall be responsible for adhering to all applicable local, state, and federal regulations, codes, and standards, as well as for facilitating all jurisdictional review submissions, applications, and inspections as they relate to design and engineering and any resubmission activities of the same, as required for project approval, continuance, and close-out.

Upon review of the RFP documents, firms may have questions to clarify or interpret the RFP to submit the best response possible. To accommodate the RFP Questions process, firms shall submit any such questions by submitting questions via the SAU Master Plan portal (<https://www.st-aug.edu/reimagine-master-plan/>) by January 21, 2022, at 3:00 pm EDT. University responses will be posted via the Q&A section of the portal weekly. Questions received prior to the submission deadline date, the University's response, and any additional terms deemed necessary by the University will be posted on SAU Campus Master Plan site and maps at the following link: <https://www.st-aug.edu/reimagine-master-plan/>.

The posted response shall become an Addendum to this RFP. It will be the responsibility of each firm to check the website for the University's Addendum response to RFP questions. The firm submitting each question will not be identified in the University's response. No information, instruction or advice provided orally or informally by any University personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Firms shall rely only on written material contained in an Addendum to this RFP.

RFP submissions are due **Monday, January 31, 2022** at 5:00pm (EDT) and will be reviewed by SAU at the University's sole discretion. Electronic submittals should be in Adobe Acrobat® portable document format (PDF) in one continuous file. The electronic submittals of the response shall NOT be password protected or otherwise encrypted. **Important Note:** All submittals shall be electronically delivered on or before the submittal deadline to be considered timely. This is an absolute requirement. It is the sole responsibility of each firm to ensure its submission is emailed and received before the deadline has passed. Any submittal received electronically after the submission deadline may not be opened and may not be considered in the evaluation process. Attempts to submit a response via facsimile (FAX) machine or telephone in response to this RFQ shall NOT be accepted. While all reasonable effort will be made to ensure a smooth submittal process, all firms are urged to take the possibility of technological complications into account when submitting a proposal.

Following University review of all submissions, up to three firms will be down-selected to participate in campus site visits and subsequent interviews. The University reserves the right to accept or reject any or all submissions. Preapplication campus visits are currently scheduled for **January 10 – 14, 2022**, with post-submission visits assessed after down-selection. During interviews, each firm will present their initial thinking on the site through a visual presentation. More details regarding logistics, additional data, and interview format and materials will be released following down-selection.

Notice to Submitters Regarding RFP Terms and Conditions:

It shall be each submitter’s responsibility to read the instructions, the University’s terms and conditions, all relevant exhibits and attachments, and any other components made part of this RFP, and comply with all requirements and specifications herein. Submitters are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP. If respondents have questions, issues, or exceptions regarding any term, condition, or other component of this RFP, those must be submitted as questions in accordance with the instruction in Section VI Process. If the University determines that any changes will be made because of the questions asked, then such decisions will be communicated in the form of an RFP addendum. Other than through this process, the University rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted by a firm. This applies to any language appearing in or attached to the document as part of a firm’s submittal that purports to vary any terms and conditions or the University’s instructions herein. By execution and delivery of a response to this RFP, the respondent agrees that any additional or modified terms and conditions, whether submitted purposefully or inadvertently, shall not have force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject a firm’s submission as nonresponsive. If a firm desires modification of the terms and conditions of this solicitation, it is urged and cautioned to inquire during the question period, in accordance with the instructions in this RFP, about whether specific language proposed as a modification is acceptable to or will be considered by the University.

VII. FORM OF PROPOSAL

Formal proposals must consist of the following information in the order indicated below:

a) Cover letter with the following elements:

1. Statement of interest in the project
2. Signature of a duly authorized principal

b) Firm profile(s) including:

1. Length of time in business
2. Brief History
3. Team size (staffing by discipline) currently and one year ago
4. Current team workload projected over the next year
5. WBE/MBE designation and history of working with minority designated sub-contractors (as applicable)

c) Proposed team including:

1. Organization chart with names and titles of key participants and the expected internal and external reporting lines
2. Resumes: key personnel for Project, their proposed roles, relevant experience, and availability

3. In place or anticipated additional work commitments of the key personnel running concurrent to the preliminary schedule listed below
- d) Provide brief descriptions of up to five projects that best illustrate the team’s experience and capabilities with similar projects and facilities. Note that similar projects are preferably those that feature mixed use development, an HBCU campus, collaboration with a developer team, and physical planning as a catalyst for innovative real estate solutions and revenue generation. Responses should highlight examples which advanced into implementation and where physical planning added value. For each project, please provide the following information in a consistent format:
 1. Project name, client name, location, and enrollment (if applicable)
 2. Brief description of scope of engagement
 3. Personnel involved in project
 4. Targeted project duration and actual project duration (in number of months)
 5. Client reference and contact information for each highlighted project
 6. Brief description of the project’s targeted outcomes and an explanation of how your firm enabled the owner to achieve those outcomes.
- e) Narrative describing the design approach and theory to the project.
- f) Preliminary project schedule that outlines and sets forth key milestone dates.
- g) A fee proposal in the form of a lump sum fee to perform all work as described above. In addition, provide add-alternate unit pricing for these items which may be requested by the University to supplement the deliverable described above:
 1. Basic 3D renderings beyond those in the base deliverable
 2. Enhanced 3D renderings
 3. A 3D animation “fly-through” of the property
- h) Narrative describing the approach to incorporating sustainable design.

VIII. SUBMISSION OF PROPOSAL

Submission packages (30 page maximum) shall be sent electronically as a PDF document to Veronica Creech, Vice President Econ Dev & External Engagement, via email: vcreech@st-aug.edu and Benardo Dargan, Vice President & Chief of Staff, bdargan@st-aug.edu. If packages are too large for email delivery, SAU will create an alternate submission solution. Submissions must be received by the deadline of 5:00pm EDT on **Monday, January 31, 2022**.

VIII. SELECTION SCHEDULE

The table below shows the intended schedule for this RFP. The University will make every effort to adhere to this schedule.

RFP Issued	Thursday, December 9, 2021
RFP Questions from Submitters Due	Friday, January 21, 2022 by 3:00pm (EDT)
University Posts Responses to RFP Questions	On-going, last response Wed, January 26, 2022
Pre-submission Campus Visits	January 10 – 14, 2022 (by appointment)
Proposals Due	Monday, January 31, 2022 by 5:00pm (EDT)
Down-Selection Notification	Monday, February 14, 2022
Interview and Visual Presentation (Virtual)	Thursday & Friday, February 17-18, 2022
Concept Development Completion	End of May, 2022
Plan Refinement Completion	End of July

Note that additional information about the site and the project will be provided to firms that are down-selected to participate in the interview stage. Details about the times and format of interviews will be provided at that time. The University reserves the right to waive irregularities and to reject any proposals at any point during the selection process. The University also reserves the right to approve all sub-consultants/contractors.

IX. POINT OF CONTACT

Please address all inquiries concerning this solicitation to: Ms. Veronica Creech, Vice President Econ Dev & External Engagement at vcreech@st-aug.edu.

X. ADDITIONAL INFORMATION

For more information regarding SAU's campus/community master planning documents, please visit: <https://www.st-aug.edu/reimagine-master-plan/>. For more information regarding Saint Augustine's University and our rich history, please visit: [History - Saint Augustine's University \(st-aug.edu\)](https://www.st-aug.edu/history). For a brief overview of Saint Agnes Hospital, please visit: [Saint Agnes Hospital | Raleigh, NC 27610 \(visitraleigh.com\)](https://www.visitraleigh.com)

XI. DISCLAIMER

Any representations or statements made within this RFP shall not be considered a contractual obligation by the University and Proposers shall not be entitled to rely upon them. The University reserves the right to reject all submittals and to identify and select the Proposer which the University, in its sole and absolute discretion, deems most qualified.

The Proposer shall be solely and totally responsible for all costs associated with responding to this RFP, and the University accepts no responsibility with regard thereto. Submissions will become the property of the University upon receipt. The University reserves all rights available to it by law in administering this RFP, including without limitation, the right, in its sole discretion, to:

- a) Reject any or all submittals at any time.
- b) Terminate evaluation of any or all submittals at any time.
- c) Suspend, discontinue and/or terminate negotiations with any Proposers at any time prior to the actual authorized execution of a contract for the proposed services.
- d) Negotiate with a Proposer without being bound by any provision in its submittal.
- e) Accept and review a nonconforming submittal.
- f) Request or obtain clarifications, revisions, or additional information from any source.
- g) Issue addenda to and/or cancel this RFP.
- h) Issue a new request for proposals.
- i) Extend any deadline or time and waive or permit the correction of minor deficiencies or irregularities in a submittal and minor or technical violations of this RFP; and
- j) Change the scope and the range of services from what is defined in this RFP at any time.

Under no circumstances shall the University be liable for, or reimburse, the costs incurred by Proposers, whether selected for negotiations, in developing submittals or in negotiating agreements. Each

Proposer, by submitting a response, thereby accepts all risk of adverse public notice, damages, financial loss, criticism, or embarrassment that may result from any disclosure or publication of any material or information required or requested by any of the University in connection with the submission of qualifications. In submitting qualifications, the Proposer expressly waives, on behalf of itself, its partners, joint venture members, officers, employees, and agents, any claim against any of the University, the University, and their trustees, officers, employees, and advisors for any damages that may arise therefrom.

All information the University makes available to a Proposer during this RFP process shall be as a convenience to the Proposer and without representation or warranty of any kind.

