



## Campus Utilization and Optimization Study 2019

### *Questions and Answers*

**Project Name:** Campus Utilization and Optimization Study 2019

**Type of Services:** Planner

**University Representative:** Sharika Cochran

**Phone Number:** 336.285.4504

**Contact Email:** [SDCochran@ncat.edu](mailto:SDCochran@ncat.edu)

**Closing Date:** March 13, 2019

### Questions and Answers – Set #1

Please see the 2019 Campus Utilization and Optimization Q & A below:

**\*\*Voided answers are in RED\*\***

1. Will the study require the services of a Cost Consultant to evaluate different possibilities?  
➤ No
2. Will a hard copy, electronic copy, or both be required with proposal submission?  
➤ We are requiring both a hard and an electronic copy of proposal submissions.
3. If awarded the contract for this study, would the organization be precluded from performing the Architecture & Design Services to implement the design contracts resulting from the Study?  
➤ No
4. Does the University have AutoCAD plans for all campus buildings included in the study?  
➤ Unfortunately, we do not have AutoCAD plans for all campus buildings. In the event we do not AutoCAD files, we do have the building floorplans in other electronic forms, such as .pdf, .jpg, etc.
5. Do you have a projected schedule for executing the study?  
➤ Schedule will be derived once a designer is selected. For tentative/preliminary proposed scheduling information refer to the Additional Information documentation posted to our website.  
  
➤ Yes, the tentative project schedule was supplied in the additional information documentation on our website; <https://www.ncat.edu/divisions/business-and-finance/facilities/design/utilization-and-optimization-study-solicitation--additional-information.pdf>
  - The proposed schedule is as follows:
    - \*University Utilization and Optimization Analysis Contract Award - April 2019
    - \*Initiate Project - April 2019
    - \*Interviews, Research, & Data Gathering - April and May 2019



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- *\*Presentation of Preliminary Findings – May and June 2019*
- *\*Draft Report and Final Summary Presentation – June 2019*
- *\*Complete Project and Deliverables - June 2019*

6. Is there an up-to-date space inventory? Does it include: building, room, assignable square footage, space type/assignment?
  - Yes
7. What is driving the three month schedule? Does this have any flexibility?
  - We must provide adequate information to properly move forward as a University efficiently. In regards to flexibility, as of now we will push to keep the proposed schedule but a final schedule will be confirmed with the awarded organization.
8. What level of conditions audit is being requested? Does this include: MEP, roof, windows, etc. or just an overall observation of space?
  - We are requesting an overall observation of conditions regarding optimization and utilization of campus, with high focus on research labs, classrooms, and classroom labs.
9. What level of detail are you seeking for the “space condition survey”? A windshield survey or detailed existing conditions survey of each space?
  - We are looking for an overall space condition survey for each space.
10. Does evaluation include FFE (furniture, fixtures and equipment), HVAC, Electrical and Plumbing Systems, life expectancy, etc.?
  - We are not requesting building system evaluations.
11. If the level of evaluation is more detailed, the survey may require review of the infrastructure. For example’ if more space is needed how does that impact parking and building services? If more classrooms are required how does that impact number of staff?
  - This does not appear to be a question. The comment and examples have been denoted.
12. Do you intend to tie this Utilization-Facility Survey into the most recent University Campus Master Plan?
  - Currently, we are not sure if the survey will be included in the University Campus Master Plan. The most important concerns for all proposers is to deliver a quality and detailed study. The final utilization will be at the complete discretion of the University.
13. Will there be a budget portion of this evaluation?
  - No cost consultation will be included in the in the study, please see Q&A #1.



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14. What is the university space allocation for the 4 levels composed of in square footage?
- This information will be analyzed by the awarded proposer. The approximate space allocation is the following:
    - Classrooms - 135,792 sqft
    - Laboratories - 180,767 sqft
    - Lab Space - 134,998 sqft
    - Office Space - 335,554 sqft
    - Residential Space - 404,367 sqft
    - Other Space - 1,087,074 sqft



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**Closing Date:** May 20, 2019

### Questions and Answers – Set #2

Please see the 2019 Campus Utilization and Optimization Q & A below:

1. The first page of the RFP lists twice the due date for proposals as May 27, 2019 at 1:00pm EST (Memorial Day). However, the last page lists the due date as May 28, 2019 at 1:00pm EST. Which one is the correct due date/time?
  - All proposals are May 28<sup>th</sup> 2019 by 1:00pm EST. This was a changed from May 27<sup>th</sup> 2019 by 1:00pm EST due to Memorial Day observation.
2. Is current space allocation available through an existing Integrated Work Management System (IWMS), floor plans or other electronic methods?
  - Yes, we have an electronic and hard copy of the University Space Allocation.
3. If current data is not available electronically, with whom will the Consultant work to capture allocation?
  - Electronically versions are available, see previous question.
4. Which/how many departments will be included in the interview phase?
  - All departments will be included; nine colleges and forty departments
5. How many building are included in the data gathering exercise?
  - Currently, the University has the following:
    - 27 Academic Building
    - 20 Student Support
    - 12 Campus Housing
    - 11 Campus Support
6. Can we see a sample of the facility inventory before we submit our proposal? How current and accurate is the inventory?
  - Yes, the inventory is Fall 2017



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7. Does the inventory identify space associated with each department as well as each PI?
  - Yes, the inventory denoted the associated program. The university has a listing of building representatives for each building.
8. Does the University have CAD floor plans for each of the academic buildings?
  - We have CAD drawings for most buildings but there are a file CAD files we lack. For the buildings we lack CAD drawing other format drawings are available.
9. Does the University have a current strategic plan?
  - Yes
10. Are there projections for the future number of students and faculty?
  - I currently do not have current projections but we are growing substantially annually.
11. With commencement over and final grades due this week, will the college deans and department chairs be available in June and July to meet and provide the data that we will need to carry out the study?
  - Appointments will need to be made in advance with the Deans and Department Chairs. Project schedule will be adjusted accordingly to accommodate any personnel scheduling issues.
12. Is there one common office responsible for course scheduling or does each college schedule their own courses and space?
  - Yes, the Registrar's Office handles course scheduling.
13. Is there one common office for tracking external funding, or is it tracked at the college level?
  - Everyone has their own allotted budgets but ultimately it is handed by the University's Budget and Finance office.
14. There is nothing in the Campus Utilization and Optimization Study solicitation for an estimate of fees and reimbursable expenses. Is that intentional?
  - Yes, we will address fees and expenses with the selected designer/planner.
15. Why it was re-advertised if you can discuss?
  - We did not receive enough proposal therefore we were required to re-advertise. If you previously submitted a proposal, you will need to re-submit if you are still interested in the project.
16. Is the proposal due date May 27<sup>th</sup> or May 28<sup>th</sup>? It's listed as May 28<sup>th</sup> on the initial Designer Solicitations webpage and on page 6, last paragraph, of the additional information, but it's listed as May 27<sup>th</sup> on page 1, paragraph 2 of the additional information document.
  - Please see question #1.



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17. By what date will submitted questions be answered?

➤ May 21, 2019

18. By what date will the shortlisted firms be announced?

➤ We are looking to have shortlisted firms by June 10<sup>th</sup> 2019 at the latest. We will confirm once all proposals are submitted.

### Inventory Sample

[illegible][illegible]

### Final Product Sample

