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ADDENDUM NO: 2

IFB/RFP No: NKU-41-19

Commodity: Campus Master Plan

Date: 6/18/2019

Due Date: 7/05/2019 @ 2PM

BIDDER/RESPONDER SHALL CONFORM TO THE FOLLOWING CHANGES AS SAME SHALL BECOME BINDING UPON THE CONTRACT TO BE ISSUED IN RESPONSE TO THIS INVITATION FOR BID.

Please see the answers to the questions that were submitted regarding NKU-41-19 Campus Master Plan.

1. Q: In reference to the planning elements associated within the NKU campus framework plan, bullet point one (on page 4) states “academic program planning.” Could you clarify your expectation and requirements specific to that scope item?
R: NKU does not need planning for new academic programs. It would be helpful to evaluate the adequacy of space occupied by each college (Arts and Sciences, Health and Human Services, Business, Informatics, Law, and Honors).
2. Q: When comparing the bulleted list of planning elements on page 4 of the RFP with the weight assigned to the Team Qualifications in the Evaluation Criteria, we notice that several criteria are missed out (ex. Wayfinding & Signage.) Please clarify.
R: This master plan will not require a specific focus on wayfinding and signage, and a consultant in this discipline is not needed. A cost estimating consultant is not needed.
3. Q: In reference to Tab 3 - Master Plan Narrative Content: The RFP asks the respondents to “Propose committee structure.” We assume this refers to an NKU master plan committee (like a steering committee) – please confirm and/or clarify.
R: Yes, it does refer to the NKU master plan committee. We expect the master planner will have a recommendation about how the master plan process should be organized and structured. NKU will create a Master Plan Steering Committee and the consultant will be expected to advise the University on specific subcommittees and their role.
4. Q: In reference to Tab 7 – References: Are the five references only expected of the prime consulting firm or do these five references include references for both the prime and its sub-consulting firms? Please clarify.
R: Please provide references for the prime consulting firm.
5. Q: Addendum No. 1 states that "NKU is looking for a master planning team led by a firm with national experience in campus master planning for higher education institutions." Should this statement be taken literally, in that the nationally experienced master planner should be the prime firm and the proposal should be submitted under their name? Or, does it mean that NKU would like for the work to be led by a firm with national experience but the local architect could be the prime with the master planner on their team?
R: NKU is open to receipt of proposals from teams which are led by local architectural firms but the RFP Response must clearly state which portions of the master plan work effort will be led by a firm with national experience.

6. Q: The RFP asks that a principal member of the team be a licensed architect or landscape architect in Kentucky. As we're finalizing our planning team, can you confirm this is a requirement?

R: It is not essential that a principal member of the team be a licensed architect or landscape architect in Kentucky at the time of the RFP submission. It is essential that the principal architect or landscape architect leading the master plan effort be licensed. Should NKU opt to implement a project as an outcome of the master plan, in that situation the principal lead for the work effort will need to be licensed in Kentucky.

7. Q: Is there a designated performing arts component for the master plan?

R: No, there is not a designated performing arts component for this master plan.

END OF ADDENDUM

RS-6/18/2019