

Brandon University Campus Master Plan and Campus Space Plan Initiation of the Project and Selection of Consultants

Brandon University last completed a full campus Master Plan in about 1988. The next serious discussion about a Campus Master Plan began when Dr. Deborah Poff came to the University as President in 2009. One of her first tasks was to work with the Community to produce a Strategic Plan for Brandon University. BUILD was approved in 2010. An Academic Plan and a Campus Master Plan were to follow.

In 2013, Dr. Gervan Fearon came to Brandon University as the Vice-President Academic and Provost. One of his first goals was to work with the Community to undertake an Academic Plan for Brandon University. Looking Ahead, An Academic Plan for 2015-2020, was approved in October 2014.

Concurrently, the City of Brandon had begun preparing strategic plans for the City and many of its areas of responsibility. In 2012, the City met with Brandon University and all other major organizations in the City, to ask that each provide a Master Plan to the city to be incorporated into the City's Plans. The City was, and continues to be, interested in supporting the efforts to produce a Plan. BU senior administration met with representatives of the City in September 2015 and committed to developing a Campus Master Plan, for the use of the University and to provide to the City to assist with their purposes.

The University began discussions with our counterparts in Manitoba to get advice on completion of a Campus Master Plan and contacted a company that specializes in such plans to understand what is typically involved, what we might expect by way of outcomes and what plans can cost to complete. This work began in September 2015.

The University began discussions with the Province about the benefits of Campus Master Plans to the University and to the Province to provide structure and justification to support various capital planning proposals developed by the University from time to time. The Province was supportive and provided the names of firms who had working within the Province and agreed to include a request to fund the Campus Master Plan with the Budget Estimates in February 2015. The University received confirmation of partial funding towards the development of a Campus Master plan in the spring of 2016.

A number of Campus Master Plans were collected to have a sense of the scope and content of typical Plans. Likewise, examples of Request for Proposals prepared by other Universities were identified to assist BU with developing one for our purposes. In the end, the RFP documents from the University of Regina and the University of Guelph provided the greatest guidance to the BU RFP.

A request for proposals was prepared for June 1, 2016 using the format from the example documents of other universities and customized to the circumstances for Brandon University. While preparing that document, the President and Vice-Presidents considered the committee structure that would be used to guide and inform the process of developing the two Plans. It was decided there would be a Steering Committee comprised primarily of the President and VPs and engaged in key decision making processes for preparing a Plan for Senate consultation and Board of Governors approval. A broader Advisory Committee, led by the VP Academic and Provost, comprised of management, faculty, staff, students and

community members from Brandon and beyond would provide input and review proposals from the consulting firms. This would be in addition to broad community consultation throughout the process. The Working Committee, led by the VP Administration and Finance and comprised of deans, faculty, students and staff representatives who will assist the consultants to gather information and to formulate processes. The Office of the VP Administration and Finance, Susan Smale and Scott Lamont, will be responsible for day to day administration of the project.

In anticipation of receiving the proposals, the committees were, and are being, populated in June and July. While only the Working Committee and PEC had responsibilities during this time, it was recognized that people will already have taken vacation time and had other commitments, so as many as could be assembled attended each meeting, which was the majority in all cases.

Seven proposals were received. All were led by a particular firm and all included a team of firms with complementary specialties. The Working Committee short-listed three firms and arranged to have them come to campus to present their proposals in mid-July. In addition to the Working Committee, members of the broader campus community were invited to attend the presentations and to ask questions of the presenters. Both Committee members and others present were invited to provide their impressions to the Working Committee to assist in the selection. All consulting groups were also invited to meet with the President separately.

Information about the request for proposals and the proposals received was discussed with the Board of Governors in June. The Board will be updated as the project proceeds.

The three invited forms met with the campus community and presented information and responded to questions. All agreed to meet with the President.

Comments were gathered from the non-Working Committee members who attended the presentations. The Working Committee debated the proposals and presentations and recommended that references be checked on the recommended consulting firm. Scott Lamont did the reference checks and recommended that the consulting firm recommended by the Working Committee be engaged. The Working Committee and the Presidents Executive Committee agreed with the recommendation.

Dialog was the lead firm selected to undertake the project. Dialog had also completed the Master Plan for Assiniboine Community College and several universities. An agreement was developed satisfactory to the Parties and signed by the President and Vice-President Administration and Finance.

The selection of Dialog was announced to the Campus Community on August 8

Submitted by: Scott Lamont
Vice-President Administration and Finance

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