

Schedule for Interviews of Master Planning Firms

David L. Rice Library, Room L100

April 15, 1996

8:00 a.m.

8:00 a.m. - 9:00 a.m.	Edmund L. Hafer and Associates
9:30 a.m. - 10:30 a.m.	RQAW Corporation
11:00 a.m. - 12:00 p.m.	Hastings & Chivetta
12:00 p.m. - 1:30 p.m.	Lunch (and make-up time, if necessary)
1:30 p.m. - 2:30 p.m.	Johnson Johnson & Roy
2:30 -	Discussion

(Please refer to the map mailed on March 15, 1996 for directions to Room L100)



DATE: April 3, 1996

TO: Board of Trustees Long Range Planning Committee*
S.I.H.E., Inc. Master Planning Sub-committee**

FROM: *Richard W. Schmidt*
Richard W. Schmidt, Vice President for Business Affairs and Treasurer

SUBJECT: April 15, 1996 Interviews

Enclosed for your review are excerpts from the proposals for master planning services. Each excerpt includes:

1. Cover letter
2. Team members and structure
3. Description of other master plans
4. Schedule/Fees
5. Experience matrix

Several copies of the complete proposals are available for review at your convenience. Please contact my office if you wish to review them prior to our meeting on April 15.

The first interview is scheduled to begin promptly at 8:00 a.m. Our meeting room will be open and coffee will be available for your arrival any time after 7:30 a.m. If you need additional information about the interview schedule, or if you cannot attend, please let me know by calling Janel Allen in my office at 812/464-1849.

* Harolyn Torain, Chairman
Tom McKenna
Nicole Cable
Louise Bruce
Bruce Baker

** Alan Shovers, Chairman
Rolland Eckels
Carolyn Georgette
Chris Melton
Jim Will
Byron Wright
Joe O'Daniel

c: J. Byrd
R. Hoops
S. Standley
R. Reid

Enclosures
MasterPlan/Joint.403/jsa

Business Affairs



REQUEST FOR PROPOSAL FOR MASTER PLANNING SERVICES

The University of Southern Indiana and Southern Indiana Higher Education, Inc. (S.I.H.E.) seek this Request for Proposal for Master Planning Services from selected firms for professional planning services for the development and publication of a comprehensive master plan.

The proposal should address the following requirements:

- Firm name, address, telephone and facsimile number
- Brief history of firm(s)
- Description and detail of two master plans of similar scope and facilities completed in the last five years, including contact names, addresses, and telephone numbers
- Explanation of team structure, including other firms to be part of team and responsibilities of each team member
- Identification of persons primarily responsible for the preparation of USI's master plan and a list of responsibilities and resumes of each
- Approach to be used for this master planning project
- Expected planning schedule
- Proposed fee for basic planning services for both the University and S.I.H.E., Inc. properties, including physical analysis for land use, pedestrian circulation, campus quality and image, landscape and nature, appropriateness of use, traffic and parking, and utilities and infrastructure and plan development for the master site plan, site acquisition plan, landscape and nature master plan, and campus and development planning concepts
- Proposed fee(s) for other analyses and planning services
- Listing of services and expenses not included in the proposed fees

Please complete the enclosed Experience Matrix and return it with your proposal. List each project under the appropriate institution type, indicate the services provided for each client, and note the year the services were performed.

Physical Plant

Request for Proposal for Master Planning Services
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Please submit three copies of the proposal, signed by an authorized representative of your firm, before 4:00 p.m., Tuesday, April 2, 1996, at the office of

Mr. Richard W. Schmidt
Vice President for Business Affairs and Treasurer
Wright Administration Building, Room 102A
8600 University Boulevard
Evansville, IN 47712

Questions should be directed to Stephen P. Helfrich, Director-Physical Plant, at 812/464-1782.

MasterPlan/RFP/jsa

**UNIVERSITY OF SOUTHERN INDIANA
JOINT MEETING
Board of Trustees Long-Range Planning Committee
and
Southern Indiana Higher Education, Inc. Master Planning Subcommittee
Minutes**

April 15, 1996

The Long-Range Planning Committee of the University of Southern Indiana Board of Trustees met jointly with the Master Planning Subcommittee of Southern Indiana Higher Education, Inc. (S.I.H.E.) on April 15, 1996, in Room L100 of the David L. Rice Library. In attendance in were Trustees Bruce Baker, Louise Bruce, Nicole Cable, Tom McKenna, and Harolyn Torain and S.I.H.E. board members Rolland Eckels, Carolyn Georgette, Chris Melton, Joe O'Daniel, Alan Shovers, Jim Will, and Byron Wright. Also in attendance were Vice President for Business Affairs Richard Schmidt, Assistant Vice President for Business Affairs Cindy Brinker, and Director of Physical Plant Steve Helfrich.

Mr. Shovers, Chairman of the S.I.H.E. Master Planning Subcommittee, called the meeting to order at 2:35 p.m. following presentations and interviews of the four firms that submitted proposals for master planning services. The firms interviewed were:

Edmund L. Haer & Associates of Evansville, Indiana
Hastings & Chivetta Architects, Inc. of St. Louis, Missouri
Johnson Johnson and Roy/inc of Chicago, Illinois
RQAW Corporation of Indianapolis, Indiana

The committee discussed the services and fees proposed by each firm.

On a motion by Mr. Will, seconded by Mrs. Georgette, the committee members voted to recommend that their respective boards accept the proposal of Johnson Johnson and Roy/inc. (JJR) at a cost of \$102,050. They will further recommend that the University be responsible for two-thirds of the cost of master planning services and that S.I.H.E., Inc. be responsible for one-third of the cost.

The committee agreed by consensus that Mr. Schmidt be given authority to negotiate the costs of an economic feasibility study for the research park and a golf course feasibility study.

There being no further business, the meeting adjourned at 3:10 p.m.