

2.3 PROJECT NARRATIVE AND DOCUMENTATION

I. UT MARTIN BACKGROUND INFORMATION

The University of Tennessee at Martin provides high-quality undergraduate and graduate educational programs to West Tennessee and beyond. From the founding in 1900 of Hall-Moody Institute, through the establishment in 1927 of UT Junior College, to today's status as a comprehensive public university, UT Martin is committed to preparing students for success in the global economy.

The main campus is located in Northwest Tennessee about 125 miles northeast of Memphis, 150 miles northwest of Nashville and 60 miles north of Jackson. Educational Outreach teaching centers in Jackson, Parsons, Ripley, and Selmer, and dual-enrollment course offerings in Tennessee high schools, bring UT Martin academic programs to people across West Tennessee. UT Martin is home to UT Online, the University of Tennessee's online programs for both undergraduate and graduate education.

UT Martin's investment in its faculty and instructional technology is helping to ensure that the university's graduates are prepared to meet the challenges in an international economy. The state-of-the-art Instructional Technology Center, located in the Paul Meek Library, brings instructional technology capacity to all university faculty members.

Outside the classroom, UT Martin students have multiple opportunities for involvement in the university community. More than 100 organizations are available for students to join including academic clubs, honor societies, service groups, student government, fraternities and sororities, and special student associations. The Office of Campus Recreation offers many on- and off-campus recreational opportunities, while the university's Department of Visual and Theatre Arts offers ongoing cultural events to the region.

Our Mission

The University of Tennessee at Martin educates and engages responsible citizens to lead and serve in a diverse world.

Core Values

We value...

- Academic Program Excellence
- Student Experience and Success
- Inclusion
- Advocacy and Service

The plan should incorporate changes planned at the Jackson, Parsons, Ripley and Selmer Education Outreach Centers.

II. CAMPUS MASTER PLAN SCOPE OF SERVICES

The required scope of consultant services for the Campus Master Plan includes, but is not limited to, the following:

- A) Develop Campus Master Plan components: Develop a comprehensive Campus Master Plan that will guide the future development of the University of Tennessee – Martin (UTM) campus.

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The components should be based on the THEC Master Plan Guidelines and the plan will primarily consist of the following.

- 1) Develop Campus Master Plan goals and objectives through public forums and group planning sessions. The consultant will work with UTM/UT System to identify key project stakeholders within the University and greater community. The consultant will plan and conduct stakeholder meetings, present issues and obtain stakeholder input at major points throughout the planning process.
- 2) Review of the 2018-2021 UTM Strategic Plan as related to development goals, including the following as pertinent to the Campus Master Plan:
 - a) (Facilities that support) Educational/research initiatives
 - b) Physical access to all aspects of the campus
 - c) Technology (infrastructure) to support instruction, learning, scholarship, service
 - d) Leadership as an environmentally sustainable institution
 - e) Connections to the environmental city of Martin
 - f) A safe and appealing campus landscape
 - g) Library, fiscal, and other resources to support research and creative/scholarship
 - h) (Facilities that support) Strong graduate programs
- 3) Evaluation of the previous UTM Campus Master Plan and 2016 Master Plan Update refinement as to progress made and current validity of conclusions presented in that document.
- 4) Prepare an Executive Summary. The summary should include key objectives for the master plan and recommended solutions. The Executive Summary should be formatted so that it could be distributed separately.
- 5) Enrollment. Include on-ground FTE and total FTE enrollment for the last 10 years for each campus included in the master plan. Compare existing enrollment to projections from the previous master plan. Provide projections of enrollment by campus, consistent with the timeline of the plan, and as supported by demographics. Five-year or ten-year projections may be considered and will be useful in the development of the annual capital budget. Additional enrollment projections by college or school may be helpful as they relate to the development of future projects. Longer term projections may be provided if desirable.
- 6) Space Needs. Conduct a full inventory and analysis of E&G space as defined in the THEC Space Guidelines for each campus based on on-ground FTE enrollment and course data from the most recent fall semester. Both on-ground and online FTE students should be acknowledged in the master plan. Further analysis, such as space utilization studies or capacity analysis, may be appropriate to support specific objectives of the master plan. Recognized national standards or peer campus data may also be considered. Generate and compare alternatives to meeting identified future space needs, including new buildings, replacement buildings, additions, and repurposing of existing space. Migration plans should be provided where multiple buildings are involved in proposed solutions.

- 7) Facilities Condition. The final plan should include a listing of all campus buildings with the building name, ID, use, use code, age, SF, facilities condition and related data (to be provided by UTM). Identify high level safety, code compliance, and ADA compliance issues, and identify areas for further detailed evaluation. Determine recommended actions to maintain and upgrade facilities programs as appropriate.
- 8) Sustainable Campus Perspective: This will involve a comprehensive look at what UTM is doing regarding sustainable practices, and recommendations for the future of UTM as a sustainable campus.
- 9) Athletics and Recreation Spaces: In the context of current and future athletic objectives and needs, generate and compare alternatives for improvements to existing varsity athletic facilities, intramural facilities, and academic athletic facilities, as well as informal indoor and outdoor recreational facilities that meet institutional goals for student wellbeing. If there are joint uses of athletics, recreation and/or physical education functions, these should be identified and defined.
- 10) Circulation and Transportation Evaluation: Create site plans showing existing land use, pedestrian circulation, vehicular circulation, parking lots, hardscape areas, landscaping, drainage, topography, signage and other site features, including the nature and interrelationship of campus precincts to each other and the surrounding area. Provide existing parking counts and existing and future parking needs. If appropriate, generate and compare alternative improvements to site features that address deficiencies.
- 11) Land Use and Acquisition Plan: Show all state-owned land and identify needed land acquisition or disposal as justified by existing and proposed site plans. If appropriate, levels of priority for acquisition may be assigned to various parcels.
- 12) Campus Infrastructure Assessment: Catalog the general condition and age of the following infrastructure systems and compare their current demand and current capacity with future demand: natural gas, electricity, domestic water, stormwater, sewer, data, steam, chilled water, and others if present. Provide a general layout of individual systems as appropriate. Identify needed improvements and expansions.
- 13) Student Services: The master plan should include considerations for one stop shops, counseling, financial aid, student organizations, book store and related items of student interest as appropriate to the institution. Student life may also include housing, dining and recreation as listed below.
- 14) Housing & Dining: Determine future qualitative and quantitative needs for housing and dining facilities, including student centers and related student service facilities. Generate and compare alternatives to meet future needs for capacity expansions and other improvements.
- 15) Campus Renewal, Reprogramming, and Asset Maintenance Plan: Evaluate and provide direction that focuses on minimizing and balancing new facilities with reprogramming space, renovating, and sustaining existing facilities and assets that support campus growth. Results from Facility Condition Assessments shall be incorporated into the planning process. Make recommendations on need and potential

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location(s) for any proposed new facilities or major renovation needs.

- 16) Campus Safety and Security: Identify basic safety and security needs, primarily focused on site security, campus access and control as well as campus access to buildings, recreation / athletic fields and related public areas.
- B) Address and Integrate Relevant Issues: The master plan must address methods, techniques, and strategies to achieve a variety of planning principles and issues including energy efficiency, safety, sustainability, access, housing, parking, circulation, and historic preservation. The role of the UTM campus within the larger Martin community also must be addressed by the plan.
- C) Develop Master Plan Recommendations: Recommendations are to be provided in graphic and narrative form to describe concepts for campus components in sufficient clarity and detail to provide clear direction for future decision-making. Development of alternative concepts may be necessary to achieve consensus with UT/UTM on an acceptable Master Plan. Electronic versions of all documents are to be provided.
- D) Implementation Table and Cost. Compile a list of all recommended projects, including the total cost of each project (construction cost, and soft costs) in current dollars. Include funding source(s), a general priority and implementation timeline. The list of projects will identify priorities for long range capital improvements consistent with the timeline of the plan. The full project scope of projects included in the implementation table should include consideration for enrollment growth, renewal, improvement, infrastructure, environmental impact, life safety, transportation, preservation, energy impact, and operating costs. The table will support the development of the annual capital budget, including a five-year listing of anticipated outlay and maintenance projects.
- E) Produce Master Plan Graphics and Maps: The following graphics and maps will be required to support the master plan document:
- 1) Professionally rendered perspectives as necessary to detail the Master Plan objectives. At least one of these will be an aerial perspective of the campus.
 - 2) Maps of existing conditions, development constraints, opportunities, and visions for the future.
 - 3) Other maps and graphics may be required as a result of the public participation process.
- F) Conduct Initial Information Gathering and Review:
- 1) At the beginning of the project, the consultant will be responsible for confirming project goals and objectives, developing a project schedule, and establishing dates for meeting with UT System and UTM staff and stakeholders. Meetings, workshops, and presentations with staff and stakeholders will be carried out by the consultant to gather information, discuss issues and ideas, and receive comment. The consultant also will collect and review applicable background information including land use studies, campus master plans, previous reports, and mapping of adjacent development and infrastructure improvements.

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- 2) At project initiation, UTM Facilities Planning & Management (FPM) will provide the consultant with existing electronic maps and aerial photos of the campus. They will provide access to all AutoCAD and GIS files known to exist. FPM staff will provide access to previous master plans, reports, and studies that are in UTM files. The Consultant will work with FPM staff on the acceptable electronic and hardcopy formats for final products. Additional institutional data and strategic planning information will also be provided. See the listing of available data later in this document.
- G) Achieve Anticipated Milestones and Activities in Project Execution:
- 1) Data collection and on-site review by consultants and subconsultants.
 - 2) Kick-off meeting with Planning Committee.
 - 3) Periodic Planning Committee meetings.
 - 4) Stakeholder meeting(s) and planning charrette(s).
 - 5) Writing, review, and editing of all aspects of report and plan.
 - 6) Final Campus Master Plan report and presentations. Required formal presentations will include the following.
 - a) UTM Campus Advisory Board - Presentation targeted for May 20, 2022
 - b) The University of Tennessee System Board of Trustees. - Presentation targeted for June 23-24, 2022
 - c) The Tennessee Higher Education Commission. - Presentation targeted for July 2022
 - d) The Tennessee State Building Commission. - Presentation targeted for August 2022

III. CAMPUS MASTER PLAN TARGET SCHEDULE

The scope of services is targeted for completion within 15 months of contract execution (including approvals in II.G.6 above).

IV. AVAILABLE DATA

The following data is available on the Web pages listed or by contacting UTK Facilities Planning & Management. Some data is available only by viewing it on the UTK campus.

- A) UTM 2020-2021 Quick Facts <https://www.utm.edu/about/quickfacts.php>
- B) SACS Accreditation Documents -
- C) UTM Strategic Plan 2018 - 2023 - <https://www.utm.edu/strategic/>
- D) UTM Catalog
- E) Campus Master Plan 2010 -
https://www.utm.edu/masterplan/_pdfs/UTM%20Master%20Plan%202010.pdf
- F) Campus Master Plan Refinement - https://www.utm.edu/masterplan/_pdfs/FINAL-UTM%20MP%20Refinement.pdf
- G) Campus Map
- H) Building Inventory (2019-2020 Schedule D)

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- I) THEC Space Guidelines (2011)
<http://facilitiesplanning.tennessee.edu/THEC%20Space%20Guide%20-%20Manual%20-%20Rev%202011%2009.pdf>
- J) Space Inventory: building list and square footage
- K) Facilities Assessments Report Card
- L) 2021-22 Capital Submittal
- M) Public Safety Crime Statistics
- N) Campus Parking Inventory and Allocation
- O) Campus Infrastructure Maps: Electrical, Chilled Water, High Temperature Hot Water, IT
- P) Campus ADA Survey
- Q) Building Floor Plans
- R) IT Assessment and Master Plan
- S) Campus Housing Data
- T) Athletic Facilities Data
- U) Institutional Data: <https://www.UTM.edu/planning-evaluation-institutional-research/factbook/index.php>
- V) THEC Space Analysis
- W) Space Inventory: Room listing, square footage and occupant data
- X) Arboretum Map & Species Listing (Proposed)
- Y) Site Design Guidelines
- Z) Housing Data & Statistics:
- AA) www.UTM.edu/Administration/StudentHousing/
- BB) Class Schedules for Fall 2021

END OF SCOPE OF CONSULTANT SERVICES