BID INVITATION

Oakland University requests proposals from qualified firms for a comprehensive traffic and parking study and a comprehensive student housing master plan. Each plan will be completed concurrently, informing the other, by one consultant or team. A description of the campus and housing facilities as well as campus parking data are included for reference (Appendix A)

This RFP in no manner obligates the University to the eventual purchase of any products or services described, implied, or which may be proposed, and may be terminated by the University without penalty or obligation at any time.

Expenses for developing and presenting responses to this RFP shall be the entire responsibility of the Respondent and shall not be chargeable to the University. All supporting documentation and manuals submitted with this proposal will become the property of the University.

The Respondent affirms that to the best of its knowledge there exists no actual or potential conflict-of-interest between the Respondent’s family, business, or financial interests and providing the Services. The Respondent will not attempt to influence any University employee by the direct or indirect offer of anything of value. The Respondent also warrants that no officer or employee of the University has or will have a direct or indirect personal financial interest in the Agreement. The Respondent also affirms that neither the Respondent nor any of its employees has paid or agreed to pay any person, other than bona fide employees and consultants working solely for the respondent, any fee, commission, percentage, brokerage fee, gift or any other consideration contingent upon or resulting from the execution of an Agreement.

In the event of change in either Respondent’s interests or Services under this Agreement, the Respondent will inform the University regarding all possible conflicts-of-interest which may arise as a result of such change. The Respondent agrees that conflicts-of-interest will be resolved to the University’s satisfaction or the University may terminate the Agreement.

Questions regarding this RFP must be submitted via email to ebnersmi@oakland.edu no later than 2:00 p.m. on Monday, June 16, 2014. Responses to those questions will be posted to the Bid for Michigan site and to the Oakland University Bid website located here http://www.oakland.edu/purchasing/bid/ on or before Monday, June 23, 2014.
Sealed RFP responses must be submitted online to the Purchasing Department no later than 12:00 p.m. on June 30, 2014. Submittals should be limited to the sections and items identified. Provide (1) electronic copy in Adobe .PDF format as a single document. The electronic copy should be saved as one single document. If you wish to submit a proposal, email ebnersmi@oakland.edu and a secure upload link will be sent to your attention. No faxed or emailed bids will be accepted.

All consultants must be able to show sufficient experience conducting parking and housing surveys for universities to meet the pre-qualification requirements. Consultants who lack substantial experience are discouraged from applying.

Once the bid is awarded, the vendor must provide a Certificate of Insurance with the following minimum requirements:

<table>
<thead>
<tr>
<th>Liability Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability</td>
<td>$1,000,000 each claim, $2,000,000 aggregate</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Umbrella Excess</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Worker’s Comp</td>
<td>Statutory Limits</td>
</tr>
<tr>
<td>Professional Liability Insurance</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

Oakland University must be listed as an “Additional Insured” on the Certificate of Insurance. Vendor must provide an insurance certificate before commencing service delivery, must keep the certificate up-to-date, and must forward copies of all revised certificates of insurance to the Purchasing Department at Oakland University within thirty (30) days of the change. Notice of cancellation must be submitted thirty (30) days prior to the termination of the insurance coverage.

**SCHEDULE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Request for Proposal</td>
<td>Monday, June 9, 2014</td>
</tr>
<tr>
<td>Questions regarding RFP Due</td>
<td>Monday, June 16, 2014</td>
</tr>
<tr>
<td>Addendum Issued to Firms</td>
<td>Monday, June 23, 2014</td>
</tr>
<tr>
<td>Responses to RFP Due</td>
<td>Monday, June 30 by 12:00 p.m.</td>
</tr>
<tr>
<td>Finalist Selected</td>
<td>Early July 2014</td>
</tr>
</tbody>
</table>

**SCOPE OF WORK –TRANSPORTATION AND PARKING STUDY**

As the Oakland University campus expands, transportation and parking have created many challenges. The selected team will be responsible for, but not limited to, the following:

1. Investigate parking locations, sidewalks, circulation, bike lanes, bus routes, public access, and other conditions as required
2. Tour the campus as defined in the attachment and observe and document existing traffic patterns and conditions, including traffic counts at appropriate intersections
3. Meet with appropriate University staff. This includes, but is not limited to, Director of University Housing and staff, campus police, and campus facilities management representatives
4. Study perimeter and core parking and recommend the appropriate balance and configuration
5. Verify existing parking counts and establish future parking needs
6. Identify strategies for reducing the number of vehicles on campus
7. Identify impact of parking fees
8. Identify need for accommodating alternative fuel source vehicles
9. Identify how university should manage and accommodate vehicle traffic other than automobiles (e.g. bicycles)
10. Study the current University transportation system including current ridership, schedules, and routes and identify potential future routes and options based on ridership projections.
11. Identify strategies for effectively connecting the campus transportation system with the surrounding community
12. Document all data and recommendations and include an executive summary
13. Coordinate transportation and parking study with housing master plan

SCOPE OF WORK – HOUSING MASTER PLAN

1. Review the 2010 Master Plan
2. Analyze existing university housing and dining facilities and infrastructure
3. Establish current and future on-campus housing and dining needs and assess impact on existing infrastructure
4. Analyze University demographic projections and assess impact on housing types and room configuration
5. Study potential campus locations for future housing and dining facilities including analysis of required infrastructure
6. Compare housing and dining options offered directly by Oakland University with those provided by peer institutions Provide thorough recommendations for implementing the master plan including phasing options
7. Identify national trends for housing and dining facilities
8. Document all data and recommendations and include an executive summary
9. Coordinate housing master plan with transportation and parking study

WORK PRODUCT

Three printed copies of each comprehensive written report with detailed recommendations are required. The reports must be extensive and must include specific recommendations. In addition to the three printed copies, one digital copy of each report shall be delivered in .PDF format which the client can reproduce and distribute to staff as required.

Each report shall include an Executive Summary followed by a detailed checklist which includes all, but not limited to, the topics covered in this RFP. The intent of the summary is to give the client the opportunity to read a quick overview and to review and validate the methodology used. A narrative report will follow providing details.

Oakland University will provide, to the consultant, one digital set of floor plans in .PDF or AutoCAD format for use as required. Graphic representation of plans and details that cannot be properly conveyed in the narrative shall be represented in a professional draftsman like manner and included in the report.
DELIVERY OF REPORT

The report will be delivered by Federal Express or a similar secure express method appropriate for the material in it.

QUALIFICATIONS OF CONSULTANTS

The consultant shall have the following qualifications and describe how they are met in less than ten pages:

1. Submit a list of at least five previous projects of a similar scope at similar institutions which have been successfully completed and for which references can be supplied.
2. Submit the names, titles, addresses, and phone numbers of at least five (5) professional references from the projects listed in item # who can provide information on the consultant’s qualifications and performance.
3. Submit the names and resumes of each associate or employee who will be assigned to this project or who will have access to the report or confidential materials. This work is to be performed by the principal consultant in the firm unless agreed otherwise in advance and in writing.

ADDITIONAL REQUIREMENTS

Provide all requested changes to Appendix B (Contract) and proof of insurance as outlined under Insurance Requirements.

Provide name, email address and phone number for all future communications regarding this RFP submittal. This should be included in the first page of your response.

FEES

Your proposal must clearly indicate the fee for the housing master plan and parking and traffic study separately. In addition to your proposed fee for the work described above, indicate the hourly rate for all additional work beyond the scope of this project. Please include your hourly rate schedule for key staff positions within your organizations.

EXPENSES

The following expenses shall be billed as actual expenses: computer plotting, printing and express mail. No premium or add-on costs to expenses are permitted. Provide an estimate of the approximate not-to-exceed cost of all expenses anticipated for this project for the scope of work as defined herein.

OTHER

The Consultant shall submit copies of all receipts with the invoices. Availability is as mutually agreed but the project shall be completed and the work product submitted within 90 days of signing of a contract by both parties.