

Attachment A: Project Background & Objectives (PBO)

Project Name: Spartan Success Center – Home to the First-Generation Center – Institutional Space Planning & Management (ISPM)

Project Type: Interior Renovation

Project Location: Hannah Administration Building

Project Budget: \$5.5M – \$7.0M

Anticipated Construction Start: 2026

Target Completion: 9-10 months from construction start

Project ASF: 12,000-15,000

1. Executive Summary / Project Vision

Michigan State University President Guskiewicz announced in September 2024 the establishment of the First Gen Center. President Guskiewicz noted *“Building on our work that led to our recent designation as a First-Gen Forward Institution, MSU’s First-Gen Center will enhance the visibility of and support for MSU’s first-generation college students. It will aggregate a variety of supportive programs, ensuring that first-generation students have the resources and guidance they need to learn, thrive, and graduate from Michigan State. The First Gen Center will serve as a dedicated space to foster community and celebrate the unique contributions of first-generation college students, staff, and faculty to our campus.”*

The Spartan Success Center – Home to the First Gen Center will provide a welcoming, student-centered environment, supporting holistic student development – academically, personally, and professionally. By fostering a strong sense of community and belonging, the Center will support student success initiatives that contribute to increased student retention and graduation rates.

This project creates a centralized, accessible space specifically designed to support first-generation college students in a single space at Michigan State University. While open to all students, the Center’s design and programming will support and recognize the unique experiences and contributions of first-generation college students.

The Center’s vision is to cultivate a welcoming, student-centered hub that fosters a sense of community and belonging, academic achievement, and post-graduate success - aligning with MSU’s commitment to inclusive excellence and student success.

2. Project Drivers and Justification

- Establish a visible and accessible home for first-generation student support services, while also welcoming all students who face similar barriers.
- Encourage cross-engagement among students from diverse demographic and socioeconomic backgrounds by creating a shared space that encourages meaningful student interaction and community building.
- Enhance student retention, sense of belonging, and success outcomes by integrating academic, personal, and professional support.
- Support MSU’s commitment to inclusive excellence by aligning with university strategic priorities in student success, sustainability, and stewardship.

3. Program Requirements

The Center will bring together a wide range of student academic and administrative support services. Core elements includes the following key functions & spaces:

- **Offices/Workspaces:**
 - Academic Advising
 - Strategic Retention & Engagement Staff
 - Career Services
- **Support & Collaboration Areas:**
 - Tutoring and Academic Workshop rooms
 - Student wellness and peer support zones
 - Informal study & gathering spaces
 - Seminar/meeting rooms for student programming
- **Amenities:**
 - Vending, water refill, printer/copier stations
 - Technology access points

4. Site, Adjacency & Reuse Considerations

- **Location:** Within the Hannah Administration Building, adjacent to the Spartan One-Stop, providing a range of student services (See end of OPR for floor plans)
- **Proximity:** Central campus location for ease of access
- **Reuse Strategy:** Interior renovation and reallocation of existing space
- **Adjacency Goals:**
 - Aligns with co-located student support services
 - Transforms the first floor of the Administration Building into a comprehensive, student-centered services hub, increasing visibility and accessibility of key support resources

5. Performance Expectations

Design Priorities

- Prioritize universal design, with strong attention to equity, accessibility, and comfort
- Incorporate sustainability principles:
 - Energy-efficient systems
 - Reuse of materials where appropriate
 - Low-VOC materials and sustainable furnishings
- Ensure identity reflective of the Spartan Success Center – First Gen mission
 - Warm, welcoming, non-institutional environment
 - Spaces that encourage peer connection and reflection
- Modular, flexible furnishings for adaptable programming
- Foster a sense of belonging and community

- Provide intuitive wayfinding and a non-hierarchical layout
- Support flexibility in programming, staff configuration, and student use after typical building hours

Technology & Infrastructure Investigation

- Robust Wi-Fi, digital signage, and audiovisual capabilities
- Quiet study zones and collaboration spaces with integrated power and data
- Secure IT closets or shared infrastructure for AV and networking needs
- Investigate security solutions to keep Center open after hours
- During the Pre-Design phase, verify existing mechanical system conditions to support the program needs and make recommendations for modifications and upgrades

5. Team Qualification Requirements

- The selected consultant must have experience in the design and construction of and working with, students and student organizations within higher education settings, such as residence halls, student unions, tutoring or testing centers.
- The team must demonstrate experience with, understanding of and willingness to engage with a diverse community of students, faculty, and staff throughout the process.

6. Design Services Delineation

Basic Design Services:

- Architectural
- Interior Design
- Structural Engineering
- MEP & FP Engineering
- Audio-Visual/Information Technology
- Security (cameras and card readers)
- Fire Alarm
- Life Safety Code Review and BFS submission

Potential Additional Services:

- Environmental graphics/signage beyond code-required
- Furniture and equipment selection and integration beyond basic coordination

7. Project Success Criteria

This project will be deemed successful if it meets the following criteria:

- **Student Impact:**

- Centralized access and increased engagement with student support services
- Foster increased student engagement and sense of belonging
- **Functional Integration:**
 - Seamless connection and provision of services and opportunities for student engagement, formal and informal, and ease of access to Spartan One-Stop and other services
 - Supports staff collaboration across functional areas
- **Alignment with MSU Goals:**
 - Supports inclusive excellence, sustainability, and strategic stewardship
 - Serves as a flagship model for future equity-centered campus spaces

8. Budget & Schedule

Budget Range

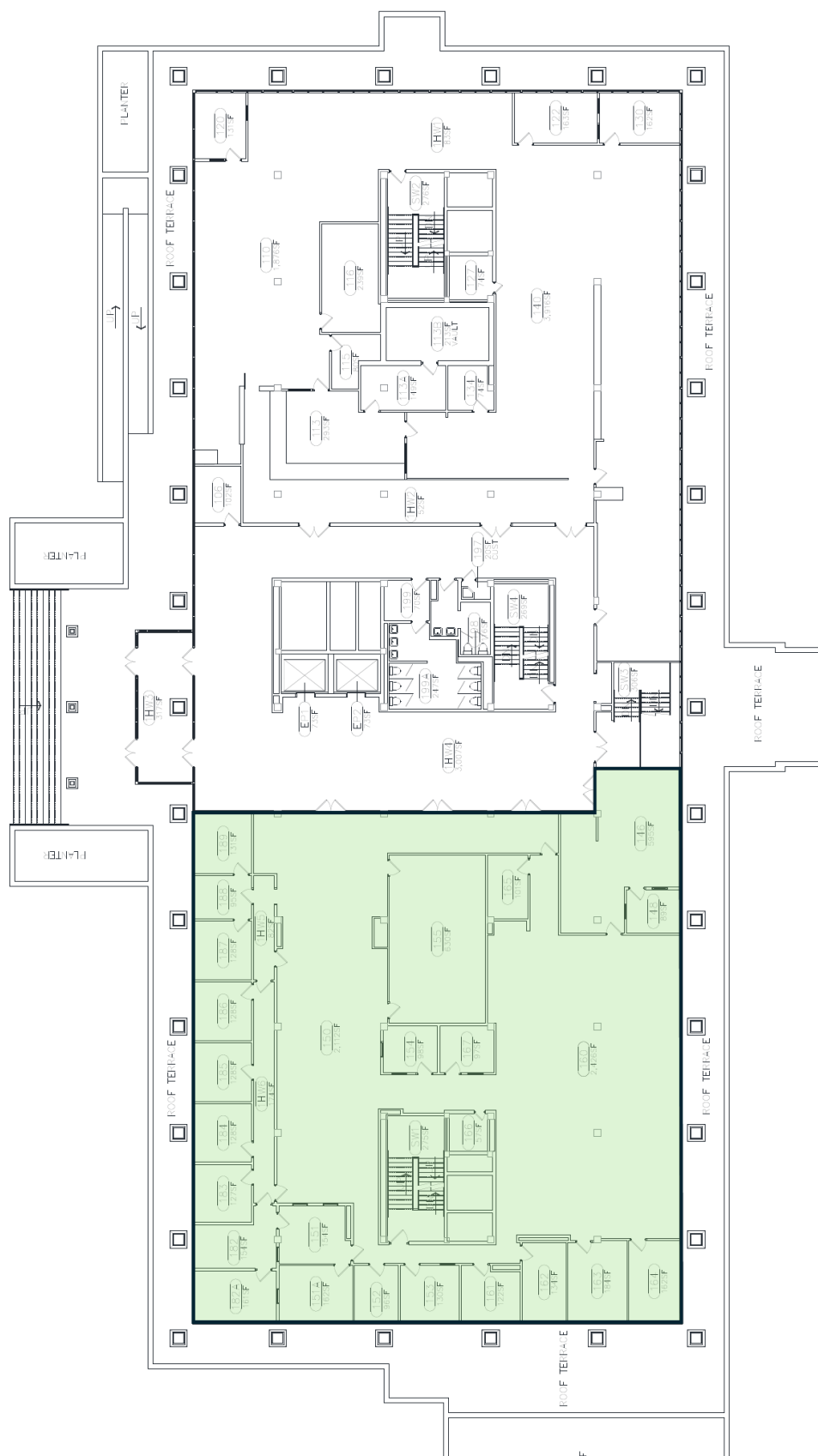
- **\$5.5M – \$7.0M**, Total Budget, inclusive of all design, construction, MEP, FF&E, AV/IT, fees and contingencies

Schedule Milestones

MSU Board of Trustees (BOT) Authorization to Plan (Step 1)	June 9, 2025
A/E RFP Issued	July 25, 2025
<i>Site Visit (3pm Front Lobby Hannah Admin. Building)</i>	<i>August 4, 2025</i>
<i>Proposals Due</i>	<i>August 15, 2025</i>
<i>Selection Committee Review Meeting</i>	<i>August 19, 2025</i>
<i>A/E Team Notification</i>	<i>August 22, 2025</i>
<i>A/E Team Kickoff Meeting</i>	<i>August 26, 2025</i>
<i>Short Form Contract Proposal</i>	<i>Mid-September 2025</i>
<i>Pre-Design Begins</i>	<i>Late-September 2025</i>
<i>Pre-Design Complete (Scope/Schedule/Budget Determined)</i>	<i>Mid-December 2025</i>
<i>Long Form A/E Contract Negotiations</i>	<i>December / January 2026</i>
<i>Construction Document Phase Begins</i>	<i>March 2026</i>
<i>MSU Internal Committees</i>	<i>July 2026</i>
<i>MSU BOT Authorization to Proceed (Step 2) *(Tentative)</i>	<i>August 2026</i>
<i>Construction Begins</i>	<i>September 2026</i>
<i>Substantial Completion</i>	<i>June/July 2027</i>
<i>Center Opening</i>	<i>Fall 2027</i>

8. Floor Plans

Hannah Building - 1st Floor



Hannah Building - Ground Floor