

Request for Proposals (RFP) [revised]

Campus Master Planning Services

Issue Date: May 27, 2025

Submission Deadline: July 16, 2025

Contact: Meagan Dahle, dahlem@uindy.edu 317-788-3408

University of Indianapolis

1. Introduction

The University of Indianapolis is soliciting proposals from qualified and experienced planning consultants or firms to conduct a comprehensive Campus Master Plan. This plan will serve as a long-term framework to guide the physical development of the university's campus and support strategic priorities, with a focus on:

- Space utilization and efficiency
- Facilities condition assessment
- Community connections
- Academic, student life, and infrastructure needs over a 10 to 15-year horizon.

2. Project Goals

The consultant will work closely with university leadership, the Campus Master Plan Steering Committee, and other stakeholders to:

- Evaluate current space utilization across academic, administrative, research, residential, and support facilities
- Assess physical condition of university facilities
- Forecast space and infrastructure needs based on enrollment trends and programmatic goals
- Develop data-informed strategies for optimizing existing facilities and guiding future development
- Ensure alignment with sustainability, accessibility, and resiliency goals

3. Scope of Work

The successful proposer will provide services that include, but are not limited to:

A. Project Initiation and Data Collection

- Review existing plans, policies, and reports (e.g., strategic plan, enrollment forecasts, facility assessments)
- Inventory and analyze campus facilities, land use, and space assignments
- Conduct stakeholder interviews and facilitate campus engagement sessions

B. Space Utilization Analysis

- Conduct quantitative and qualitative space utilization studies (classroom, office, lab, etc.)
- Benchmark utilization against peer institutions
- Identify underused or misaligned space and recommend optimizations

C. Facilities Condition Assessment

- Review existing Facilities Condition Index (FCI) data or conduct new assessments as needed
- Prioritize deferred maintenance needs and renewal strategies
- Provide a framework for capital planning and lifecycle cost analysis

D. Planning Scenarios and Recommendations

- Develop multiple growth and development scenarios
- Recommend long-term strategies for renovation, demolition, new construction, and adaptive reuse
- Integrate sustainability, mobility, and infrastructure considerations

E. Final Master Plan Documentation

- Prepare a clear, visual, and actionable final Campus Master Plan
- Include executive summary, phasing strategies, project cost ranges, and alignment with institutional goals
- Provide digital and printable versions, including presentation materials for leadership and board approval

4. Proposal Requirements

Interested firms must submit a proposal that includes:

1. Letter of Interest
2. Firm Profile and Team Qualifications
3. Relevant Project Experience (with client references)
4. Understanding of Scope and Approach to Work
5. Project Timeline and Milestones
6. Fee Proposal (with breakdown by task)
7. Certificate of Insurance and Other Required Forms (as applicable)

5. Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

Criteria	Weight
Proposed Methodology and Approach	30%
Cost and Value	25%
Experience and Qualifications	20%
Understanding of University Needs	15%
References and Past Performance	10%

6. Timeline [revised]

Key project milestones and dates:

RFP Issued: May 27, 2025

Deadline for Questions: July 9, 2025

Proposal Submission Deadline: July 16, 2025

Finalist Interviews (if applicable): Week of July 28, 2025

Selection and Notification: no later than August 1, 2025

Anticipated Project Start Date: August 4, 2025

7. Submission Instructions

Submit proposals electronically to: Meagan Dahle (dahlem@uindy.edu)

Subject Line: "Campus Master Planning RFP – University of Indianapolis"

Proposals must be received by 5 pm ET on July 16, 2025

8. General Conditions

The University reserves the right to reject any or all proposals.

The University is not responsible for costs incurred in preparing the proposal.

Final selection is subject to contract negotiations.