

FACILITIES MASTER PLAN REQUIREMENTS

The objective is to create a guide for the development of capital projects in the future. While the scope of services stated below is explicit and constitutes the base requirements of the contract, it is the investigative, interactive, and design qualities inherent in these described services that must be emphasized for a successful plan. The consultant is encouraged to strive for the highest order of creative thinking.

The Facilities Master Plan should be comprehensive and address the following specific needs / issues:

- Space needs for the current enrollment at the campus (for students, faculty, staff, and administration)
- Space needs for the SUNY approved projected enrollment growth.
- Needs of campus user groups and academic programs (students, faculty, staff, community)
- Accreditation issues for existing and proposed academic programs
- Adequacy of space in terms of size and nature for specific uses and needs
- Vehicular and pedestrian access and circulation into and through the campus, including parking
- Campus image
- Integration of classroom technology
- Final end products that project the campus image and can be used in advertising/development efforts
- Communication of the President's and the campus' vision for the campus
- Determination of appropriate functional and aesthetic locations, and size / massing of new buildings
- Establishment of development guidelines and architectural vocabulary for the campus
- Campus Way-finding / Signage
- Sequencing of future projects to meet campus priorities with minimal disruption to on-going activities while accommodating displaced occupants and surge space needs.

The Consultant shall perform the services and tasks stated below. The Consultant shall provide a comprehensive Facility Program Study Update that reflects the campus goals, objectives, and capital funding for the next 0-5 and 5-10 years, and conforms to SUCF design principles and directives, as identified in the SUCF Program Directives.

I. PHASE I – INVENTORY AND ANALYSIS

Define existing conditions, opportunities and constraints. Prepare a comprehensive inventory and analysis of campus facilities with a functional and physical condition survey of each building to determine overall condition and reuse potential, including non-compliance with current New York State Building Codes and the ICC/ANSI A117.1-1998 accessibility guidelines. Prepare a site inventory and analysis examining campus-wide utility systems, site improvements, landscape and open space. Conduct an academic program analysis concurrent with the physical facilities and site analysis. Review Campus Vision Statement, MOU with

SUNY, and Academic Plan. These elements will provide the basis for understanding Campus needs and will serve to inform the alternates studied during the planning process.

A. Project Initiation

1. Attend orientation meetings.
2. Review/establish goals and objectives with the Fund and the Campus.
3. Prepare a detailed schedule for the entire Project.
4. Describe means and methods proposed in the Project.
5. Establish focus group program interview lists and Campus liaisons.

B. Inventory of all Campus Academic and Residential Buildings and Spaces

1. Assemble existing plans / inventory reports.
2. Prepare key plans and perform a physical survey of current conditions.
3. Prepare statistical utilization documentation and space utilization drawings.
4. Prepare an updated Physical Space Inventory report.
5. Conduct a functional analysis.
6. Prepare conditions assessment and update building survey forms.
7. Evaluate building options and constraints, based on utilization, functionality & conditions
8. Recommend and perform any testing necessary to fully evaluate existing conditions.

Note: Items 1, 2, 3, 7, and 8 are partially incorporated into the feasibility study for the Saranac Lake campus, but will need to be fully conducted at the extension sites (Ticonderoga and Malone).

C. Campus Site Inventory and Analysis

1. Assemble campus site utility drawings.
2. Assess system capacity, condition, and functionality.
3. Document and analyze site circulation for:
 - a) Pedestrian and vehicular movement, including service access
 - b) Parking demand situation and requirements
 - c) Campus accessibility for disabled faculty, staff and students
4. Document and analyze campus open space for:
 - a) Landscaping, plant material, and paving
 - b) Building massing
 - c) Site opportunities and program requirements for new work.
 - d) Campus/Building entrances and signage for way-finding
 - e) Site views/vistas
 - f) Plazas and other open space
5. Evaluate, analyze, and document adjacent land for:
 - a) Existing and proposed land uses
 - b) Character of existing and proposed landscape
 - c) Development potential
6. Inventory, analysis and documentation of soils, drainage and physiographic conditions
7. Evaluate and document security issues from external and internal sources.
8. Review, analyze, and document local climate conditions with regard to building forms and landscape buffers.
9. Identify, analyze and document site improvement opportunities and constraints.

Note: Items 1, 3, 4, 5, 6 and 9 are partially incorporated into the feasibility study for the Saranac Lake campus, but will need to be fully conducted at the extension sites (Ticonderoga and Malone).

D. Academic Program Analysis

1. Review approved Campus Academic Mission, Vision Statement, and MOU with SUNY.
2. Conduct & document focus group interviews with the Campus.
3. Provide comprehensive space requirements analysis by department, taking into account existing and future needs. Refine program as directed by the Fund.

E. Organize, Attend and Document Summary Workshops

1. Goals and Objectives Workshop
2. Steering Committee Workshops
3. Focus Group Interviews
4. Presentation of Phase I Findings

F. Phase I Deliverables

1. Updated project schedule and minutes of all meetings.
2. Updated plans indicating space utilization, occupancy and code review information
3. Updated SUNY Physical Space Inventory (PSI) report
4. Phase I Report-Goals and objectives work paper with summary of issues and findings:
 - a) Campus setting/background and history
 - b) Statement/Affirmation of Campus Academic Mission
 - c) Site inventory and analysis
 - d) Building inventory and analysis and building condition surveys
 - e) Program and comprehensive space requirements analysis
 - f) Significance of each factor
 - g) Summary of each focus group interview
 - h) Summary of key issues and objectives
 - i) Assessment of proposed program requirements and existing site / facilities condition
 - j) Update campus critical maintenance list for existing facilities and site.
 - k) Identify potential conceptual directions that are available to the Campus.

II. PHASE II – CONCEPT ALTERNATIVES

The Consultant shall develop viable alternatives to a level of detail sufficient to assess the physical and programmatic implications of each. The objective of this effort is to develop a thorough understanding of each proposed alternative planning strategy and come to closure on the most reasonable approach to addressing the Campus' facility and site needs. The alternatives will be assessed in terms of a wide range of variables ranging from the degree of programmatic compliance achieved, to costs, phasing and aesthetics, as recommended by the consultant and the Campus.

A. Development of Concept Alternatives

1. Develop three alternative concepts showing campus wide space allocation alternatives, circulation approaches, potential development sites and utilities

distributions systems. Concepts will be based on 0-5 and 5-10 year capital funding.

2. Prepare an evaluation documenting the alternatives for the following:
 - a) Architectural characteristics – campus design vocabulary
 - b) Programmatic compliance
 - c) Site/Landscape impacts
 - d) Engineering impacts
 - e) Comprehensive costs
3. Develop site and building accommodation plans for each alternative showing:
 - a) Setting for new buildings
 - b) Adaptive reuse capability of existing facilities
 - c) Functional organization of uses
4. Develop pedestrian and vehicular circulation plans for each alternative showing:
 - a) Parking and service access
 - b) Route analysis and recommendations
 - c) Conflicts and proposed resolutions
5. Develop phasing scenarios and staging plans for each alternative showing:
 - a) Disruption analysis and recommendations
 - b) Surge space availability and analysis
6. Provide property analysis for each alternate with acquisition/disposition recommendations
7. Document greater community issues/impacts outside the immediate campus, documenting relative environmental impact of each alternate

B. Phase II Deliverables

1. Updated project schedule and minutes of all meetings.
2. Presentation materials for each alternative
3. Phase II – Technical memorandum for each alternative showing
 - a) Conceptual plans
 - b) Programmatic analysis
 - c) Evaluations, including costs and phasing in a matrix and narrative format

III. PHASE III –FACILITY PLAN DEVELOPMENT

The Facility Plan shall define a 0-5 and 5-10, year development strategy for the campus' physical facilities and use of its site, and shall establish a framework for future design and development. The selected alternative shall be further delineated, as directed by the Campus, through the development of site plans, utility plans and building plans, construction budgets and phasing plans sufficiently detailed to illustrate and document the complete design intent and support the University's funding process. The Facility Program Study document will ultimately function as the basis for defining future projects and aid the campus in communicating its needs to faculty, staff, students and the State.

A. Facility Program Study Development

1. Site Design Concepts
 - a) Overall Campus Site Plan
 - b) Campus Signage for campus way-finding
 - c) Planting, Seating, Lighting and Paths/Paving
 - d) Security issues

- e) Vehicular/Pedestrian traffic movement
- f) Utilities plan and improvement program
- 2. Building Pre-Schematic/Development Plans
 - a) Plans and sections at appropriate scale
 - b) Illustrative drawings (elevations, axonometric studies, etc.)
 - c) Site Development Plan
 - d) Statistics where applicable
- 3. Provide a Capital Plan/Project Costs necessary to implement the plan
- 4. Document Phasing necessary to achieve the plan
- 5. Prepare and provide final presentation materials
- 6. Provide a Facility Program Study Report
 - a) Prepare and submit a Draft Report
 - b) Review and modify the report as recommended by the Campus
 - c) Prepare and submit Final Report
- 7. Project Definition and Development:
 - a) Interviews with campus faculty and staff to document the objectives of the project. This may include an actual Building Program per the Campuses Master Plan and/or a narrative stating the project objectives
 - b) Development of conceptual/schematic level design solutions to the defined problem. This may include floor plans, elevations, typical details, riser diagrams, and narratives in conformance with the SUNY Construction Fund's Directives for Schematic Design.
- 8. Cost Estimate, which shall be in the Fund's format.
- 9. Investigations, meetings, workshops as required meeting the project objectives and to inform the Fund and campus personnel of the critical issues involved.
- 10. Specific issues to be addressed by the Consultant shall be:
 - a) Environmental concerns
 - b) Preservation of facilities needs
 - c) Surge space needs
 - d) Sequencing or phasing considerations
 - e) Utility or building shutdowns required
 - f) Historic Preservation Issues
 - g) Code Issues
 - h) Construction issues, particularly staging and access
 - i) Adherence to Fund directives
- 11. Submission to the Fund for approval a Preliminary Design Report, which will document the services noted above.

B. Phase III Facility Program Study Development Deliverables

- 1. Updated project schedule and minutes of all meetings.
- 2. Facility Program Study Update Report (20 copies) which shall include:
 - a) Executive Summary and recommendations
 - b) Campus analysis
 - c) Program/Utilization analysis and recommendations
 - d) Master Development Plan-FTE growth that can be achieved given facility development
 - e) Action Plan that ties the Facility Program Study development to the campus' current and projected multi-year capital plan in terms of phasing and project costs.

- f) Updated approved Critical Maintenance and Program Improvement project lists with costs. The list shall identify new facilities; site and infrastructure needs, and classify projects by functional areas. Further identify if projects are within the parameters of the Campus' Academic Mission.
 - g) Scope, justification, and cost for each project in an electronic/digital format.
 - h) Provide Capital Plan/Project Costs by functional areas, both approved under the Academic Mission and pending.
 - i) Appendices documenting additional information developed during the planning process
 - j) Phase I and Phase II deliverables, including building condition surveys
3. (3) sets of presentation boards illustrating selected Facility Program Study alternate
 4. Propose and provide additional end products that project the Facility Program Study vision and campus image that can be used in advertising/development efforts (i.e. renderings).
 5. Electronic Submission
Provide (5) CD-ROMS documenting the final Facility Program Study Update, with spreadsheets editable in MS Excel.
 6. State Environmental Quality Review (SEQR) long form EAF, including part 2 and 3, for each 0-5 and 5-10 year milestones as a draft working document to understand the SEQR implications of the final Facility Program Study.

IV. Meetings and Project Schedule

1. Attend initial and follow-up meetings with college personnel to review the materials and analyses prepared by you pursuant to the above. Prepare and distribute meeting minutes within one week of meeting date. At a minimum it is expected the Consultant team will schedule and meet with the designated campus representative(s) for the orientation, presentation of the draft and final reports, and monthly as the work progresses, in addition to all group meetings necessary to collect and prioritize the program data. Any additional meetings that are required to complete the Facility Program Study Development Alternates and development of the selected alternate should be considered to be part of this study.
2. Submit a project schedule, allowing two weeks for all submissions requiring client review. Update the schedule monthly. The duration of this study shall not exceed Seven (6) months from the date of execution of the authorization, unless agreed to in writing by the Campus.