



WAYNE STATE  
UNIVERSITY

Division of Finance and Business Operations

Procurement & Strategic Sourcing  
5700 Cass Avenue, Suite 4200  
Detroit, Michigan 48202  
(313) 577-3734

February 22, 2023

**RE: Senior Director, Design and Construction Services**

To Whom It May Concern:

Wayne State University is seeking an individual to fill the position of Senior Director, Design and Construction Services. Your firm was suggested as one of several 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 \$175,000 - \$190,000 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 & Strategic Sourcing. Delivery of Proposals are by electronic submission. The link for submission will be posted with the RFP details at <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/63f556f3aa755/>.

**Please respond to this request by 2:00 p.m. E.S.T. on March 02, 2023, as follows:**

Wayne State University  
Attn: Kenneth Doherty  
Online Submission Link:  
<https://forms.wayne.edu/6344396a35ffb>

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 & Strategic Sourcing

Enclosure

cc: Miriam Dixon, Associate Director, Procurement & Strategic Sourcing

**Wayne State University  
Senior Director, Design and Construction Services  
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 **Senior Director, Design and Construction Services**. The salary range for this position is anticipated to be approximately \$175,000 - \$190,000, 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 me by email at [miriam.dixon@wayne.edu](mailto:miriam.dixon@wayne.edu).

**Please respond to this request by 2:00 p.m. E.D.T. on March 02, 2023, as follows:**

Wayne State University  
Attn.: Kenneth Doherty  
Online Submission Link:  
<https://forms.wayne.edu/63f556f3aa755/>

## **JOB DESCRIPTION**

### **Senior Director, Design and Construction Services**

Plan, establish and implement sound organizational and procedural plans for design and construction services. Leads, directs and develops the management team and staff of engineers, architects, and support personnel providing architectural, engineering and construction services to plan, budget, program, design, and construct facilities supporting Wayne State's research and teaching missions.

Establish and leads teams of customers, architect-engineer and construction firms, consultants, and City and State officials to determine requirements and develop facilities strategies consistent with customer desires and funding constraints. Directs the design, contracting and execution of new construction, renovation and major maintenance projects.

Reports to Associate Vice President of Facilities Planning and Management.

Select, develop, and supervise a quality-focused team of in-house and out-sourced design and construction professionals in executing design, contracting, construction, and renovation programs; establish standards for quality of work performed, and monitor results to enable and ensure high performance. Manage individual performance to optimize contribution to unit objectives and university operations.

Direct operations to accomplish required work within the customer's budget. Monitor expenditures for labor and contracts to ensure best value for the customer and compares budget and expenses to meet established unit financial goals. Anticipate changing requirements sufficiently in advance to allow the customer to adjust priorities or reprogram resources if required.

Evaluate needs for contracted labor and services; manages in-house and contract Project Managers to ensure proper preparation of plans, specifications and contracts, and proper contractor performance.

Continuously improves the quality of services provided by motivating and empowering employees, implementing new technology, and revising processes and standard operating procedures to improve individual and team effectiveness. Monitors results and invites customer feedback.

Lead and serve on departmental and University-wide committees to establish and define the strategic direction of facilities to effectively support varied and diverse program initiatives.

Responsible for all construction, field operations, and an in-house self-performing construction trades crew including Construction Technicians, Commissioning Agents, and Testing Agencies.

Work closely with customers, Facilities Planning and Space Management, Office of Sustainability, Office of Environmental Health & Safety, Computing & Information Technology, Risk Management, City of Detroit, and Facilities Operations and Maintenance to sustain comprehensive programs and projects that effectively addresses all building needs in a way that supports their maintenance and operation.

Meets regularly with customers to establish requirements, develop construction programs, and identify opportunities for improving services. Make regular facilities inspections.

Conduct investigations and analyses of all service related incidents; prepare reports and implement corrective actions.

Coordinate the activities of other Facilities Planning and Management service units to ensure efficient delivery of all services.

In conjunction with Plant Operations and Maintenance, develop and update design and construction standards and ensure compliance by contracted designers and contractors.

Performs other duties as assigned.

#### **Qualifications:**

- Education Bachelor's degree
- Bachelor's degree (B.S.) in Engineering or Architecture or related field from an accredited institution of higher education or combination of education and experience is required.
- Advanced degree preferred. Preference will be given to those with licensure as a professional engineer or architect in the State of Michigan.
- Experience Expert (established subject matter expert, 7+ years-experience)
- Significant professional experience in managing the design and construction of complex buildings. Experience managing similar operations for research intensive institutions of higher education, health care, pharmaceutical production or manufacturing preferred.

#### **Knowledge, Skills and Abilities**

##### **LEADERSHIP SKILLS**

Demonstrated ability to lead and motivate goal-oriented outcomes. Must be agile and effective in developing collaborative decision-making environment with administration, customers and staff personnel; to lead by example. Demonstrated ability to accomplish delivery of services is essential. Ability to develop and sustain a culture of continuous improvement.

##### **COMMUNICATION SKILLS**

Must be an effective communicator, both written and oral, capable of addressing large audiences including board and cabinet members; faculty, staff and students; professional constituents and the general public, including the possibility of responding appropriately to press inquiries.

Supervisory Skills: Ability to define work requirements and standards, direct workforce and contractors, develop support resources including material, logistics, technology and training.

**TEAM BUILDING SKILLS:** Foster collaborations across a wide span of control including motivating individuals and groups to collectively meet common objectives.

##### **COMPUTER SKILLS**

Must be computer literate with preference in Microsoft Office proficiency. Working knowledge of building automation systems and CAD is preferred.

##### **PROBLEM SOLVING SKILLS**

Strong analytical and problem-solving skills especially with respect to proper operation and maintenance of building systems.

##### **FINANCIAL SKILLS**

Considerable financial management experience in the development, monitoring and controlling of annual operating budgets. Ability to develop justifications for funding requests, including those for capital projects.

#### **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 28,000 students from nearly every state and 60 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 1,900 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.