

Parkland Community College District #505

Request for Proposal (Consulting Services)

Consultant Led Space Utilization Study and Evaluation

Proposals are due at the address shown below

No Later Than:

November 20, 2023 by 2:00 P.M. (local time)

At

Parkland College

Room X108

2400 W. Bradley Ave.

Champaign, IL 61821

Or by email to:

jbustard@parkland.edu

Summary

Parkland Community College District #505 are soliciting proposals through this Request for Proposal (RFP) for the professional planning and development services of a qualified consultant, to develop a comprehensive and broad-based study and evaluation of the campus learning facilities. The study/evaluation will provide a strategic review of teaching and learning spaces with recommendations of the physical space allocations for instruction. An in-depth review is needed to address efficiency and effective use of the spaces in terms of usage and curricular needs, and to address future needs of higher education in the Community College sector as it relates to Parkland College District 505.

Background

Parkland College is a public community college in Champaign, Illinois. It is part of the Illinois Community College System serving Community College District 505 which includes parts of Coles, Champaign, DeWitt, Douglas, Edgar, Ford, Iroquois, Livingston, Moultrie, McLean, Piatt, and Vermilion Counties. Parkland College enrolls approximately 9,000 students annually, with more than 340,000 students served since September 1967. Located at 2400 W. Bradley Avenue in Champaign's northwest corner, Parkland's 255-acre main campus is centrally accessible to the 54 communities it serves. It lies in close proximity to the University of Illinois at Urbana–Champaign. Its off-campus locations for instruction include Parkland College on Mattis at 1307-1319 N. Mattis Avenue, Champaign, and the Institute of Aviation at the University of Illinois Willard Airport in Savoy, Illinois.

The Parkland College campus was constructed in the late 1960's and has had several building additions over the next 50 years. While the campus facilities have grown and expanded to meet a range of programming and classroom needs, student enrollment has cycled through periods of increases and decreases. The College has over 260 classrooms and laboratories along with many student study spaces. The current distribution of classroom spaces meets the current in-person classroom needs. However, lab space capacity in some of the health care professions and in the career and technical programs limit enrollment in those areas. Scheduling of on-campus classes is an ongoing concern as to the most efficient and effective use of spaces, particularly the use of general use classrooms.

More information on Parkland College is available at: www.parkland.edu

Scope of Services

The scope of this study/evaluation is comprised of approximately 900,000 assignable square feet of classrooms, laboratory, office and student study space on the main campus and two off-site locations.

Expected components of the study include (but not limited to) the following:

1. An analysis of current space, educational utilization, including all facilities, both academic and administrative spaces
2. Encompass an analysis of campus spaces relative to current course enrollment, faculty and administrative employee workspace needs, and classroom and laboratory scheduling
3. Evaluation of current status, a five (5) year projection for the amount of space needed based on the College's growth projections of students, faculty, and staff
4. Provide written, graphical, and digital documentation of its findings; and recommendations
5. Determine current utilization for campus facilities and space types, provide written recommendation to optimize space use
6. Prepare reports that clearly identify opportunities to optimize utilization of current square footage or to repurpose space for more appropriate use
7. Provide planning guidelines for management of growth, reduction or reassignment of college square footage over time
8. Review current automated facilities space management system (25 Live) and make recommendations for improvement
9. Engagement with key campus stakeholders to identify pain points and opportunities

Proposed Organization and Submission Requirements

1. A cover letter describing the firm and project interest, including name, address, contact information and title of contact person.
2. A summary of the consultant's experience and qualifications. Recent experience (within 5 years) in educational consulting related to space utilization studies and evaluations.
3. Project personnel and related experience
4. Proposed methodology, plans and deliverables
5. Proposed timeline
6. References for at least three (3) previous educational clients
7. Example of a space allocation study
8. An itemized cost quotation, as a total cost with not to exceed, or as hourly rate basis with estimated total hours and cost not to exceed
9. Any additional information that the consultant deems helpful in the selection process (not to exceed five (5) pages)

Request for Proposal Timeline

RFP Released	October 19, 2023
Deadline to Receive Questions	November 3, 2023
Proposal Submittal Date	November 20, 2023
Evaluation by Parkland College	January 5, 2023
Interviews with Chosen Consultants	January 15 through 19, 2023
Anticipated Board of Trustees Approval	February 21, 2023

Parkland College Contacts

All questions should be directed to:

James E. Bustard
Director, Physical Plant
Parkland College
2400 W. Bradley Ave
Champaign, IL 61821
217-351-2211
jbustard@parkland.edu

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