



THORNELOE UNIVERSITY

AT LAURENTIAN

**REQUEST FOR PROPOSALS (RFP)
TO CONDUCT A SPACE STUDY
OF THE ACADEMIC, ADMINISTRATIVE
AND RESIDENTIAL FACILITIES
AT THORNELOE UNIVERSITY
Project #2018-01**

1.0 BACKGROUND

Thorneloe University is a partner of the Laurentian University federation. Located in Sudbury, Ontario, Canada Thorneloe offers programs in Ancient and Classical Studies, Religious Studies, Theatre Arts, Motion Picture Arts, and Women's, Gender, and Sexuality Studies, with degrees granted through Laurentian. Affiliated with the Anglican Church of Canada, Thorneloe University is home to a School of Theology, granting degrees, diplomas, and certificates in theology. The Thorneloe campus includes a classroom building, 150-seat theatre, a residence of 58 single rooms, and a multi-use chapel/classroom.

The newly approved Strategic Plan for Thorneloe University (see attached) identifies five Strategic Priorities through 2022. Thorneloe University is committed to strengthen academic programs; enhance visibility and increase enrolment in academic programs; revitalize spaces for living, learning and working; foster well-being and honour diversity, inclusion and respect; and govern with excellence.

Strategic Priority #3 commits the University to "revitalize spaces for living, learning, and working."

To achieve this priority, Thorneloe University will:

1. Conduct an external audit of all facilities, including the student residence
2. Develop a plan for enhancements
3. Make strategic investments

The purpose of this Request for Proposals is to secure an external consultant to conduct a professional and thorough audit/study of the facilities at Thorneloe University. This study will assess the current use of academic, administrative and residential facilities, identify space requirements, and develop planning options to meet the needs of Thorneloe University.

Currently, space is at a premium at Thorneloe University, a 39,000-square foot facility comprised of faculty and staff offices, five classrooms, a 158-seat theatre/lecture hall, a 58-single room residence, and a 40-seat chapel. With a 340 full-time equivalent student body, 58 students living in residence, nine full-time and 25 part-time faculty, and eight staff members, we have no space to grow or to spare. In addition, our student enrolment

has increased over the last decade to our highest enrolments in the 56-year history of Thorneloe University.

Our Strategic Plan identifies the hiring of two more full-time faculty members in the coming five years to meet the increased demand that is a result of our strong enrolment figures. In order to accommodate more faculty members, and more students who will enroll in their classes, we need to maximize and increase the number of office and classroom spaces available. A space audit/study will identify a plan for repurposing and renovating existing facilities, as well as a plan for potential expansion. This study, then, would shape the direction of any fundraising for the University, including a potential capital campaign.

2.0 OBJECTIVES

- To study all of Thorneloe University's facilities (administrative, teaching, residential, Chapel – approximately 39,000 square feet in total)
- To identify deficiencies and needs in our current configuration of space, including our ability to perform maintenance of our facilities during normal business hours. This shall include an analysis of office space (for staff and faculty [full-time and part-time]), public spaces (e.g., washrooms, social spaces, hallways, etc.), classroom space (based on current enrolments and scheduling), residential spaces (based on current occupancy rates)
- To make recommendations to make our spaces more conducive to use by outside groups (e.g., rental of Theatre by local theatre company, etc.)
- To make recommendations for maximizing our current facilities
- To make recommendations (if any) for any new facilities
- To identify deficiencies in our current facilities related to accessibility and safety
- To make recommendations for making our facilities more welcoming spaces for living, learning and working

3.0 PROJECT SCOPE

- The successful firm will:
 - Demonstrate an understanding of the particular needs of educational institutions as they relate to facilities
 - Review publicly available information about Thorneloe University (e.g., website)
 - Review data shared by the Administration at Thorneloe (e.g., scheduling and enrolment data)
 - Review architectural drawings and related materials of all facilities
 - Tour all facilities
 - Interview members of staff, faculty, Board, and the student body

4.0 DELIVERABLES

- A comprehensive written report that includes an analysis of existing facilities, and identifies deficiencies, gaps, needs, recommendations and next steps based on qualitative and quantitative data

- Evidence-based data shall be included in the report to inform decision-making (this data should include information from comparably-sized institutions and should include data related to maintenance staff complement)
- Public presentation of final report to Thorneloe community (Staff, Faculty, students, date TBD) and to the Thorneloe Board of Governors meeting on June 14, 2018 (these two presentations could take place the same day)

5.0 SUBMISSION REQUIREMENTS

Please limit your submission to 15 pages plus any relevant samples/appendices.

- 5.1 Approach and Methodology: Describe the comprehensive approach and methodology to be followed in completing all aspects of the assignment, explaining clearly how the stated deliverables would be met.
- 5.2 Demonstrated Understanding of Objectives: Describe your understanding of the assignment, including overall scope and objectives, noting any specific issues or challenges that are anticipated.
- 5.3 Proposed Work Plan, Schedule and Budget: Provide a work plan and schedule, including a breakdown of the major tasks and the level of effort of the identified team members in sufficient detail to allow a complete understanding as to how and by whom the work is to be carried out. Include timelines for each deliverable as outlined in this Request for Proposals.
- 5.4 Creativity, Innovation and Vision: Provide descriptions and samples of creative solutions your firm has developed for projects of similar size and scope. Provide a written creative approach.
- 5.5 Specific Relevant Experience: Provide a company profile, including information on personnel who will be directly involved in and responsible for the deliverables from start to completion. Provide information and describe your firm's knowledge with the educational sector, preferably universities. Provide details of the firm's relevant experience in the specified areas of expertise required.
- 5.6 Finance: Indicate total cost to produce a space study, itemizing each cost (including travel costs and other related expenses, if applicable)

6.0 EVALUATION CRITERIA

Submissions will be evaluated by a Thorneloe University team including the President of the University, Board Members, and the Learning Technologies Coordinator.

Selection process:

- Proponents shall submit a written proposal by the closing date/time.
- Interviews/presentations may be required, if deemed necessary.
- The University will negotiate with the successful firm.
- A Purchase Order will be issued to the selected firm in keeping with the RFP. Submissions will be evaluated on the components listed below. Thorneloe

University reserves the right to evaluate each firm based on the needs of the University. Each of the proponents agrees to abide by the decision.

Evaluation:

Approach and Methodology – 20 points
Demonstrated Understanding of Objectives – 20 points
Proposed Work Plan, Schedule and Budget – 20 points
Creativity, Innovation and Vision – 20 points
Specific Relevant Experience – 20 points

Please note:

Experience of firms with projects of similar scope for educational institutions has substantial value. Awarding of the project is subject to budgetary approval.

7.0 CLOSING DATE AND TIME

Proponents are required to submit four copies and one original of the submission in a sealed envelope, clearly identified as:

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Submissions must be delivered to Thorneloe University, c/o Dr. Robert Derrenbacker, 935 Ramsey Lake Rd., Sudbury, ON P3E 5G7 before 1:00 p.m., local time, Friday, January 26, 2018.

8.0 LATE SUBMISSIONS

Request for Proposals submitted later than the specified closing time will be returned to the proponent.

9.0 QUESTIONS/INQUIRIES

Please direct questions and inquiries in writing to:
Dr. Robert Derrenbacker, rderrenbacker@laurentian.ca

10.0 SUBMISSION OWNERSHIP AND FREEDOM OF INFORMATION

Thorneloe University will not be liable for any costs or damages incurred by any respondent including, without limitation, any expenses incurred in the preparation and delivery of the submission. All documents, including proposals, submitted to Thorneloe University become the property of Thorneloe University. They will be received and held in confidence, subject to the provisions of relevant privacy legislation.

A Proponent should identify any information in its Proposal or any accompanying documentation for which confidentiality is to be maintained by the Board, by clearly marking same "CONFIDENTIAL". The confidentiality of such information will be maintained by Thorneloe University, except where an order by the Information and

Privacy Commission or a Court or other governmental authority having jurisdiction requires Thorneloe University to do otherwise. The information a Proponent considers to be of a proprietary or confidential nature must be clearly marked "PROPRIETARY".

11.0 PROCESS TIMELINES

Issue Request for Proposals	By December 23, 2017
Receive submissions	By January 26, 2018
Review submissions	By February 9, 2018
Notify firm (as selected)	By February 16, 2018
Submit written report	By May 18, 2018
Presentations to Thorneloe community and Board	By/On June 14, 2018

LOWEST OR ANY PROPOSAL NOT NECESSARILY ACCEPTED

Thorneloe University reserves the right to cancel or not award this Request for Proposals at any time.

This Request for Proposals is available in alternative formats upon request.