

**LEHIGH UNIVERSITY
CAMPUS MASTER PLANNING SERVICES
REQUEST FOR PROPOSAL
12/16/10**

I. GENERAL INFORMATION

Lehigh University, located in Bethlehem, Pennsylvania and founded in 1865, is a coeducational, nondenominational, private, premier residential research university that offers a distinctive academic environment of 4,800 undergraduate and 2,000 graduate students from across the globe. Lehigh offers majors and programs in four colleges: The College of Arts and Sciences, The College of Business and Economics, The College of Education, and The P.C. Rossin College of Engineering and Applied Science. The campus consist of 1600 acres on three contiguous campuses with 160 buildings containing approximately 4.4 million square feet of academic, athletic, office and living space.

II. ASSUMPTIONS

The master planning process relies on assumptions as to probable future conditions. The following is a summary of our key assumptions, in the context of the university's Strategic Plan.

A. Assumptions Related to the Integrated Mission of Teaching, Research and Service

1. The University will continue to be organized principally by disciplines, although inter-and multi-disciplinary activities will continue to grow
2. Research and teaching will remain an integral part of the learning process
3. Scholarly activity, including funded research is expected to grow
4. Service both within the campus and into the community will remain an essential component of the university mission

B. Assumptions Related to the Quality of Academic and Residential Life

1. The campus will continue to provide a physical setting that enhances the quality of life for our students, faculty, staff, and visitors and to reflect the academic values of a strong Lehigh tradition.
2. The university will meet the needs of an increasingly diverse population of students, faculty and staff in innovative ways.
3. The university will work closely with representatives from the neighboring residential and business areas, as well as those from local government, for the purpose of enhancing the quality of life within the greater campus community and into the Lehigh Valley community.
4. Health and public safety, transportation, and security issues will continue to be important to the on-campus and larger communities.

C. Assumptions Related to Technology, Change and Access

1. Open access to the campus will remain an important consideration in all planning and design decisions.
2. The technology used in support of education and research will continue to advance at a rapid rate.

D. Other Significant Assumptions

1. The university population will remain basically in its existing steady state except for small growth for faculty and staff and larger growth in graduate student population.
2. Campus land area will not be increased or decreased significantly.
3. On-campus building density will remain about the same.
4. Campus planning and design emphasis will be on renovation and replacement of space rather than the addition of space through new construction.
5. Federal and state regulations will become more stringent.
6. The university will be more integrated with the local community both programmatically and physically.
7. The university is committed to making the campus a more sustainable environment.

III. PURPOSE OF THE CAMPUS MASTER PLAN

Lehigh's Campus Plan must be Lehigh-based, growing out of the history, academic mission and vision, which are inherent in the spirit, culture, setting, and "sense of place" of Lehigh. It will proactively anticipate long-range needs, help to meet current needs and enhance the quality of academic life, and support the implementation of the Strategic Plan. It must offer comprehensive solutions to problems of deficiencies discovered that will lead to the enhancement of the physical environment, which fosters intellectual community. Therefore, nothing should be considered in isolation but rather, as an integral part of the whole. The master planning process must identify, clarify and shape a long-term vision for the Lehigh campus. It must evoke support from the entire and diverse campus community and must achieve its organization and strength by focusing on key features that distinguish us and our goals from other institutions. Lehigh's future success is inextricably tied to that of the local community and region, and Lehigh must play a strategic role in bringing about positive change in all these settings.

IV. OBJECTIVES OF THE CAMPUS MASTER PLAN

1. Plan for Renovations and New Construction

In order to support the implementation of the Strategic Plan, it is imperative that the necessary facilities and infrastructure central to that mission are in place. We need to analyze existing space and identify deficiencies and opportunities. While our preference is to renovate existing buildings rather than build new, identifying where new construction is necessary and where it could be sited also needs to be part of this analysis.

2. A Comprehensive Campus Space Analysis

Working with university staff and our inventory of campus space assignments the consultant will provide an assessment that determines whether the space currently assigned fits the current need. This information in and of itself may suggest solutions to existing space needs. On the other hand, the inventory may bring to light additional space needs that are not now evident. Although we are not yet able to present an exhaustive list of space requirements, many needs have been obvious and in evidence for a long time. The Strategic Plan and our present Campus Space and Capital Needs List will act as a foundation on which to build comprehensive new analyses. The consultant will also identify space-related benchmarks and compare our space usage with like institutions across academic disciplines and administrative and student support areas.

3. A Student Housing Analysis

Lehigh provides on-campus housing for approximately 3,330 undergraduates in residence halls, fraternities and sororities. Roughly 1400 undergraduates reside in private rental units in the adjacent community. We house only a small proportion of our graduate and married students in on-campus housing, both in a remotely located complex containing 137 apartments of varying size and a small house adjacent to campus for 13 students.

It is assumed that additional graduate housing must be provided, either on campus or in the community, or both. Further analysis of if additional on-campus undergraduate housing is called for will be important.

4. A Strategy for Partnering in the Renaissance of the Local Community

Lehigh is located in the South Side neighborhood of the City of Bethlehem and its future success is inextricably tied to that of the local community and the region. Universities serve as anchor institutions for cities, and the strategic role that Lehigh can play in bringing about positive change is significant. We aspire to create additional visible collaborations between the university and the community. The community around Lehigh can enrich the experience of our students, faculty and staff through service, learning, research, innovation, and entrepreneurship. We believe the university can likewise enrich the community. The partnerships between the university, its alumni, and the community can enhance the learning and development of students, provide research opportunities, and provide support and expertise that renews part of the community. Building such partnerships is essential to sustainable change.

5. A Strategy for Land Utilization

Lehigh's campus consists of 1600 acres, including significant areas that are undeveloped and underdevelopable. A comprehensive land use analysis needs to be performed in order to identify parcels for future university development, and also property that should be acquired in order to facilitate implementation of the Strategic Plan.

6. A Strategy for the Mountaintop Campus

The Mountaintop Campus was acquired from the Bethlehem Steel Corporation in 1986. Its 742 acres are mostly undeveloped but the centerpiece of the land is a 72-acre developed site that was once BSC's research center and now houses the College of Education and a number of academic departments and programs as well as Ben Franklin TechVentures. Two, large high-bay buildings that are not owned by the university occupy a central site on the campus and could have strategic value and offer exciting possibilities for the transformation of this campus if they were acquired. The Mountaintop Campus still feels like a corporate park, and we would like to study options in the context of the Strategic Plan that would make it a compelling destination and integrate it more seamlessly into the university's overall academic environment.

7. A Plan for Pedestrian/Vehicular Circulation and Parking

Much progress has been made in the last decade with respect to transforming the center of the historic campus from an area that was congested with vehicular traffic and parking to a very attractive park-like setting that has greatly increased the university's sense of place and community. We would like to build on this success by exploring additional opportunities to enhance the campus environment through further pedestrian and parking strategies.

8. A Plan for Campus Transportation

The University currently has two shuttle bus systems that provide basic service connecting its three campuses and some connection to nearby student housing. We would like an analysis done on the existing system as well as recommendations for improvements and enhancements that will better serve the needs of the university community.

9. Determination of Sustainable Campus Design Standards

While the University was just recently completed its first new construction project that is eligible for LEED certification, we do not have a comprehensive inventory of sustainable design standards. A plan delineating standards for materials, components, and equipment relating both to building construction, operations and landscape needs to be developed.

V. FINAL CAMPUS MASTER PLAN REPORT

Appropriate plans and graphics, agreed to by both the consultant and the university, will accompany the report, which is to include the following:

- A. A plan for renovations and new construction based on analysis of existing space use and identified needs including cost estimates
- B. An assessment of current space assignments as well as a condition analysis and a comparison of space usage with peer institutions by department and by general function
- C. An undergraduate and graduate student housing analysis
- D. A strategy for partnering in the renaissance of the local community
- E. A strategy for land utilization and development
- F. A strategy for the Mountaintop Campus
- G. A plan for pedestrian/vehicular circulation and parking
- H. A plan for campus transportation
- I. A determination of sustainable campus design standards

VI. FEE SCHEDULE

- A. A lump sum fee will be provided, broken down into the following, minimum categories: 1) in-house design fee; 2) consultant fees; and 3) estimates for reimbursable expenses
- B. The proposal should provide a description of the basis for professional fees, stating how fees are charged and their key components
- C. The proposal will be delivered in a sealed envelope at the time of the interview

VII. PROJECT SCHEDULE

- **December 16, 2010**
The pre-proposal meeting and tour will begin at 10:00 a.m. and end no later than 3:00 p.m. Please let me know how many from your team will be attending so we can make room and lunch arrangements.

- **January 20, 2011**

Interviews with Committee

9:00-10:00 Sasaki
10:15-11:15 Beyer Blinder Belle
11:30-12:30 Cooper Robertson

Location yet to be determined

Interviews with President Gast

10:30-11:00 Sasaki
11:45-12:15 Beyer Blinder Belle
1:00-1:30 Cooper Robertson

Location: President's Office /Alumni Memorial Building

- **February 25, 2011**

Firms will be notified of the University's decision

VIII. ATTACHMENTS

The following information is enclosed:

- A. Strategic Plan
- B. Campus Map
- C. Campus Aerial Photograph
- D. 2000 Campus Master Plan
- E. Campus Space and Capital Needs List
- F. Campus Space Inventory (Sample Building)
- G. Admissions Viewbook