



**Questions & Answers
for
Consulting Services for 10-Year Facilities Master Plan RFP**

Question #1 Will enrollment projections be provided to the consultants?

Answer: Yes, 2020-2029 Enrollment Projections from MHEC have been posted to our website. <https://www.garrettcollege.edu/purchasing.php>

Question #2 The college indicated that the PowerPoint they used will be uploaded so all participants can view it. There was some good scope item information that we could use to develop our writeups. We have not received anything yet. Can you confirm and send us the link?

Answer: The PowerPoint presentation is available on our website.

Question #3 Will interviews be conducted in-person? Assuming so, will a remote video connection be made available for any sub-consultants?

Answer: Yes, interviews will be on campus in a 900 square foot room with plenty of room for social distancing. Garrett College COVID protocols will be required, including masks and completion of our Health Self-Assessment Form prior to entry. The consultant's in-person team will be limited to 5 people.

Remote video capability will be available, and we will work with the consultants on presentation equipment needs.

Question #4 Interviews are scheduled May 12-14. Will they occur on each of those days or only one or two?

Answer: We intend to conduct interviews on May 12, 13, and 14. Each consultant would only attend one 90-minute interview on one of those days.

Question #5 Has the College established a budget for the project and if so, are you able to share that with the prospective submitting teams?

Answer: The college has budgeted for the consulting services for the 10-Year Facilities Master Plan in its FY2022 budget. The budgeted amount is not public information.

Question #6 What positions at the College are represented on the College's Master Plan team?

Answer: The 10-Year Facilities Master Plan Development Team members are:

Rich Midcap, Ed.D., Garrett College President

Julie Yoder, Dean of Continuing Education & Workforce Development

Lucy Manley, Associate Dean of Academics

J.R. Kerns, Esq., Dean of Student Affairs

Dallas Ouellette, Dean of Business & Finance

Kelli Sisler, Director of Analytics & Institutional Research

Kathy Meagher, P.E., Director of Facilities & Security

Question #7 If it exists, will a topographic survey of the campus be made available to the selected consultant?

Answer: A topographical map circa 2006 and additional elevation information are available on our website.

Question #8 Please describe the extent of the College's in-house team's facilities assessment, and the facility and MEP assessment work required of the proposing team for the FMP.

Answer: The Facility Assessment (FA) provided by the college will include a site assessment which will provide details on existing conditions plus recommendations for our campus roads, parking lots, and pedestrian pathways. The FA will also include sections for each college building including our Outreach Centers (satellite locations), which will include details, evaluations, and recommendations for all of the following areas/systems: building construction, building envelope, building interior, ADA compliance, heating system(s), cooling system(s), air distribution/ventilation system(s), temperature controls, plumbing, fire protection, electrical, emergency, lighting, fire alarm, voice/data/video, and security systems.

In addition to the detailed narratives for each building, the FA will include spreadsheets that identify electrical, water/sewer, and HVAC assets and will provide available details including quantities, sizes, models, installation dates, etc.

The consultant is requested to provide facility and MEP assessment only via analysis and recommendations based on the provided assessment.

Question #7 During the virtual pre-proposal meeting on April 8th, the college indicated that an updated facilities assessment is currently being done and will be complete in June of this year. Are we to assume that our scope will **not** include any facilities assessment work other than analyzing and providing supporting narratives of the existing documentation?

Answer: The assumption is correct.

Question #10 What level of stormwater engineering or design is anticipated for the FMP?

Answer: We do not expect the consultant to provide comprehensive stormwater engineering or design. As part of the Scope of Work, we expect the consultant to provide reasonable proposals and recommendations for the college's Master Plan, which should take into account feasibility and estimated costs, which we understand may include design assumptions related to stormwater management.

We acknowledge that comprehensive stormwater engineering and design would be needed for future capital projects, as part of those projects.

Question #11 Does Garrett College intend to use an independent cost estimator?

Answer: The college does not intend to hire an independent cost estimator. Any estimating required for the completion of the 10-Year Facilities Master Plan, including but not limited to proposals, recommendations, and areas to address, as outlined in the Scope of Work, should be included in the consultant's proposal.