Addendum No. 2  
Campus Master Plan  
TU-2023

12/19/2019

Ladies and Gentlemen:

The purpose of this addendum is to clarify certain portions of the above-referenced project with all prospective bidders.

Q1) Please elaborate on the expected scope for traffic/parking in the master plan. Since there is currently an ongoing traffic study and bike project taking place, will the awarded vendor work with the University's current consultants for the Traffic/Parking scope? If the awarded vendor's scope will be different, should transportation be included on the awarded vendor's team?

A1) The scope for traffic/parking outlined in the RFP is to be used to formulate your proposal. Yes, the awarded vendor will have access to the traffic study information.

Q2) The RFP asks for an energy plan and the questioner seeks guidance as to the university’s expectation of scope and detail of this document. Our experience is that energy plans articulate energy goals and objectives, details existing trend data for the campus energy use and emissions, and fully describes how these trends will be modified to reach campus goals. Should the energy plan include an energy audit of specific buildings on campus? If so, how many? If an energy audit is not required, what information is available to develop an existing baseline for the campus energy intensity?

A2) An ASHRAE level II energy audit of each building shall take place. Energy improvement opportunities are to be identified with potential energy savings/life cycle cost analysis included. Building level baseline meter data for all buildings will be provided for electricity and natural gas. Steam and Chilled Water data will be provided where available.

Q3) Has a budget been established for the project?

A3) Yes

Continued...
Q4) Could the requirements of the "impact assessment" referenced on page 13 be described in more detail? For example, does this reference defined requirements to environment or traffic analysis required by outside agencies?

A4) Provide an alternate impact assessment to accommodate potential future enrollment growth.

Q5) Describe the content (space categorization and building types available), and general date of most recent space inventory database update(s).

A5) The University updates this information annually and reports this information to the State. This information will be available to the master planning team. General date for last update, 12/2019.

Q6) Describe the level of engagement with project-specific working groups and/or steering committees.

A6) We anticipate that we would have a total of 70 meetings with working groups, steering committees and stakeholders.

Q7) Has an overall budget been established for the update? If yes, can the budget range be shared?

A7) The current project estimate is $750K.

Q8) Section V. D. Scope of Work, Item 1. b: Are there existing housing master plans, athletics master plans, and university anchor plans available or will these elements need to be addressed in the campus master plan?

A8) These documents will be available to inform the master planning process.

Q9) Section V. D. Scope of Work, Item 1. j.: What documentation is available to update the campus CAD base map with utility information outlined?

A9) The campus currently has a base utilities map in CAD format.

Q10) Section V. D. Scope of Work, Item 1.l: What data is available to develop an energy plan for all campus facilities?
A10) Recently completed (2019) Utility Master Plan which includes utilities feeding all buildings on the core of campus (aprox. 75% of campus). Also, sub-meter data is available for all campus buildings for past 8 years' electricity and natural gas.

Q11) Section V. D. Scope of Work, Item 1.c: The list includes accessibility. What data is available to address this issue?

A11) The campus has an access plan. This information will be shared during the master planning process.

Q12) Section V, D Scope of Work, item 3: The list includes landscape/signage. The university has recently updated its logo and graphic identity. What scope of work needs to be included to address new or modified signage?

A12) The campus has currently redesigned logo/brand and its wayfinding standards and will have this available to the master planning team.

All addenda will be incorporated into the final contract documents and will be binding on all bidders/offerors responding to this solicitation. Each bidder/offeror submitting a bid/proposal must acknowledge receipt of all addenda by completing and forwarding Exhibit K (included in bid package) with the bid response; failure to acknowledge addenda may result in the bid/proposal rejection.

If you have any questions regarding this addendum, please contact me at (410) 704-4453 or email me at JSutton@towson.edu.

Sincerely,

Jeff Sutton
Director of Procurement

JS:mlk