|  |  |  |
| --- | --- | --- |
| **Division of Finance and Business Operations** |  | **Procurement & Business Services**  **5700 Cass Avenue, Suite 4200**  **Detroit, Michigan 48202**  **(313) 577-3734** |

**March 26, 2024**

**RE: Associate Vice President - Facilities Planning & Management**

To Whom It May Concern:

Wayne State University is seeking an individual to fill the position of Associate Vice President - Facilities Planning & Management. Your firm was suggested as one of a few to submit a quotation to conduct an executive search for a highly qualified individual to fill this position. This letter serves as a request for proposal and references for this purpose.

The Position Description is enclosed with this letter, and we anticipate an annual compensation of approximately $225,000 - $250,000, commensurate with experience.

If you are interested in working with Wayne State University to locate and hire the best person for this important position, please submit your quotation for services and fees along with references for similar hires and your letter of engagement to the University Procurement & Business Services office. Delivery of Proposals are by electronic submission. The link for submission will be posted with the RFP details at [**http://go.wayne.edu/bids**](http://go.wayne.edu/bids). When visiting the Website, click on the "**Service**" link in green. You can also use the following link to directly access the submission form: <https://forms.wayne.edu/6602b3016ed2f/>.

**Please respond to this request by 2:00 p.m. E.S.T. on April 03, 2024,** as follows:

Wayne State University

Attn: Kenneth Doherty

Online Submission Link:

<https://forms.wayne.edu/6602b3016ed2f/>

Thank you for your interest in doing business with Wayne State University. Should you have any questions or concerns, please contact me.

Sincerely,

**Kenneth Doherty**

Kenneth Doherty

Associate Vice President

Procurement & Business Services

Enclosure

cc: Miriam Dixon, Associate Director of Procurement

**Wayne State University**

**Associate Vice President - Facilities Planning & Management**

**Executive Search Services**

**This section of the RFP lists requirements that require specific written responses or confirmations. To be considered for selection, the search firm must demonstrate in their proposal that it meets the following requirements and has provided all required information.**

**SCOPE OF WORK**

The University is seeking a full-service Executive Search Firm to execute a successful search for our next **Associate Vice President - Facilities Planning & Management.** The salary range for this position is anticipated to be approximately $225,000 - $250,000, commensurate with experience. The consultant will be expected to undertake, at a minimum, the design and execution of all steps to define the search, development of a collaborative description of duties for the position, find and recommend potential candidates that meet all requirements for the position to the University.

This position will be posted on the Wayne State University online hiring system. The final candidate must complete an online application in the System and submit his or her resume in accordance with University policy. Any and all applications will be forwarded to the selected search firm for consideration. If feasible, the awarded firm will be given Guest Access to the University’s online hiring system to view applications as they come to the University.

**Key Project Deliverables**

The selected search firm shall have extensive experience in performing searches for higher education clients, preferably with specific experience in recruiting for the highest-level executive positions for colleges and universities. The search firm must demonstrate an understanding of higher education search processes and should also have a proven national presence and capability to identify and recruit not only those individuals who may be in the job market, but those who may not be actively searching for a new position.

We ask that your proposal include the following information.

1. A brief description of your firm, including information relating to its organization and management practices.
2. Your firm’s experience with urban research universities, if any.
3. Your firm’s experience with successful placements for positions similar to the one for this RFP, and the names of those institutions in which those individuals were placed.
4. The name, biography and resume of the lead consultant who would be assigned to work with us, should your firm be successful in obtaining this contract.
5. An overview of how your firm views the role of the search committee members in the search, and the process you will use to build a pool of qualified candidates.
6. A list of at least three references from clients, including point of contact, company name, address, phone, and email.

A schedule of fees. In addition, an explanation of your billing practice should be provided in case of a failed or incomplete search (i.e., no candidate selected) or the case of a successful candidate who leaves in less than a year.

**General Information**

The University reserves the rights to accept, reject, modify, and/or negotiate any and all proposals received in conjunction with the Request for Proposal. It reserves the right to waive any defect or informality in the Proposals on the basis of what it considers to be in its best interests. Any proposal may be rejected which the University determines to be incomplete, conditional, obscure, or has irregularities of any kind.

This Request for Proposal (RFP) in no manner obligates the University to the eventual purchase of any services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the University without penalty or obligation at any time prior to the signing of an Agreement or Purchase Order.

Proposals are subject to public review after the contracts have been awarded. Firms responding to this RFP are cautioned not to include any proprietary information as part of their Proposal unless such proprietary information is carefully identified as such in writing, and the University accepts, in writing, the information as proprietary.

If you have any questions regarding this bid, please contact meby email at **ken-doherty@wayne.edu.**

**Please respond to this request by 2:00 p.m. E.D.T. on April 03, 2024,** as follows:

Wayne State University

Attn.: Kenneth Doherty

Online Submission Link:

<https://forms.wayne.edu/6602b3016ed2f/>

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Description**  **Associate Vice President - Facilities Planning & Management,**  **JOB PURPOSE**  Lead the shift in the campus culture through high-performing facilities operations, creating a positive campus experience. Primary steward of our physical environment that serves as a first impression, comprised of over 11.5 million square feet of space in 120 buildings on approximately 210 acres. Lead a team of approximately 388 employees providing Design and Construction Services, Facilities Operations and Maintenance, Business Services, Utilities and Energy Management, Office of Sustainability, Parking and Transportation, Planning and Space Management, and Real Estate and Asset Management. Reports directly to the Vice President for Finance & Business Operations, Treasurer and Chief Financial Officer.  **ESSENTIAL FUNCTIONS** (Begin with most important at top)   |  |  | | --- | --- | | Lead organizational change establishing a culture of collaboration, innovation, continuous learning and improvement. Through assigned staff, create an environment of customer service excellence where employees are empowered and engaged to show leadership, initiative, and offer their full contributions. Build effective and productive relationships with the campus, community, service providers, vendors, partners, contractors etc. Serve as an organizationally savvy and politically astute spokesperson and leader for the physical planning, design, development, construction, maintenance and operations of facilities. | 25% | | Through assigned staff, provide and maintain a physical environment that faculty, staff, employees and visitors enjoy that is clean, well-maintained, welcoming, exciting, and facilitates teaching, learning, research, engagement and social and recreational activities. Ensure a safe environment free from environmental hazards and compliant with applicable regulations. Drive the research, recommendation and implementation of emerging technologies to improve operational efficiencies and enhance departmental performance. Oversee the development, implementation, analysis and monitoring of all facility budgets. Deliver high quality construction, renovation and maintenance projects. Optimize energy consumption. Create a well-developed & implemented sustainability plan that engages faculty, staff and students. | 25% | | Lead the execution of a facilities & campus master plan that   * incorporates good space utilization analysis, * implements a strategy of consolidation in order to achieve synergistic locations for departments & programs, * shrinks facilities’ footprint, * leverages partnerships and strategies to increase campus connectivity to the surrounding communities, and * demonstrates the strategic value of facilities and the campus return on investment. | 25% | | Provide overall leadership and direction to staff. Set expectations & focus, assign duties, delegate ‎‎responsibilities, evaluate activities, prepare performance ‎appraisals & professional development plans. Provide coaching, mentoring and teaching. Manage the ‎‎administrative process for assigned staff including hiring, ‎promotions, terminations, disciplinary procedures, ‎and salary ‎‎adjustments. Provide timely communications to staff. Through assigned staff, ensure workforce has the expert knowledge and understanding of their field and responsibilities. | 20% | | Perform other duties as required | 5% |   **WORK CONTEXT**   |  |  | | --- | --- | | Job Reports to | Senior Vice President | | Leadership Accountability | Develops policy and strategic plans | | Supervisory Accountability | Supervises through management personnel | | Organizational Accountability | Manages department | | Financial Accountability | Manages operating budget | | Customer Accountability | Interfaces with officials and executives | | Freedom to Act | Sets broad policies and objectives |   **MINIMUM QUALIFICATIONS**  **Education**: Bachelor's degree  Bachelor’s degree in engineering, architecture, urban planning, construction management or related fields. MBA or relevant master’s degree. Executive leadership training and/or applicable certification or licensure preferred.  **Experience:** Minimum 15 years  At least fifteen years’ progressively more responsible facilities leadership experience in large, complex and progressive organizations. Experience with leading and implementing large transformational initiatives. Experience successfully negotiating deals of $10M-$20M minimum for real estate deals, $25M - $100M public/private partnerships, $100M major construction projects. Experience building and leading high-performing teams.  **KNOWLEDGE, SKILLS AND ABILITIES**  Demonstrated ability to effectively articulate progressive positions and strategies. Servant-leader leadership style. In-depth knowledge of contemporary facilities processes, practices and principles. Knowledge of facilities management and associated functions, such as construction, real estate, environmental health and safety, engineering, property maintenance, etc. Demonstrated ability to establish a culture of teamwork, professional development and work environment that encourages effective collaboration within facilities, planning and management and with partners and customers. Demonstrated skill in advocating, managing, and leading change related to business operations to ensure that operations are efficient, effective, contemporary, financially sound, and compliant. Demonstrated strategic thinking, problem solving, business process re-engineering and planning skills. Commitment to offer best-in-class facilities planning and management. Demonstrated mastery of critical leadership competencies and behaviors and an ability to model the University and Finance and Business Operations values: continuous learning, courage, innovation, service, excellence, diversity and inclusion, integrity.  **WORKING CONDITIONS**  Leads a twenty-four hours per day, seven days a week operation. Serves on the University’s crisis management team. |

**About Wayne State University**

WSU is a nationally recognized public research university with an urban teaching mission. WSU is a public Carnegie Doctoral/Research Extensive institution with 13 academic schools and colleges offering more than 350 undergraduate, graduate and professional degrees. WSU is home to nearly 24,000 students from nearly every state and 70 countries – the most diverse student body among Michigan’s 15 public universities:

* One of the nation's 50 largest public universities, with Michigan's most diverse student body.
* Approximately 350 degree and certificate programs in 13 schools and colleges.
* Annual research expenditures of $244 million.
* More than 500 student organizations.
* Affiliations with more than 100 institutions worldwide.
* Classified as "doctoral university: very high research activity" by the Carnegie Classification of Institutions of Higher Education.
* Wayne State is a partner with Michigan State University and the University of Michigan in the University Research Corridor, helping create a vibrant state economy.
* More than 2,000 new jobs created through TechTown, Wayne State's research park and business incubator.
* A leader in green technology, the College of Engineering was first in the nation to launch an electric-drive vehicle engineering program and offer an alternative energy technology master's program.
* Study abroad opportunities in 16 countries on five continents.
* Eighty percent of Wayne State Law School graduates live and work in Michigan.

**Non-Discrimination**

Wayne State University is an Equal Opportunity Employer. Wayne State complies with all Federal and state rules and regulation and does not discriminate on the basis of race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status.

This Page Intentionally Blank