

# SE-210 INVITATION FOR PROFESSIONAL SERVICES

AGENCY/OWNER: University of South Carolina

PROJECT NAME: Feasibility Study for Renovation and Expansion of University Student Union Facilities

PROJECT NUMBER: H27-N350-MJ

PROJECT LOCATION: Columbia, SC

DESCRIPTION OF PROJECT / PROFESSIONAL SERVICES: A study to renovate and expand the Russell House University Union (RHUU), adaptively renovate the existing Carolina Coliseum, reallocate space for student union use in other existing buildings and construct a new second student union facility on a site to be determined. See additional information at: <https://purchasing.sc.edu>.

RESUME DEADLINE DATE: 4/12/2019

ANTICIPATED PROJECT DELIVERY METHOD: \_\_\_\_\_ N/A

The Agency/Owner requests qualifications from firms interested in providing professional services for the project listed above. Any questions concerning this solicitation must be addressed to the Agency Project Coordinator listed below.

RESUME DEADLINE TIME: 2:30 pm NUMBER OF COPIES: 10

**RESUME DELIVERY ADDRESSES:**

**HAND-DELIVERY:**

Attn: Clarissa Clark

1300 Pickens Street

Columbia, SC 29208

**MAIL SERVICE:**

Attn: Clarissa Clark

1300 Pickens Street

Columbia, SC 29208

DESCRIPTION OF PROFESSIONAL SERVICES ANTICIPATED FOR PROJECT: Architectural and Engineering

OTHER SPECIAL QUALIFICATIONS REQUIRED: \_\_\_\_\_ N/A

ANTICIPATED CONSTRUCTION COST RANGE: \$ \_\_\_\_\_ to \$ \_\_\_\_\_ N/A

AGENCY PROJECT COORDINATOR: Clarissa Clark

EMAIL: clarkcp2@mailbox.sc.edu

TELEPHONE: 803-777-7162

**INTERESTED FIRMS SHOULD SUBMIT THE FOLLOWING:**

1. A Current STANDARD FEDERAL FORM 330;
  2. The Name and Contact Information, including Email, of a Primary Contact;
  3. A Certification stating whether the Firm is a Resident of South Carolina (See SC Code §11-35-3215); and
  4. Response to Selection Criteria set forth in SC Code §11-35-3220.
- **PUBLIC NOTICES:** All notices (Notice of Meetings; SE-212, Notification of Selection for Interviews; and SE-219, Notification of Selection for Contract Negotiation) shall be posted at the following location: Lobby, 1300 Pickens Street, Columbia, SC 29208
  - **LICENSURE:** To be considered for selection, persons or firms must be properly licensed in accordance with the requirements of Title 40 of the SC Code of Laws, as amended, at the time of resume submission.
  - To submit confidential information, see <https://procurement.sc.gov/construction/ose-confidential>.
  - In accordance with the South Carolina Green Purchasing Initiative, submittals cannot exceed 20 pages, front and back, including covers, which must be soft – no hard notebooks. The Standard Federal Form 330 is not included in this page count.
  - All written communications with parties submitting information will be via email. Agency **WILL NOT** accept submittals via email.
  - Any actual bidder, offeror, contractor or subcontractor who is aggrieved in connection with this solicitation or the intended award or award of a contract under this solicitation may protest to the State Engineer in accordance with § 11-35-4210 at: CPO, Office of State Engineer, 1201 Main Street, Suite 600, Columbia, SC 29201. EMAIL: [protest-ose@mimo.sc.gov](mailto:protest-ose@mimo.sc.gov)

APPROVED BY: \_\_\_\_\_

  
(OSE Project Manager)

DATE: March 22, 2019

**INSTRUCTIONS TO THE AGENCY:**

1. Submit the completed SE-210 to the OSE Project Manager in MS Word format.
2. OSE Project Manager will review and send approved copy to SCBO and the Agency.

# **FEASIBILITY STUDY FOR RENOVATION AND EXPANSION OF UNIVERSITY STUDENT UNION FACILITIES**

## **INTRODUCTION**

The Palmetto State established South Carolina College—the precursor to the University of South Carolina—on Dec. 19, 1801, as part of an effort to unite South Carolinians in the wake of the American Revolution. South Carolina’s leaders saw the new college as a way to promote “the good order and harmony” of the state. Today, the primary mission of the University of South Carolina Columbia is the education of the state’s citizens through teaching, research, creative activity, and community engagement. Among America’s oldest and most comprehensive public universities, USC Columbia is the major research institution of the University of South Carolina system and its largest campus, enrolling approximately 34,000 students. At the heart of its mission lies the University’s responsibility to state and society to promote the dissemination of knowledge, cultural enrichment, and an enhanced quality of life. The University serves a diverse population of students with widely varying backgrounds, career goals, and levels of aspiration. USC Columbia offers over 320 degrees at the bachelor’s, master’s, doctoral, and professional program levels in the following areas: arts and sciences; education; engineering and computing; hospitality, retail, and sport management; mass communications and information studies; music; public health; social work; business; law; medicine; nursing; and pharmacy. Recognized by the Carnegie Foundation as a top research and service institution, nationally ranked in start-up businesses, and conferring over 30% of all bachelor’s and graduate degrees awarded at public institutions in South Carolina, USC Columbia leads the way in providing all students with the highest-quality education, including the knowledge, skills, and values necessary for success and responsible citizenship in a complex and changing world through engagement in nationally and internationally ranked research, scholarship, community outreach, and artistic creation.

The heart of campus for students is the Russell House University Union (RHUU). Construction of the first phase of the existing student union building was completed in 1955 when enrollment totaled 4906 students in order to ‘centralize student life and give the students a building of their own’. Since that time, the Russell House University Union has undergone three major additions. In 1958, the 2<sup>nd</sup> floor over the Grand Market Place dining area was added to the original building. The 4-level West Wing, which houses various offices representing the Division of Student Affairs and Academic Support, was added in 1967. The 4-level area east of the theater, including the ballrooms, meeting rooms and lounges, was added in 1976. Since that time, several interior renovation projects have taken place in an effort to continue meeting the diverse needs of the growing student population.

The Russell House contains 200,000 gross square feet of space in the geographical center of campus and is open 7 days per week. The current floor plan features a 7,000 square foot multipurpose ballroom, 300-seat theater, 11 meeting rooms, 2 lobbies, 4 lounges and 4 outdoor spaces for use by the university community. There are 24 units representing 3 university divisions and 2 retail-service partners located within the building. 6 ATM machines are located at the facility as well as a row of internet/email stations. Service-oriented units outside the Division of Student Affairs and Academic Support (SAAS) housed in the facility include Barnes and Noble University Bookstore, Student Postal Services, Printing Services, Carolina Card and Carolina Food Co. Carolina Food Co. has 5 locations for food service featuring 12 concepts and 2 ‘grab n go’ stations which are operated under contract by Aramark. SAAS units located in the facility include student affairs technology services, new student orientation, student media, student government, leadership and service center, fraternity and sorority life, parent and family programs, multicultural student affairs, off-campus living & neighborhood relations, campus-wide programming and student athletic ticketing. Retail service partners are Carolina Styles and Founder’s Federal Credit Union.

The RHUU is an “Education and General” facility whose infrastructure is maintained by the university’s Facilities Department, including maintenance and custodial operations. On-campus entities do not pay rent to use the building for events and activities. The day-to-day facility operation is supported by state allocations (A-funds) and self-generated (E-funds) monies assessed for amenities requested by clients when using the facility. Since the last expansion in 1976, enrollment has grown by approximately 10,000 students, which equates to an increase of 31% students on campus. The Council for Advancement of Standards recommends 10 square feet per student for union space. Currently, we have 6 square feet per student which is grossly insufficient for a student body and campus of our size. Since 2007, the number of student organizations on campus has increased 66% (from 297 in 2007 to 492 in 2017). These organizations desire regular meeting space and activity space in the Russell House, which is difficult to assign, forcing groups to meet in academic buildings. The existing union facility is no longer able to fully meet original intent of the design, the needs of the students, faculty, staff and other constituents in terms of quantity and quality of space.

## **SCOPE OF THE PROJECT**

The intent of this study for a renovation and expansion of University Student Union facilities is to envision and recommend capital projects that would increase and optimize student union space on the campus. The effort will be highly collaborative between the selected firm and numerous departments and staff at USC. The study will contemplate strategies to: 1) renovate and expand the Russell House Student Union; 2) adaptively renovate the existing Carolina Coliseum; 3) reallocate space for student union use in other existing buildings; and 4) construct a new second union facility on a site to be determined. One of these strategies, or a combination of these strategies, would ultimately be recommended. The study shall consider and include, but not be limited to, the following components:

### **I. Evaluation and Assessment**

- A.** Review of the University of South Carolina Campus Master Plan, Campus Design Guidelines, Innovista Masterplan, and the University Housing Master Plan to inform the process of determining the most suitable location(s) for union space in the future.
- B.** Review of recent studies specific to student union programming.
- C.** Review architectural drawings and tour the Russell House University Union and the Carolina Coliseum site to assess the existing buildings and programs spatially in relation to the campus and assess their suitability to be renovated, expanded and adapted to increase and optimize student union space.
- D.** Physical assessment of structural, mechanical, electrical and life safety systems of existing Russell House facility and the Carolina Coliseum to include opportunities and constraints for current locations to accommodate a modern student union.
- E.** Consider existing buildings for repurposing to support portions of the mission of a student union.
- F.** Consider sites for a new building that would add student union space through new construction.

### **II. Programming**

- A.** Study space utilization by student organizations, academic and administrative units and non-university users to determine appropriate designation of lounge, meeting, pre-function and programming spaces. Include study of events that have moved off campus due to space restrictions.
- B.** Review of union tenants (auxiliary and student service) and determine appropriate allocation of space among administrative, student service, auxiliary, and programming users.
- C.** Review of campus life program and need for spaces and places to improve campus culture and experiential opportunities for integration of learning within and beyond the classroom.
- D.** Narrative of staffing ratio and plan, administrative office, meeting, program and storage spaces to fulfill facility and programming functions.
- E.** Document a final program in spreadsheet format.

### **III. Visioning**

- A.** Exploration, identification and presentation of emerging trends and concepts in union facilities with benchmark information relative to USC campus population and culture with other college union programs.
- B.** Consider the logic in maintaining one expanded student union at the Russell House to accommodate all union needs.
- C.** Consider USC's ability to utilize two separate student union facilities and recommend a second location for a new union that would complement the Russell House.
- D.** Consider the programmatic implications of two separate student union facilities on the existing programs at the Russell House.
- E.** Identify private corporations who could establish retail sites in student union space that would generate investment and/or lease revenue as a potential funding source for the project.

#### **IV. Conceptual Design**

- A.** Site plan diagrams responding to environmental, vehicular, pedestrian, ADA and service delivery conditions to include opportunities and constraints for proposed locations in relationship to the overall campus.
- B.** Site diagrams of any special and unique needs and/or conditions including emergency vehicle access, loading dock planning and logistics, special deliveries, recycling/composting, including sustainable goals for food services.
- C.** Diagrammatic floor plans and massing studies that respond to the approved program.
- D.** Architectural and structural narratives outlining the plan for union facilities to indicate renovation and expansion of existing buildings, including constraints for all solutions.
- E.** Narrative description of exterior skin and roof materials to be consistent with campus standards.
- F.** Descriptive narrative of MEP systems for proposed concept.
- G.** Narrative description of FF&E for project.
- H.** Narrative description of technology infrastructure for project.

#### **V. Schedule, Logistics and Cost Estimation**

- A.** Conceptual project schedule with critical path milestones noted and interim solutions during construction.
- B.** Logistical phasing considerations and solutions for continuity of existing operations, including food service and retail operations, during renovation and expansion.
- C.** Conceptual estimates of probable costs for all options.