



REQUEST FOR QUALIFICATIONS CAMPUS MASTER PLAN UPDATE – PHYSICAL PLAN

San Francisco State University (SF State) Department of Physical Planning and Development is requesting qualification statements from inventive planning, architecture, and landscape architecture firms to **develop a physical plan that is central to a comprehensive campus master plan update**. The physical plan will define the organization of the campus, including land use, development sites, public gathering and open space, and urban design criteria/guidelines. Since the physical planning process will take place mostly on campus, in an open charrette format, SF State seeks firms that are nimble, collaborative, able to energize the campus, and successful at working within a focused timeframe.

SF State will lead the overall campus master plan update effort. Unlike the more typical process where a university engages a single master plan consultant to deliver all aspects of the plan, SF State will engage individual consultants with specific expertise to address the various elements of the plan. Each consultant's effort will be focused both in subject matter and time. SF State will coordinate consultants' ongoing work and integrate their final products into the campus master plan update report.

The campus master plan update will contain the following elements:

- Physical Campus Plan
- Mobility and Wayfinding
- Infrastructure and Utilities
- Housing Strategic Plan
- Other Framework Plans (sustainability, landscape, security and risk management, etc.)

BACKGROUND

San Francisco State University is part of the California State University (CSU) system, the largest four-year public university system in the United States. Located in southwest San Francisco, SF State is the only four-year public university in the city. For more about SF State, see sources at the end of this RFQ.

2007 Campus Master Plan

SF State last completed a physical master plan in 2007—before the economic downturn. The plan was ambitious and, with the exception of the J. Paul Leonard Library renovation and expansion completed in 2012 and the Mashouf Wellness Center slated for completion in spring 2017, the level of new construction called for in the plan was not realized. Two projects envisioned in the master plan—the first phase of a Creative Arts replacement building and a residential mixed-use development on Holloway Avenue—are currently in design.

Other changes since the previous plan include our new president and cabinet, a new strategic plan, a new climate action plan, and a deepening housing shortage. The policy context has shifted as San Francisco's economic growth has resulted in a stressed housing market. Colleges and universities in the city are being called upon to house more students and affiliates in order to free up rental units for the general population.

Lastly, the CSU Capital Outlay process has changed with a new economic model for funding capital projects. Across the CSU system, campuses are looking for innovative approaches to finance and deliver new housing and academic buildings.

Strategic Plan

SF State completed a strategic plan in 2014. Emerging from the University's long-standing commitments to teaching, learning and social justice, the new strategic plan is anchored by five core University values: Courage, Life of the Mind, Equity, Community, and Resilience. The strategic plan highlights aspirations and objectives within each of the core values and offers initiatives. Under the core value of Resilience, the plan sets forth an initiative to "Update the physical master plan to maximize affordable student and employee housing."

Sustainability and Resilience

As a signatory to the College and University Presidents' Climate Commitment, SF State has developed a comprehensive greenhouse gas inventory and Climate Action Plan. We have engaged consultants to evaluate green ratings systems for new campus buildings and landscapes and to provide a sustainability framework for all new projects. With the CSU Sustainability Policy as a guide, SF State seeks to be a worldwide leader of sustainability among urban public universities. Resilience is integral to the academic mission and to the physical campus.

Campus Master Plan Update – Physical Plan Focus and Process

The planning approach will build upon the guiding principles in the 2007 campus master plan. The update will focus on housing and new development initiatives influenced by substantial changes in the market and financial opportunities and constraints since the last plan was written. The University plans to double the number of students currently living on campus, from 4,000 to over 8,000 residents by 2021. Brailsford & Dunlavey is currently evaluating market demand. The plan will take into account new information about proposed development at Parkmerced, expansion of Stonestown Galleria, and improvements to the Muni M line (sfmta.com/projects-planning/projects/muni-subway-expansion-project).

The process will engage and include students, faculty, staff, and affiliates; the greater community; and potential development stakeholders. It will build financial and policy support necessary for plan approval and environmental review. Finally, it will lay a strong foundation for implementation by informing land policy, defining projects and phasing, and attracting investment partners.

The main planning exercise will be carried out on campus in a public setting in a charrette format.

SCOPE OF SERVICES

Analyze existing conditions and key influences, including the unique microclimate of southwest San Francisco.

In an open public charrette format, develop a physical plan that includes:

- Land use and organization
- Corridors and pathways
- Landscape and open space*
- Public gathering space
- Key arrival points
- Redevelopment of residential property
- Urban design character and criteria specific to each area of campus—north, south, and central campus
- Development sites
- Guidelines

Produce interim graphics and final graphics and narrative that will become part of the campus master plan update report.

**SF State is completing a landscape framework and forest management plan that defines landscape zones and plant palettes and will inform the master plan update.*

ANTICIPATED SCHEDULE

Issue Request for Qualifications (RFQ)	<i>February 7, 2017</i>
Submit qualifications	<i>February 21, 2017, 1:00 PM</i>
Shortlist firms	<i>February 23, 2017</i>
Interview shortlisted firms	<i>March 9-15, 2017 (TBD)</i>
Develop Scope and Fee	
Award contract	<i>March 23, 2017</i>
Start physical plan	<i>March 25, 2017</i>
Hold on-campus charrette	<i>Week of April 10, 2017</i>
Refine plan / develop project description / coordinate with other consultants	<i>Summer 2017</i>
Complete draft plan graphics and narrative	<i>Fall 2017</i>
As SF State authors the campus master plan update, prepare edits to graphics, etc.	<i>January 2018</i>

QUALIFICATIONS SUBMITTAL

Qualifications Statement – two (2) bound hard copies and a PDF on a USB drive to include:

- Cover letter signed by the firm's principal that outlines your understanding of the work to be accomplished and why your firm should be selected and includes a statement confirming that you have reviewed and are in agreement with all the requirements of the attached CSU Rider A - Agreement General Provisions, in the event that your firm is selected.
- Brief description of the firm's history and abilities*
- Firm's approach to the on-campus public planning process and examples of similar planning exercises successfully completed and why they are relevant to this RFQ*
- List of key professionals proposed for the project, their résumés, and percentage of time they will be servicing this project*
- Billing rates of staff for additional services
- Three client references
- A general statement of financial condition of the firm. SF State reserves the right to request that the consultant provide an annual operating statement, income tax form or other reasonable comprehensive evidence of financial condition.

*If subconsultant firms are part of the team, include relevant information for them.

The qualifications statement must be received by February 21, 2017 at 1:00 PM in order to be considered for this work. The University assumes no responsibility for delay in delivery of the proposal either by the United States Post Office or other delivery service used by the consultant.

All respondents will be notified of the results by EMAIL, so please provide accurate contact information.

Please direct all materials to:

San Francisco State University
Physical Planning and Development / Planning and Design
1600 Holloway Avenue, Corp Yard 202
San Francisco, CA 94132

Attention: Jill Anthes, executive director

In advance of the due date, please contact Jill Anthes at janthes@sfsu.edu if you have questions.

RESOURCES

- SF State Facts <http://puboff.sfsu.edu/sfsufact/archive/1516>
- 2007 Campus Master Plan <http://www.sfsu.com/masterplan.org/>
- 2014 Strategic Plan <http://planning.sfsu.edu/>
- Parkmerced <http://sf-planning.org/parkmerced-project>

ATTACHMENTS

- Study Area Map
- CSU Service Agreement and Rider A