

PAULIEN & ASSOCIATES, INC.

PLANNING CONSULTANTS

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January 25, 2008

David Proctor
Director of Facilities Planning
Lock Haven University of Pennsylvania
401 N. Fairview Street
Lock Haven, PA 17745

Dear David,

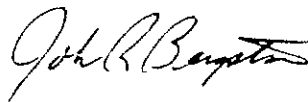
We are pleased to have the opportunity to submit this proposal for planning services at Lock Haven University of Pennsylvania. Paulien & Associates is a national consulting firm focusing on higher education facilities planning. We bring to our consulting practice a national higher education perspective. We have completed studies for over 375 campuses in 40 states during our more than 28 year history. Paulien & Associates works with a wide variety of institutions including research institutions, comprehensive universities, private institutions, and community colleges.

Paulien & Associates meets with campus administration, planning committees, and academic representatives of colleges and universities. From these meetings we have gained the ability to understand the uniqueness of each campus. We have developed very sophisticated computer software tools to assist in the evaluation of campus space utilization and space needs. This software enables us to gather institutions' information for comparison to national or state guidelines and provides tables and graphic representations of utilization and needs by campus, department, or program.

Paulien & Associates has provided consulting services to many colleges and universities. In Pennsylvania we have performed studies for Franklin & Marshall University as part of their master plan, Kutztown University for a classroom utilization study and analysis of fine and performing arts facilities, Shippensburg University for a classroom utilization and classroom mix study, and for Slippery Rock University and Gettysburg College a detailed space needs analysis. We are currently conducting a space needs analysis at Chestnut Hill College.

We believe we are highly qualified to serve as the consultant to provide Lock Haven University with a classroom and teaching laboratory utilization study. We are delighted to have an opportunity to submit this proposal and look forward to the opportunity to work with Lock Haven University. Please call us should you have any questions regarding our services.

Sincerely,



John R. Bengston, AIC
Vice President and Principal

Classroom and Teaching Laboratory Utilization Proposed Scope of Work & Fee

Overview

Paulien & Associates, Inc. is pleased to submit this proposal to provide planning services to Lock Haven University. This proposal has one component:

- Classroom and Teaching Laboratory Utilization

Project Coordination

On projects which involve extensive data gathering and meetings, it is most helpful to have a campus project coordinator who can be reached fairly readily by telephone and who can coordinate and organize many of the campus contacts and do follow-up regarding data that has been promised by campus units. We would also like at the outset to clarify the roles and reporting expectations of campus administrative offices and committees set up to implement the project.

Data Gathering

The following items will be requested to be forwarded to us to establish the foundation for developing utilization and mix criteria:

1. A section by section database course file from the most recent fall term, which should include enrollments, locations and times where each course was taught, as well as other information;
2. A facilities inventory database file listing each room on the campus with room size, department, station counts, and the room use coding; and
3. Floor plans showing instructional space for all buildings to be included, in the study, in PDF format or in CAD based software.

It is most helpful if the information requested above can be sent in a format which allows us to access it electronically. A more detailed list of data needed will be forwarded as required.

Base data will be considered correct. Major database cleanup would be an additional expense. The institution will be notified if any data bases appear to be in need of major revision so a decision can be made to proceed as is, or conduct data cleanup.

Meetings with Campus Administration and Academic Units

The consultants will hold on-campus work sessions with the campus academic administration and, if required the campus Registrar and/or others responsible for scheduling classrooms or teaching laboratories. These work sessions will allow discussion of specific issues relating to the study. This will take place after preliminary utilization analysis has been done, but before findings are complete or have been shared with the institution. This will allow adjustments to the criteria and provide context for future requirements.

Classroom Utilization Analysis

Paulien & Associates will provide the University with utilization at a base period assumed to be Fall 2007. The space utilization will include both classrooms and teaching laboratory space. The classroom and teaching laboratory utilization will be completed as follows:

Classroom Utilization Analysis — Database management and spreadsheet software will be used to provide a variety of analysis regarding the utilization of classrooms. Information that shows the hours per week of use, percentage of student occupancy, and overall room utilization (efficiency) for each room will be prepared. Subtotals will be run for each building and information can be further grouped as appropriate. An analysis will be conducted which will show which sizes of rooms are used most heavily. Paulien & Associates can also determine the differences in usage of tablet armchair rooms and rooms with other types of furniture.

We will do follow up for those rooms which show no utilization or extremely low utilization to determine whether they have additional uses which suggest they perhaps should be reclassified into room use codes other than classroom.

College of the Arts & Sciences
Classroom Utilization Analysis by room Size Summary by College

Room Capacity	No. of Rooms	Average Room Size	Average ASF per Station	Average Section Size	Average Weekly Room Hours	Hours in Use Student Station Occupancy %
20 and Under	33	324	21	11	18	71%
21-25	24	490	20	16	29	88%
26-30	20	489	17	19	32	84%
31-35	27	617	18	21	32	65%
36-40	18	85	20	27	32	57%
41-45	18	127	22	32	32	80%
46-50	10	613	17	27	31	50%
51-60	8	892	16	26	26	54%
61-75	8	984	15	32	32	50%
76-100	8	1242	15	46	36	55%
101-150	7	1547	12	70	31	55%
151-250	6	2071	11	118	31	63%
251-Over	1	2682	10	168	39	55%
AVERAGE TOTAL	189	723	17	27	29	62%

Teaching Laboratory Utilization Analysis — Database management and spreadsheet software will be used to determine the weekly teaching hours in laboratories and the percentage of student occupancy when laboratories are conducted. By department, we will summarize the laboratory findings so that Lock Haven University will see which fields are using their laboratories most efficiently.

Draft Report and Preliminary Findings

A report which will include a concise executive summary discussing all the major findings and a presentation of the findings by various levels will be prepared by Paulien & Associates. Findings will include classroom use by time of day and day of week campuswide.

The work plan includes a campus visit after the draft findings have been submitted. This is viewed as involving work sessions with campus officials, to present the findings, refine the data and serve as a vehicle for producing the final report.

Final Report Preparation

A final report of findings will be assembled following comments and review of the draft report during the draft report campus visit. This report will include narrative explaining findings, charts showing results by category, and graphs illustrating key findings. Five bound copies and one electronic copy of the final report will be provided.

Proposed Fee

Paulien & Associates proposes to provide the above scope of services for the following proposed fees including reimbursable expenses.

TASK 1: CLASSROOM AND TEACHING LABORATORY UTILIZATION

- Development and assimilation of data elements
- On-site work session (one professional staff)
- Utilization analysis draft

Professional Fee	\$22,000
Reimbursable Expenses.....	<u>2,000</u>
Total Proposed Fee for Task 1	\$24,000

TASK 2: PRESENTATION OF PRELIMINARY FINDINGS

- Classroom and teaching laboratory reports
- On-site presentation of findings (one professional staff)
- Prepare and subject final study document

Professional Fee	\$8,000
Reimbursable Expenses.....	<u>2,400</u>
Total Proposed Fee for Task 2	\$10,400

SUMMARY

Task 1: Classroom and Teaching Laboratory Utilization	\$24,000
Task 2: Presentation of Preliminary Findings	<u>\$10,400</u>
	\$34,400

Paulien & Associates proposes that the scope of work described above be accomplished for a fixed fee of \$34,400 (reimbursable expenses included). Expenses include travel (air, ground, lodging, and meals), communication (fax, air express, long distance telephone, and postage), duplication and printing. Payment of the fee shall be requested on a monthly basis as the value of work completed in the previous month.