

University Space & Facilities Advisory Committee (USFAC)

Subject: Request for Proposals - University Space Available for Re-Allocation 2019

Pursuant to the [University Space Management Policy P15-03](#) section II.B. "Allocation of Vacated Space", the University Space and Facilities Advisory Committee (USFAC) is responsible for re-allocation of vacated space on campus. With the elimination of the football program, an assortment of space in the Recreation Wellness Center (RWC) and Forbes Gymnasium (FGYM) buildings allocated to Athletics and assigned to the football program will be vacated as of May 23, 2019. As such, the USFAC is evaluating how this space may be re-allocated. To support this effort, the USFAC is issuing a Request for Proposals to inform the committee of possible re-allocation actions.

Request for Proposal Documents

- [Space Request Form](#) (link) ** This is the main routing document for this proposal. **
- [Proposal Evaluation Rubric](#) (link)
- [Maps with markups showing available space](#) (link)

Information

- **Space Details:**
University space for re-allocation consists of all space that was previously occupied by the football program as recorded in the university space database, HSU FacilitiesLink. These spaces will become available starting May 23rd, 2019 and are listed as follows. Floorplans/maps are available in "Request for Proposal Documents", above.

Recreation & Wellness Center:

- [Room 121](#), football locker room, 1,500 SF available after new secondary hall. This room still serves as access to rooms 121B, C, D, E, F, G, J, L. These rooms are other sports locker rooms, open restrooms, showers and halls. The space may need to be modified to allow access to 121 alone from the main hall H1-A and preserves secondary hall access to 121 B, C, D, E, F, G, J, L. This may include the erection of a wall along the east side of 121 in line with the east wall of 121F in order to extend 121E. There may also be a need to extend the barrier walls surrounding 121 to the ceiling in a way that still allows air to flow, but removes the ability for individuals to climb over the current short walls.
- [Room 120](#), football equipment room, 600 SF available after split. This room will need to preserve the entrance from hall H-1A to the east half of room 120 for existing athletic operations. The west portion of 120 is in consideration for re-allocation. The space may need to be modified to allow a separation within room 120.

Forbes Gymnasium:

- [Room 140](#), Work room with sink, 69 SF.
- [Room 141](#), Office Space, 192 SF.
- [Room 142](#), Office Space, 208 SF.
- [Room 143](#), Office Space, 154 SF.
- [Room 144](#), Office Space, 154 SF.

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<https://facilitymgmt.humboldt.edu/university-space-and-facilities-advisory-committee>

- [Room 145](#), Office Space, 158 SF.
 - [Room 148](#), Conference Room, 694 SF.
 - [Room 149](#), General Storage, 1,578 SF. This space is currently allocated as University storage but may be included as part of proposal. This space may need to be modified to allow improved access control, heating, ventilation and room finishes for occupancy. This room serves as access to room 152 storage, 153 storage, 156 storage, 158 storage, 159 electrical room and secondary entrance to 160 Center Activities storage.
 - [Room 150](#), Office Space, 140 SF.
 - [Room 151](#), Office Space, 442 SF.
 - [Room 152](#), General Storage, 280 SF. This space is currently allocated as University storage but may be included as part of proposal. The space may need to be modified to allow improved access control, heating, ventilation and room finishes for occupancy. This room is accessed through storage room 149.
 - [Room 153](#), General Storage, 698 SF. This space is currently allocated as University storage but may be included as part of proposal. The space may need to be modified to allow improved access control, heating, ventilation and room finishes for occupancy. This room is accessed through storage room 149.
 - [Room 158](#), General Storage, 1,067 SF. This space is currently allocated as University storage but may be included as part of proposal. The space may need to be modified to allow improved access control, heating, ventilation and room finishes for occupancy. This room is accessed through storage room 149.
- **Funding:**

The University has not allocated funds for room modifications, renovations, or moving support. Proposers are encouraged to include a funding narrative outlining any funding that may be available within the division to support the proposal. Please include the full budget that the proposer is willing to dedicate to the proposal. Should your proposal be one of the successful considerations, further work will be initiated between the proposer and Facilities Management to evaluate feasibility.
 - **Evaluation Criteria:**

Using the [Space Request Form](#), the proposer will fill in the fields with the appropriate information. These fields align with evaluation criteria found in the [Proposal Evaluation Rubric](#). Evaluation criteria are summarized as follows:

 - ❖ University Strategic Plan - Demonstrate alignment of this proposed space reallocation with the four major components of the University Strategic Plan
 - ❖ Collective Impact – Demonstrate potential synergies between departments or programs related to this proposed space reallocation.
 - ❖ Needs Analysis – Demonstrate evidence showing why this proposed space reallocation is needed.
 - ❖ Outcomes & Objectives – Outline how this proposed space reallocation would support the Department’s Outcomes & Objectives.
 - ❖ Assessment Plan – Propose a future measure to demonstrate that the proposed space reallocation helped move the Department/University toward stated Goals, Outcomes, and Objectives.
 - ❖ Financial Stability – Summarize the financial plan supporting this proposed space reallocation.

Process and Submission Deadlines

This Request for Proposals process is in alignment with the [Integrated Assessment, Planning, and Budget \(IAPB\) framework](#) pilot program. Proposals submitted via the online space request form will be routed through the campus organizational structure and reviewed/prioritized at each level of the organization. All department requests for space related to this call must be submitted via the [online request form](#) by **11:59PM on 3/22/19**. These will be forwarded to respective MBUs for review. MBU's will email proposals selected to advance to the Division level to space@humboldt.edu by **11:59PM on 3/29/19**. Proposals selected at the division level for further consideration will be emailed to space@Humboldt.edu by **11:59PM on 4/12/19**. Student feedback on RFPs prioritized for consideration by the divisions will be solicited from the Associated Students at their Board meeting on 4/19/19. Proposals will be scored by USFAC at the 4/19/19 meeting using the associated [Proposal Evaluation Rubric](#). All division-prioritized proposals and associated scoring/feedback will be presented to the President's Cabinet for review and USFAC/URPC for final recommendation to the President. Ultimately, the President will make the decision on which proposals will be successful.

This schedule is represented in the graphic below:

2019 Spring Vacated Football Space Reallocation	USFAC Issue Call for FY1920 Space Reallocation Requests (Rubric provided) 3/01/19	Department Strategic & Operational Planning for Space Requests due to MBU 3/22/19	MBU Strategic & Operational Planning Space Requests - Select proposals due to Division 3/29/19	Division Strategic & Operational Planning. Space requests due to USFAC 4/12/19	AS Feedback Feedback on space requests due to Cabinet 4/19/19 <hr/> USFAC Rubric analysis. Due to cabinet 4/19/19	Cabinet Prioritize space requests. Due to USFAC/URPC 4/26/19	USFAC/URPC Review prioritized requests. Recommendation to due to President 5/3/19	President Budget Announcement, including vacated space reallocation 5/31/19
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Additional Resources

- [University Space Management Policy](#)
- [University Space and Facilities Advisory Committee Website](#)
- [Space Policy Implementation Plan](#)