



# DELAWARE STATE UNIVERSITY

OFFICE OF PLANNING & CONSTRUCTION

1200 N. DuPont Highway  
Dover, Delaware 19901-2277

## Addendum # 02

Date: 3/13/2020  
Project: Master Plan Updates  
Contract: Contract No. 20-03-19-08

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The work herein shall be considered part of the bid documents for the referenced project and carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Acknowledge receipt of addendum on the bid form as indicated.

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### Clarifications:

1. Please see revised Proposal Selection Criteria.

<b>Evaluation Criteria</b>	<b>Weight/ Scores</b>
Project Plan Narrative	30
Master Planner Firm's and Team Member Qualifications including Sub-consultant (Programmer for the master Plan)	40
Timeline for Analysis, Investigation and Deliverables	30
<b>Total</b>	<b>100</b>

**Master Pan to include Main Campus, Living and Learning Commons, Sports Annex, Wilmington Campus and the University Courtyard.**

**Changes to Specifications:**

N/A

**Changes to Drawings:**

N/A

**General Information:**

N/A

END

# Addendum 2

## RFP - Master Plan Updates

Contract Number DSU20031908-PLAN

## Questions and Answers

The work/ clarification/ answers listed in this addenda shall be considered part of the Bid/ RFP document for the referenced project/ product/ services, etc.

Below are questions and answers regarding subject RFP. All questions are written in black color font and the answers are provided in red color font.

**Question:** Could the University please share its present assumptions regarding future enrollment and resident student population?

**Answer:** Future enrollment and resident student population discussion will be held post RFP award.

**Question:** Since this is a master plan update, will the University release the entire 2014 Master Plan with appendices, or will it only share the Executive Summary?

**Answer:** Existing Master Plan will be shared once the project is awarded.

**Question:** Does DSU provide landscape maintenance in-house or is it contracted out?

**Answer:** Landscaping is currently contracted out.

**Question:** Are there any areas within the campus landscape that have cause for concerns or issues with Facilities Management?

**Answer:** There are currently no concerns, but this specific area can be discussed during programming.

**Question:** Are there sufficient outdoor spaces for students; plazas, seating areas, gathering spaces?

**Answer:** The new revised Master Plan will need to account for student growth and making sure that these particular areas are accounted for.

**Question:** Does DSU have a Landscape Maintenance and Management Plan in-place?

**Answer:** Yes

**Question:** Does DSU have a Landscape Plant Inventory Plan for the campus?

**Answer:** this information can be gathered through the Landscape contractor once awarded.

**Question:** If not, does DSU think there is a need for one with this MP update

**Answer:** Yes, and this will be also discussed post RFP award.

**Question:** Is the current campus parking adequate?

**Answer:** No, and we will discuss post RFP award.

**Question:** Is the University's existing space inventory up-to-date, or should this be included as part of our scope of work?

**Answer:** No, and we will discuss post RFP award.

**Question:** While The Evaluation Criteria lists: "Fees and other costs" as a criterium for consideration, I don't see it identified as a component to be included in our submittal. Is that correct?

**Answer:** "Fees and other costs" will not be part in the evaluation criteria See above clarification

**Question:** Is signage and wayfinding to be included in the scope?

**Answer:** This will be handled during programming.

**Question:** How many buildings are at the main campus, and what is the total square footage?

**Answer:** There's approximately 40 buildings and a total 1,921,000 Sq/Ft

**Question:** Will the satellite campuses be included in the scope of work? If so, how many buildings are on these campuses, and what is the total square footage of each campus?

**Answer:** Yes, 11 buildings and approximate total square footage of 337,300.

**Question:** Does DSU have plans of all of the structures? How many of the plans are in electronic format?

**Answer:** We have both, electronic and paper drawings for the existing buildings and will be provided once the project is awarded.

**Question:** Are the campus site plans accurate and up to date (including the satellite campuses, if part of the SOW)?

**Answer:** Campus site plan is 90% accurate and DSU is in progress of finalizing the deliverables.

**Question:** Page 38 of the RFP mentions the University wide Strategic Plan. I assume this is available on the website. Are there other documents that can provide background information on the current and projected academic programs, enrollments, etc.?

**Answer:** The University strategic plan will be shared once the project is awarded.

**Question:** How does DSU manage classroom scheduling? What software does it use?

**Answer:** To be provided to the awarded contractor.

**Question:** Does the university have an energy management plan?

**Answer:** Yes and will be discussed post award.

**Question:** Can you provide a copy of the 2014 Master Plan Update Study?

- Section: I – Purpose and Background
- Paragraph 4

- Page 2
- There was a Master Plan Update study conducted in 2014. The contractor hired as a result of this RFP will need to update the Master Plan in 2020.

**Answer:** Existing Master Plan will be shared once the project is awarded.

**Question:** Is there a theme for the campus?

- Section: I – Purpose and Background
- Paragraph 3
- Page 2

Delaware and has a long and proud history as one of America’s Historically Black Colleges and Universities (HBCUs). It has a blend of both long-standing traditions and growing diversity. Founded in 1891 as the State College for Colored Students, DSU takes pride in its heritage as one of the country’s first land-grant educational institutions, rooted early on in agriculture and education

**Answer:** No, and will be discussed during programming with the awarded contractor.

**Question:** Can you provide information in regards to the composition of the selection committee?

- Section III - B. General Evaluation Requirements
- Paragraph 1
- Page 4
- The evaluation committee will forward a recommendation to the Associate Vice President for Contracts and Data Administration for approval and issuance of a Notice of Intent to Award.

**Answer:** Selection of committee members is confidential.

**Question:** Is there an updated strategic plan in progress?

- Appendix A Section: III – Goals and Objectives
- Paragraph 3
- Page 38
- Through a collaborative effort between the consultant, DSU, and the University stakeholders, the Master Plan Update will integrate the University wide Strategic Plan and University mission into a comprehensive vision that promotes advancement of higher education through state of the art planning concepts over a 10-year projection.

**Answer:** The University strategic plan will be shared once the project is awarded.

**Question:** Addendum No. 1 redacts the requirement that fess be included with proposal responses. Attachment 6, page 38 appears to complement the original requirement. Will addendum No. 2 eliminate the requirements described in Attachment 6 in entirety?

- Attachment 6 Bid/Pricing Sheet
- Entire Section
- Page 37
- Question pertains to entire section

**Answer:** page 6 in addendum # 1 was mistakenly scanned and is void (see above clarification)

