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Division of Finance and Business Operations

May 3, 2018

Addendum # 3 To

RFP Campus-Wide Space Analysis and Master Plan dated April 9, 2018

Questions have been raised during the Pre-Proposal meeting held on **April 23, 2018** for the University's RFP for **Campus-Wide Space Analysis and Master Plan** for the **Facilities Planning & Management Department**.

1. Question:

Are traffic counts expected or required?

a. Answer:

Base scope should include a high level analysis of traffic flow and patterns around campus. However, a deeper dive on traffic counts can be included in the Additional Services for Objective 8: Pedestrian Circulation, Multimodal Transportation and Parking. Additionally, information for traffic counts may be available publicly on sites such as SEMCOG, etc. Consultants are encouraged to identify additional sources if appropriate.

2. Question:

Are there any recent traffic counts that are available?

a. Answer:

No, there are no recent traffic count studies available.

3. Question:

Are there any past studies that have been conducted?

a. Answer:

Assuming this question is in relation to traffic counts, there are no past studies commissioned by the university available to our knowledge.

4. Question:

Do all vendors, including subs, need to meet the \$5m Umbrella Liability coverage, or is this confined to the prime? Some of our teammates are small, 1 person firms.

a. Answer:

We have discussed this with our Risk Management and Procurement teams. As the contract will be with the prime firm or vendor, WSU will not dictate the level of coverage for sub-consultants. Please note that the prime firm/vendor in this situation assumes liability for the work of their sub-consultants by nature of this agreement.

5. Question:

Do you expect the Project Management Team meetings (50-60) to all be in person or is phone/go to meeting an acceptable alternative?

a. Answer:

As it relates to the "Project Management Team" meetings, we anticipate that there may be some meetings or meeting attendees that could occur via phone or other technology. However, note that there will be times when in-person meetings are required. We understand that team members may

not all be in the Detroit area and are willing to work with the consultant team to ensure travel times are accommodated wherever possible. As it relates to the "School/College/Division Team" meetings, we expect that those will all occur in-person/on-site.

6. Question:

GIS please give more information regarding your requirements for the GIS scope and products. I understand that your space planning data is quite complete, but your site data is lacking. Please quantify the amount of digitizing and data input you expect from the consultant. If you cannot define the requirement, can we give you an budget of hours/cost?

a. Answer:

At this time, WSU has not digitized any campus information into a GIS format. We intend for the consultant to use existing datasets in Archibus, CAD floor plans, as well as publicly available spatial data to assist in the development of essential GIS layers in a way that can be easily modified, replicated, and updated by WSU staff. We expect there to be an extensive amount of digitizing and data input for the creation of campus-specific GIS data. The Space Analysis and Master Planning process will reveal what spatial information is of utmost importance.

7. Question:

Please let us know what specific version of ARCHIBUS software you are using and if you have any additional ARCHIBUS extensions or 3rd party add-ons.

a. Answer:

We are currently using ARCHIBUS version 21.2. Through CFI, we utilize a survey module for the Facilities and Administration Cost Rate Proposal (F&A survey, formerly the A-21 Indirect Cost Rate survey). Other than that, we do not use any additional extensions or 3rd party add-ons.

8. Question:

Would WSU provide the consultant with a user license to ARCHIBUS and if so with what user rights?

a. Answer:

We will provide the consultant with a WebCentral log-in that will give them access to the data and reporting. If additional access or data is required, we will work with the consultant to provide that information/access.

9. Question:

Does WSU currently have an Enterprise level ArcGIS system and to what extent is current campus information currently stored in a GIS?

a. Answer:

WSU does not have an Enterprise level ArcGIS system. Likewise, WSU does not have any of its current campus information stored in a formal GIS. We maintain a basic online campus map for wayfinding purposes, but it is not powered by robust GIS software. However, FP&M recently acquired several ArcGIS Desktop licenses and is employing them to create layers that are relevant to and useful for current campus projects.

10. Question:

Who are the intended users of the "dynamic campus map" mentioned on P.15.

a. Answer:

In short, the intent is that a "dynamic campus map" would be accessible for both internal (FP&M) and external (WSU faculty, staff, students and community) users as different levels of information.

11. Question:

To what spatial data and ongoing activities are the "specialized in-the-field GIS applications" mentioned on P.15 relevant to? Are these tool to be developed just for the Space Analysis and the Master Plan activities, or to be developed for WSU's use beyond this specific project completion?

Answer:

- a. We have identified the development of specialized in-the-field GIS applications to be of chief importance to WSU beyond the scope of the Space Analysis and Master Plan. That being said, if opportunities exist to use GIS tools to gather better insight on Space Analysis and Master Plan activities, we would encourage the consulting team to articulate those.

12. Question:

With regard to Objective 3, Renovations and New Construction: Does the building conditions study include parking decks, roads and parking lots?

a. Answer:

The high-level building conditions study should include all structures owned by the university, i.e. parking decks would be expected to be included. As the university does not own roads, these would not be included. We would expect that the condition of parking lots would be taken into consideration with regards to land use and transportation.

13. Question:

Activity 3 asks for descriptions of the utility conditions. I understood you to say at the pre-bid and in this objective, that you have engaged another consultant to analyze capital investments and that a utility master plan is not part of the proposal. Please clarify your expectations.

a. Answer:

Correct. A utilities master plan is not required as part of this effort. If there are considerations needed to accommodate utilities, we would expect that the consultant has done due diligence to bring them to the university's attention for further discussion. We will provide all information we have available to aid in this discussion.

14. Question:

Regarding question regarding Schedule D, Item 15. Is there a special wage rate schedule that we should be using?

a. Answer:

No, you may put NA on the Schedule D, Item 15 line.

15. Question:

Is it possible to have the bios and appendices reside outside of the 30 page limit?

a. Answer:

No, 30 pages includes all the information needed.

16. Question:

In terms of providing links to projects in lieu of large spreads, do you mean project pages on our respective websites?

a. Answer:

We are looking to understand your previous experience and leave it to your discretion as to how you wish to present this information. We encourage the use of links so as not to take up space in the 30 page limit.

17. Question:

Should profiles of key staff appear in Exhibit 2 Vendor Profile or in Exhibit 3 Vendor Service Plan?

a. Answer:

Either place is acceptable.

18. Question:

Would the University consider allowing proponents to include the mandatory forms and team member resumes as an appendix to the proposal (i.e. over and above the 30-page limit?)

a. Answer:

No, 30 pages includes all the information needed.

19. Question:

May we provide links to the team members' full resumes on a website?

a. Answer:

While links to additional information on team members are acceptable, we are looking for the proposal to contain enough relevant information for the selection committee to understand the team's experience and ability to provide the best quality product for this effort.

20. Question:

Please describe process by which committees or individuals will provide authorization for the Master Plan to proceed from one phase to the next?

a. Answer:

Specific direction to the consultant team will be provided via the Director of Planning and Space Management as the main contact with the university. The Director of Planning and Space Management will consult with the Project Management Team and the Capital Planning and Priorities Committee before providing direction to the consultant.

21. Question:

In what manner and frequency will the Board of Governors and President be engaged during the Master Plan process?

a. Answer:

The committees detailed on the provided organizational chart will engage the Board and the President as necessary throughout the process. There will be updates to both entities on a regular basis through university leadership channels. Documentation provided by the consultant will be utilized by the Project Management Team and the Capital Planning and Priorities Committee to update the President and the Board of Governors as required.

22. Question:

Please clarify the request for "Vendor Exhibit 4 – Project Management Reports", listed on the 3rd page of the RFP. It is not listed on the 6th page under required exhibits to be created by Vendors.

a. Answer:

If there are any reports that we require on an ongoing basis, please provide an example of how the report would be presented to us. You do not have to create a report to demonstrate, you may provide an existing report, or part of an existing report that you already have to show us.

23. Question:

Please clarify scope for student life and intercollegiate athletics space analysis? For example, which departments would be included under student life (recreation, dining, housing, health services, counseling and any other support)? Also, are 2, 5, and 10-year projections required?

a. Answer:

The space analysis will include 2, 5 and 10-year projections for ALL departments at the university, inclusive of student life and athletics, among others. The consultant will be provided with a breakdown of the different groups for scheduling meetings as determined by School/College/Division leadership. The intention is that all departments/units are included in the space analysis as all departments/units occupy space in some way.

24. Question:

Does the university have existing guidelines and standard specifications for classrooms, residential, labs, technology, MEP, general ed or public safety?

a. Answer:

Spatial guidelines utilized by the university currently follow the State of Michigan Capital Outlay Design Manual specifications for space allocation. Additionally, several divisions of the university such as Design & Construction Services, Computing & Information Technology, Public Safety, etc. maintain their own guidelines for their specific areas of concern. It is anticipated that the consultant will reference these guidelines and utilize them to inform any recommendations made in the Master Plan.

25. Question:

Will past project specifications be made available (i.e. recently constructed / renovated spaces)?

a. Answer:

The university will make available all relevant information as required by the consultant to provide a quality product.

26. Question:

What process will the University use to share information with the consultants (via DropBox, e-Builder, specialized WSU file sharing system)?

a. Answer:

Currently, the university utilizes Microsoft Office 365 and Microsoft OneDrive to share files. However, if the consultant has a preferred information sharing platform, we are open to discussion about what might work best for this effort.

27. Question:

Does data exist about commuting and use of different forms of transportation?

a. Answer:

The university Parking group has undertaken a commuter survey and will have that information available to the consultant. Additionally, the Office of Economic Development has hired a "Transportation Ambassador" as a liaison for students, faculty and staff that may be able to shed some light on this information. We will make whatever data we have available to the consultant as required.

28. Question:

How much data exists for parking usage?

a. Answer:

We do have a good amount of data regarding parking usage in the university and we will provide to the selected consultant.

29. Question:

Item #21 in the meeting minutes, indicates that utilities are not included in WSU's information, that it is part of the vendor's deliverables. However, our recollection from the meeting is also the statement that a utilities master plan is not required. Please clarify.

a. Answer:

Correct. A utilities master plan is not required as part of this effort. If there are considerations needed to accommodate utilities, we would expect that the consultant has done due diligence to bring them to the university's attention for further discussion. We will provide all information we have available to aid in this discussion.

Should you have any questions or concerns about this Addendum or on any other aspects of the Request for Proposal, please send them by email to **Valerie Kreher, Senior Buyer**, Email; rfpteam2@wayne.edu and to **Leiann Day, Associate Director**, Email; leiann.day@wayne.edu. **Copy both Valerie Kreher and Leiann Day on all E-Mail questions.**

Thank you,
Valerie Kreher
Senior Buyer
Attachments: