

**Professional Design Services for
Appalachian State University Dining Master Plan**
Appalachian State University
December 18, 2024

Project Summary

Project Description

Appalachian State University is seeking design services/advanced planning for the following project: The University Dining Master Plan is a comprehensive, long-term strategy designed to enhance the dining experience on campus. It focuses on optimizing dining facilities, services, and food offerings to meet the evolving needs of students, faculty, and staff. The plan considers factors such as meal variety, sustainability, accessibility, and the integration of technology. It also considers campus growth, and the creation of vibrant, social spaces that encourage community engagement. The goal is to provide diverse, high-quality, and convenient dining options that support the overall student experience while promoting sustainability and a healthy campus culture. In addition, the Dining Master Plan will also include concepts for new and existing spaces and a long-term phasing plan that allows dining to meet demand during periods of construction.

This project will be administered as a General Administration informal project. Additional project requirements will be given to the teams that are short listed and / or selected.

This solicitation is for design services only.

Project Budget

The total project budget is \$200,000.00.

Schedule

Project schedule, including time for agency reviews, is as follows:

Proposal Due	January 13, 2025
Shortlist Firms	January 16, 2025
Interviews Conducted	January 29, 2025
Design Start	February 2025
Design Completion	July 2025

Critical Factors

Interested firms can participate in the process by submitting a current SF330 form, for lead firm and major consultants, addressing the following in a written proposal:

1. Experience and expertise in the project type being evaluated.
2. Past performance on similar projects.
3. Experience with campus design projects.

4. Adequate staff and proposed team—qualifications, related similar experience and examples of previous collaborations
5. Historically Underutilized Business representation in proposed consultant team
6. Current workload and State projects awarded.
7. Proposed design approach or methodology
8. Recent experience with project cost estimates and schedule adherence
9. Construction administration capabilities
10. Record of successfully completed projects without major legal or technical problems
11. Other factors which may be appropriate for the project

Proposal Requirements

Submit only one hardcopy of the proposal and SF330. Submission to be limited to 20 pages one-sided or 10 pages two-sided, exclusive of the SF330. **Proposals are due by 4:00 PM on January 13, 2025.** Firms are responsible for ensuring proposals are received by the due date. An electronic copy of the submittal shall be transmitted to the project manager as a pdf.

Communication

In order that the selection process is as objective as possible, do not contact members of the Board of Trustees, or any university officials other than the project manager. All questions and project submittals are to be directed to:

Rob Plummer, Project Manager
Office of Planning, Design & Construction Facilities Annex
2458 Hwy 105 S.
Boone, NC 28607
828-262-8549
plummerrd@appstate.edu