REQUEST FOR QUALIFICATIONS
For
PROFESSIONAL CONSULTING SERVICES

SPACE UTILIZATION AND SPACE PLANNING CONSULTING SERVICES

ADDENDUM NO. 02 – ADDITIONAL SUPPLEMENTAL INFORMATION

University of Idaho
Moscow, Idaho

Date of Addendum No. 02: April 13, 2023

Date of Original RFQ: March 27, 2023
UI PN CP230054
WO 38748

For additional information contact:
Raymond Pankopf, Director -or- Lee Fleming, Construction Contract Specialist
Architectural & Engineering Services, Facilities, University of Idaho
(208) 885 6246 (208) 885 9333 (fax)
REQUEST FOR QUALIFICATIONS

For

PROFESSIONAL CONSULTING SERVICES

SPACE UTILIZATION AND SPACE PLANNING
CONSULTING SERVICES

University of Idaho
Moscow, Idaho

To: Space Utilization and Space Planning Consultants

From: Kim Salisbury, Assistant Vice President, Budget & Planning Facilities, University of Idaho

Subject: Addendum No. 02:
Enclosed is additional supplemental information in relation to the Request for Qualifications (RFQ) for the desired Space Utilization and Space Planning Consulting Services, University of Idaho, Moscow, Idaho. UICP230054.

Item 1: Pre-Proposal Meeting:
A Pre-Proposal / PreSubmittal Meeting was hosted by the University of Idaho Tuesday, April 11th at 2:00 p.m. PDT.

The session was held via Zoom Meetings and was not mandatory. A short presentation was provided, followed by a Q & A period.

The following is a summary of questions asked and answers provided. The session was not recorded so this summary is approximate and not necessarily verbatim.

1. Q1: Does the University of Idaho expect that Respondents include a Fee Proposal in their submitted materials?
A1: No. State of Idaho Statutes indicate that selections for providers of Professional Consulting Services are to be made on a qualifications basis and not on a fee or price basis. The university expects to make such a qualifications-based selection from the pool of responding firms/teams and then subsequently negotiate a fair and reasonable fee.

2. Q2: Does the University expect that the process will require heavy consultation with external stakeholders?

A2: No. The initial perception is that this is a process largely focused inward within the university. While the selected Space Utilization and Space Planning Consultant might reasonably expect to meet with internal stakeholders such as Faculty, Staff, Executive, and Student groups and/or constituencies, there is not an initial perception that it will be necessary to meet with external stakeholders such as the City of Moscow, State of Idaho, or alumni. The Space Utilization and Space Planning Consultant should reasonably expect to meet with stakeholders at the state-wide centers in Coeur d’Alene/Post Falls, Boise, and Idaho Falls. These sessions may potentially be conducted via Zoom Meetings.

3. Q3: How robust is the existing data and information regarding the university’s space assets?

A3: The university maintains a Space Data Base in a resource promulgated by Accruent known as “FAMIS Cloud - Space.” The data in that database are currently maintained in a reactive mode as the university has not had a full-time, dedicated Space Planning position for the past three years. We do our best to maintain the data as accurately as possible, inputting information as it is received. But we have not conducted any proactive audits or verifications for the past several years.

4. Q4: Does the university have standard or recommended template for Letters of Reference?

A4: No, we do not have such a template for these letters.

5. Q5: The RFQ indicates that the university typically relies on amended AIA Forms of Agreement for the basis of its contracts with consultants. Is the university open to other formats and Forms of Agreements?

A5: Yes, the university typically relies on the amended AIA Forms of Agreement for the basis of its contracts with consultants. If the selected consultant wishes to use an alternative Form of Agreement, we will take that request into consideration and evaluate the proposed document. The caveat is that any consultant or vendor supplied Form of Agreement must be reviewed by University General Counsel for conformance with State Statute and other issues. This can significantly lengthen the contract negotiation and award process.
6. Q6: The Advertisement for this RFQ and effort indicated that the university budget is currently assumed to be $100,000. Is this firm?

A6: The $100,000 is an assumed budget target. While it is not firm and an absolute limit, it is indicative of current university assumptions and thinking. While there is flexibility, the university is open to reasonable and rational fee proposals which are mindful of the university resources. Should the full range of services described in the Request for Qualifications lead to a fee range which substantially exceeds the current budget assumptions, a reduction of scope may potentially be considered.

7. Q7: Can the university provide information regarding numbers of classrooms in its inventory, etc.?

A7: Please see the information in the table below and in the attachment.

<table>
<thead>
<tr>
<th>Location</th>
<th>Registrar Classrooms</th>
<th>Departmental Classrooms</th>
<th>Lab Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boise</td>
<td>0</td>
<td>11</td>
<td>?</td>
</tr>
<tr>
<td>Cd'A/Post Falls</td>
<td>0</td>
<td>4</td>
<td>?</td>
</tr>
<tr>
<td>Idaho Falls</td>
<td>0</td>
<td>3</td>
<td>?</td>
</tr>
<tr>
<td>Moscow</td>
<td>106</td>
<td>70</td>
<td>69</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>106</strong></td>
<td><strong>88</strong></td>
<td><strong>69</strong></td>
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</table>

8. Q8: Does the State of Idaho have space standards which must be followed?

A8: The university is generally aware that the State of Idaho Department of Administration does have published space standards. These may be a good resource to investigate and evaluate. However, the university is not obligated to follow the State standards absolutely. We are interested in best practices, and there may be additional resources which may be useful and helpful in the development of University of Idaho standards.

**Item 2: Attachments:**
1. University Square Feet, 10 Year History, 14 Nov 2022
2. Presentation, 11 Apr 2023

End of Addendum Items
As a courtesy reminder, the original Request for Qualifications was issued March 27, 2023

Addendum No. 1 was issued April 4, 2023

Proposals/Statements of Qualifications Due: **Friday, April 21, 2023 @ 5:00PM (COB)**

**Date of Issue for this Addendum:** Thursday, April 13, 2023

Any questions, which arise from this addendum, shall be addressed to:
Raymond Pankopf, Director
Architectural & Engineering Services
University of Idaho
875 Perimeter Drive MS 2281
Moscow, Idaho 83844-2281
(208) 885-6246

rayp@uidaho.edu

End RFQ Addendum No. 02
<table>
<thead>
<tr>
<th></th>
<th>Owned Academic Facilities</th>
<th>Owned Auxiliary Facilities</th>
<th>Leased Academic Facilities</th>
<th>Leased Auxiliary Facilities</th>
<th>Other Facilities (Owned)</th>
<th>Total Facilities</th>
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<td>90,206</td>
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<td>313,781</td>
<td>4,133</td>
<td>105,540</td>
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UNIVERSITY OF IDAHO
REQUEST FOR SPACE
UTILIZATION & SPACE
PLANNING CONSULTANT SERVICES

PreSubmittal Conference
for
Prospective Respondents
April 11, 2023
Raymond Pankopf, NCARB
Director, Architectural & Engineering Services
University of Idaho Facilities
THE UNIVERSITY OF IDAHO

• Created in 1889 by the Idaho Territorial Legislature, one year prior to the State of Idaho Admittance to the Union in 1890.

• Land Grant University for the State of Idaho under the Morrill Act of 1862

• Agricultural Research and Extension University under the Hatch Act of 1887
The University of Idaho

- Located in the northern Panhandle of Idaho.
- Located within the City of Moscow, Idaho, on the eastern edge of the Palouse, a picturesque region of rolling hills which spans portions of eastern Washington and northern Idaho.
THE UNIVERSITY OF IDAHO

• As the public Land Grant Institution within the State of Idaho, The University of Idaho holds primary responsibility within the State of Idaho for performing research and granting the Doctor of Philosophy Degree.

• Enrollment approaches 13,000 students, of which 9,000 are served on the main campus in Moscow, Idaho.

• The university maintains branch centers in Coeur d’Alene, Post Falls, Boise, and Idaho Falls, as well as several significant Research Centers and Extension sites in nearly all Idaho counties.
• The university is investing in initiatives aimed toward moving the university toward an R1 Carnegie Classification.

• There is a current focus on making new investments in postdoctoral scholar and doctoral research support.
The university is currently implementing the recommendations of the R1-2026 Research Initiative Working Group. In January 2021, the university announced investment of $3 million annually to execute the Working Group’s plan. Of that new investment, $2 million/year is focused on new postdoctoral fellowship, and $1 million/year is focused on new doctoral research assistantships.
Approximately $1 million will be invested in new doctoral research assistantships and $2 million will be invested in postdoctoral fellowships.

P3-R1 funding will be deployed through three mechanisms:
- Matching competitive externally funded grants
- Matching new, externally funded endowed fellowships raised through advancement
- Strategic initiatives

The purpose of this investment is to incentivize change and incentivize research activity
The University of Idaho Long Range Campus Development Plan (LRCDP) dates to 1997.

The LRCDP development process focused on three critical themes:

- Improving and enhancing the Residential Campus Experience and Environment – Teaching and Learning in a residential campus context.
- Improving and Expanding Research Capacity.
- Expanded Outreach Capacity & Statewide Mission inherent in the Land Grant University charter.

Goal 8 of 9 of the LRCDP: Enhance space utilization and functionality to provide appropriate facilities in sufficient quantity to support the programs, services and strategic priorities of the university.
SPACE UTILIZATION & PLANNING DRIVERS – GOALS AND OBJECTIVES

- Understand and evaluate the current Space Utilization and Space Planning policies, practices, and procedures.

- Identify strategies and possible policies regarding the use of space in the areas of research, general education/academic learning, and administration.

- Work to identify reasonable and obtainable goals regarding the balance of all types of space.

- Assist the university to understand the implications of the post-Covid work environment and how the new, changed environment impacts the basic understandings and assumptions regarding Space Utilization and Space Planning.
SPACE UTILIZATION & PLANNING DRIVERS – GOALS AND OBJECTIVES

• Make recommendations and provide examples for Space Utilization and Space Planning best practices and policies.

• Make recommendations for processes to analyze and optimize space utilization and predicting future space requirements.

• Make recommendations for space utilization guidelines and benchmarks, to include recommendations for guidelines and standards which might be appropriate for adoption by the University of Idaho.

• Provide recommendations and referenced best practices for reallocating spaces to achieve institutional goals, objectives, and strategic priorities.

• Additional, related Space Utilization and Space Planning topics as might surface and develop through the course of the work.
PROPOSED PROCESS FOR SELECTION OF A CONSULTANT

• Issue/Publish Request for Qualifications (RFQ).

• Interested firms submit a Statement of Qualifications which will be evaluated by a Selection Committee.

• Based upon review/evaluation of the Selection Committee 2-3, max 5 firms will be invited to campus for an in-person interview.

• Based upon the interviews, a recommendation of a selected firm will be presented to University Executives for consideration.
PROPOSED DATES/MILESTONES

• Issue Requests for Qualifications: Monday, March 27, 2023

• **PreSubmittal Conference:**
  *(Non Mandatory)*
  Tuesday, April 11, 2023

• Solicitation Protest Deadline: Thursday, April 13, 2023 @ 5:00PM

• **Proposals (SOQ’s) Due:**
  Friday, April 21, 2023 @ 5:00PM

• Oral Interviews:
  Tuesday, May 9, Wednesday May 10, and / or Thursday, May 11, 2023

• Announce Final Selection: Monday, May 15, 2023
SUBMITTAL REQUIREMENTS

(Information from Addendum No. 1)

• Hardcopy Materials:
  • Interested firms should submit ten (10) copies of the Response Materials as described herein.
  
  • plus one (1) of any additional materials that a firm may wish to submit (i.e.: Sample Reports, Portfolios, etc.).”

• Electronic Copies
  • Interested firms should also include one (1) electronic device (i.e., flash drive) containing of the Response Materials as described herein
  
  • plus one (1) electronic device (i.e., flash drive) of any additional materials that a firm may wish to submit (i.e.: Sample Reports, Portfolios, etc.), in PDF format.
FINAL REMINDERS

• Request for Qualifications materials available online at:
  https://www.uidaho.edu/dfa/budget-and-planning/aes/info-requests/bids

• All submittals shall be made to:
  Raymond Pankopf, Director
  Architectural & Engineering Services
  University of Idaho
  875 Perimeter Drive MS 2281
  Moscow, Idaho 83844-2281

• Proposals shall be clearly labeled, reference this RFQ, and be submitted no later than:
  5:00 p.m. PDT, Friday, April 21, 2023.