

## **WSSU Master Plan RFQ Questions & Responses**

1. I would like to request any additional information available for the **Winston-Salem State University Campus Master Plan Update** project, including a Project Brief, specific proposal format instructions, and/or any other project specifics such as schedule, evaluation criteria, # of copies requested, etc.
  - a. *Answer: Please go to this link:*  
<https://www.wssu.edu/administration/finance-and-administration/facilities/design-and-construction/index.html>  
*Click on Ongoing Projects and then scroll down to the Master Plan.*
  
2. My MEP firm is interested in proposing on your Master Plan Update RFQ. Do you want consultants to team up and submit together or would you like individual consultants to submit?
  - a. *Answer: We would prefer that you team up for the project.*
  
3. Is there an RFP with more information than the attached listing for the Campus Master Plan Update project?
  - a. *Answer: Please go to this link:*  
<https://www.wssu.edu/administration/finance-and-administration/facilities/design-and-construction/index.html>  
*Click on Ongoing Projects and then scroll down to the Master Plan.*
  
4. Is WSSU looking for the prime submitter on this solicitation be an engineering firm with architectural subconsultants as a support team? It states on the solicitation under 'Types of Services' that Engineering is listed before Architectural, when we have typically seen the opposite.
  - a. *Answer: That is at the discretion of the submitting firm.*
  
5. Please confirm if there are any additional solicitation details we may be missing beyond the Designer Solicitation file and additional Institution URL.
  - a. *Answer: Please go to this link:*  
<https://www.wssu.edu/administration/finance-and-administration/facilities/design-and-construction/index.html>  
*Click on Ongoing Projects and then scroll down to the Master Plan.*
  
6. Is there an informational sheet to be included when submitting a proposal for this solicitation?
  - a. *Answer: See above- link includes all information to be submitted.*
  
7. Is there any specialized criteria regarding this solicitation?
  - a. *Answer: Not sure what you mean by specialized criteria. Refer to information in link above.*

8. When submitting, would we need to submit for all disciplines listed on the Designer Solicitation file, or are we able to submit for selected disciplines. Additionally, would there need to be one proposal submitted per discipline?
  - a. *Answer: You would submit one proposal that includes all disciplines- the team should include all that are required for the master plan refresh.*
  
9. Is just an electronic submission required, or is a physical submission required as well?
  - a. *Answer: Refer to attachment in link above.  
All submittals should include 2 hard copies and one electronic version via shared site to Staci Manter mailed to: Attn: Staci Manter, Director Design & Construction WSSU – Design and Construction 1604-C Lowery Street Winston-Salem, NC 27110*
  
10. Our team was curious if you would like all the different disciplines to submit separately, or if this purist is being viewed as architect-led?
  - a. *Answer: It should be submitted with all disciplines together. We want to bring on one comprehensive team.*
  
11. Could you provide details about the composition of the proposal review committee?
  - a. *Answer: It will be comprised of individuals within Design and Construction, Facilities and individuals from the campus community.*
  
12. What is the anticipated start date for the project, and how long is the master plan expected to take?
  - a. *Answer: This will be determined once we get a firm on board*
  
13. Is there a defined budget range for the project?
  - a. *Answer: We will discuss this with the awarded firm.*
  
14. Will the university provide existing planning documents, space utilization data, and a comprehensive, digital campus plan (e.g., \*.dwg or \*.dxf)?
  - a. *Answer: This is a refresh to our previous master plan completed in 2018. We will provide as much information as available.*
  
15. Is there a current Facility Conditions Assessment (FCA) report available?
  - a. *Answer: The State just completed the FCAP visit but we have not received the document yet. The previous report is available.*
  
16. What is the expected level of engagement for the master plan? Specifically, how many meetings and user groups are anticipated, and will there be any engagement outside of the institution?
  - a. *Answer: The engagement will be strictly within the university. We are establishing the core group currently but it will include facilities, registrar, colleges, housing, dining, etc. We are unsure the number of meetings and will determine this when we select the firm.*

17. *When was the most recent facilities assessment completed?*
  - a. *Answer: The State just completed the FCAP visit but we have not received the document yet. The previous report is available.*
18. *In what format is the existing information compiled?*
  - a. *Answer: PDF Document*
19. *Will previous CMP analysis from MEP and Civil be shared, and to what extent was this work performed?*
  - a. *Answer: We will share everything that we have available. Our team also has knowledge of the systems.*
20. *Does the University have an existing platform/software to host/use a 3D scenario, decision-making planning tool? if so, which platform/software?*
  - a. *Answer: The University does not have this.*
21. *Do you have an example of the kind of interactive application you are seeking to create?*
  - a. *Answer: The University would like to have a detailed plan indicated current and future buildings. This needs to be easily readable/presentable to the campus community and community at large. We want to convey what the future holds for the University.*
22. *What level of Investigation is desired for CMP purposes?*
  - a. *Answer: Need to determine if this is the direction the University should take and what are the advantages to it. More discussion will be held with the selected team.*