

ADDENDUM - #1 July 23, 2019

RE: Request for Designer Qualifications:

Master Plan  
SBC 364/000-02-2019  
Tennessee Technological University  
Cookeville, Tennessee

From: Tennessee Technological University  
242 E. 10<sup>th</sup> Street, Rm 317  
Cookeville, TN 38505

To: All Prospective Designers

This Addendum forms a part of the RFQ documents and modifies/supplements the original RFQ Documents issued June 18, 2019.

This Addendum consists of 6 pages.

**Summary of Opening Remarks:**

**Jim Cobb, Director  
Capital Projects and Planning  
Tennessee Technological University**

Welcome to our preproposal call in for our Master Plan RFQ. President Oldham will address the callers before we begin with any questions.

**Dr. Phil Oldham, President  
Tennessee Technological University**

Good afternoon. I would like to thank you for your interest in Tennessee Tech's Master Plan RFQ. Our Master Plan was last updated in 2014 with a revision in 2018. We have been able to accomplish a great deal toward that Master Plan over that last five years. This is a good time to take a look at the Master Plan to see where we've come and where we're headed; reviewing some of the assumptions and longer range plans that were in the previous Master Plan, to see if we want to tweak any of that before we launch the next phase of campus development. Also there have been a few changes in the campus (recording connection was lost, then restored) boundaries of campus relative to the city of Cookeville. It's an exciting time at Tennessee Tech. We are still looking at continued growth and opportunities and this is a good time to take a fresh look at where we are with the Master Plan. Thank you for being part of this.

**Dr. Claire Stinson, Vice President  
Planning and Finance**

I do not have anything to add. Thank you.

**Jim Cobb**  
**Capital Projects and Planning**  
**Tennessee Technological University**

The purpose of this call today is to entertain questions about the Master Plan RFQ from interested proposers. I would like to start out by directing your attention to page 30 of the RFQ, We have a correction and this will be incorporated into the written response that will be posted on July 23, 2019. On page 30 we have some additional services listed as optional. They are labeled Q, R, S & T. Those services are no longer optional. We will have no optional services. Item R has been combined with Item I. If you will go to Page 35, we need to change our lettering, S becomes R and T becomes S. Those corrections will be in the written response.

**One question during the conference call:**

Page 30 of the RFQ - Will these additional services (Q-T) be basic services now? They will all be required items in the Master Plan.

If there are no other questions, I would like to point out that the deadline for final written questions or comments will be 4:30 p.m. CT on July 16, 2019. I would also like to point out that this is an RFQ not an RFP. We will negotiate a fee for this work with the selected proposer approved by the State Building Commission. Our intent is that we will have a contract for the Master Plan. Once the Master Plan has been approved by the University, the University's Board of Trustees, THEC and the State Building Commission, we will seek approval for a contract to keep the Master Plan Consultant on contract for ten years. We anticipate that it will be two 5-year contracts. If there are no other questions or comments, thank you for your participation and send any questions or comments you may have, in writing, to our bid coordinator Ms. Jody Webb. This concludes our call. Thank you.

**End of RFQ Conference Call**

**Questions received after the conference call:**

1. Page 9- 4.2.4- the one original Certification- is that one loose and one in the digital package? Are they separate from the package- and not included in the 45 pages?  
The original certification should be loose with a scanned copy included in the digital package. These are not to be included in the 45 page count.
2. Page 9- 4.3.2- Are the 8 Pages of RFQ Attachment 3 to be included within the 45 page response or separately as a guide/scorecard? RFQ Attachment 3 is to be included as a Table of Contents and is included in the 45 page count.
3. In RFQ Attachment 3, Page 37, item A.1 mentions an RFQ Attachment 6.3. Is this to be provided in an addendum? This is an error. The statement is corrected to read as follows:  
  
A.1. Provide the Proposal Transmittal and Statement of Certifications and Assurances (RFQ Attachment 2) completed and signed by an individual empowered to bind the Proposer to the provisions of this RFQ and any resulting contract. The document must be signed without exception or qualification.

Addendum # 1 – Master Plan

4. Page 33 item G, is there a link to the current guidelines?

The link is for Appendix 3 of the Designers Manual on the TTU Capital Projects and Planning website. <https://www.tntech.edu/capital-projects/sbc-capital/manual.php>

5. Item O, on page 34 mentions a 10-year vision which is also 2030. Are the short, mid and long terms, intended to be 5, 10 and 20 years? Yes, the short, mid and long terms are intended to be 5, 10 and 20 years. Refer to the revised page 34 included with this addendum.

Revised pages 30, 34 and 35 are included with this addendum.

END OF ADDENDUM #1

## II. Master Plan Locations

The master plan will include the following university locations:

- Main campus, Cookeville, Tennessee
- Shipley Farm, Cookeville, Tennessee
- Joe L. Evins Appalachian Center for Crafts, Smithville, Tennessee
- Austin Property, Crossville, Tennessee

## III. Master Plan Components

The master plan will address all of the following components, in compliance with the Tennessee Higher Education Commission (THEC) Master Plan Guidelines:

- A. Executive Summary
- B. Brief History and Campus Overview
- C. Enrollment
- D. Space Needs
- E. Facilities Condition
- F. Site Considerations
- G. Design Guidelines
- H. Land Acquisition
- I. Infrastructure
- J. Student Services
- K. Housing
- L. Security
- M. Athletics and Recreation
- N. Implementation Table and Cost
- O. Ongoing Capital Improvement Plans
- P. Traffic and Building Signage
- Q. Detailed Parking and Traffic Studies
- R. Program Suitability Study of University Facilities
- S. Facility Condition Audit

## IV. Master Plan Component Details

- A. **Executive Summary.** The executive summary should include the key objectives of the master plan and the recommended solutions. The summary should be formatted so that it can be distributed separately as an information or promotional document.
- B. **Brief History and Campus Overview.** The master plan should include a pertinent history of the university. Basic and distinctive objectives should be identified along with other attributes that make TTU unique. Include a synopsis of the university's Strategic Plan that will be addressed in the master plan.

University Website	<a href="https://www.tntech.edu/">https://www.tntech.edu/</a>
History	<a href="https://www.tntech.edu/about/history.php">https://www.tntech.edu/about/history.php</a>
Facts and Figures	<a href="https://www.tntech.edu/about/facts.php">https://www.tntech.edu/about/facts.php</a>
Current Master plan	<a href="https://www.tntech.edu/capital-projects/master.php">https://www.tntech.edu/capital-projects/master.php</a>
Strategic Plan	<a href="https://www.tntech.edu/strategic/">https://www.tntech.edu/strategic/</a>

- J. Student Services.** The master plan should include considerations for one stop shops, counseling, financial aid, student organizations, book store and related items of student interest as appropriate to the institution. Student life may also include housing, dining and recreation as listed below.
- K. Housing Study.** TTU will complete a study/plan for Student Housing. The plan will be based upon the vision of Residential Life and the University Administration for the campus. The master plan will incorporate the independently developed vision for student housing and the variety and mix of housing options along with the current Living and Learning Village concepts.
- L. Security.** Identify basic safety and security needs, primarily focused on site security, campus access and control as well as campus access to buildings, recreation / athletic fields and related public areas. TTU completed a safety and security assessment in 2018. A copy of the assessment will be provided to the successful proposer.
- M. Athletics and Recreation.** In the context of current and future athletic objectives and needs, generate and compare alternatives for improvements to existing varsity athletic facilities, intramural facilities, and academic athletic facilities, as well as informal indoor and outdoor recreational facilities that meet institutional goals for student wellbeing. If there are joint uses of athletics, recreation and/or physical education functions, these should be identified and defined.
- N. Implementation Table and Cost.** The THEC master plan guidelines require a listing of all recommended projects including the total cost (total project budget) for each project. Therefore, a 5-year listing of proposed capital, maintenance and disclosed projects with the corresponding projected costs will be developed in association with the committee and university staff. Building construction costs and total project costs will be based on current dollars and will be listed in relation to the current year of the master plan document to facilitate updating each subsequent year based upon inflation. The listing will include the associated priority of each project and anticipated source of funding. The table will be developed to demonstrate the anticipated time frame for implementation of each project. The intent of the table will be to illustrate the anticipated 5-year outlay and maintenance projects to support the development of the annual capital budget.
- O. Ongoing Capital Improvement Plan.** The Master plan will include a capital improvement plan with capital outlay, capital maintenance and major disclosed projects. Identified projects should be prioritized and may be categorized as short, mid, and long term. The plan will be coordinated with the Implementation Table. While the master plan will present the anticipated 5-year and 10-year vision of the campus, it will also present the long-term vision of the campus with a 2040 vision. The plans will be illustrated as master plan drawings with anticipated capital improvements noted.
- P. Traffic and Building Signage.** TTU will independently complete a traffic and building signage study. The results of that study will be incorporated by reference in the master plan and the study will be included in the appendix.
- Q. Detailed Parking and Traffic Studies.** The master plan will include a parking and traffic study and is intended to refine multiple 2014 Master Plan concepts. The study must include projects that will enhance circulation, provide safe crossings and make the circulation systems integral to the service of the university. The overall desire is to

develop a more pedestrian oriented campus. Some specific areas that must be addressed include:

1. Evaluate and Recommend Pedestrian Circulation/Crossings
  - a. Willow Avenue crossings at University Drive, and near the new Student Recreation and Fitness Center
  - b. 12<sup>th</sup> Street crossings at Dixie Avenue and near Stadium Drive
  - c. Intersection of Peachtree Avenue and University Drive
2. Identify Campus vehicular circulation, shuttle opportunities and deficiencies.
3. Reassess the recommendations and concepts regarding Dixie Avenue and Peachtree Avenue in the 2014 plan
4. Review the effects of widening of Willow Avenue on vehicular and pedestrian movement from the western side of the campus to the central areas
5. Review Parking
  - a. Evaluate and document the existing parking on campus.
  - b. Determine 5 yr. and 10 yr. parking needs based upon enrollment projections.
  - c. Project parking needs and make recommendations to fulfill needs with expanded or new surface lots and parking garages
  - d. Define future maintenance or upgrade projects for existing facilities.
6. Coordinate the road improvements with the City of Cookeville and Tennessee Department of Transportation (TDOT).

The results of the evaluations and recommendations from the traffic and parking studies will be integrated into the overall master plan.

#### **R. Program Suitability Study of University Facilities**

A program suitability study of university facilities will be included with the master plan, and a suitability rating will be required for E & G buildings on the main campus to supplement the facility condition rating. The master plan should include a facility condition and program suitability matrix that will be useful in providing support documentation, and prioritizing renovation projects, program relocations, long range capital maintenance, and demolitions. The matrix may be incorporated in the master plan or included in the appendix.

#### **S. Facility Condition Audit**

The master plan consultant team will be required to audit/review the university's condition assessment on the following E & G buildings for the main campus that are included in the PFIS (refer to Section E). The purpose of the audit is to verify the facility rating score assigned to each building by the campus.

[https://www.tntech.edu/capital-projects/files/11\\_rfp\\_rfq\\_docs/PFIS\\_Buildings\\_to\\_Audit.pdf](https://www.tntech.edu/capital-projects/files/11_rfp_rfq_docs/PFIS_Buildings_to_Audit.pdf)