Response to Questions, Posted April 18, 2024.

1. With regard to the Space Level Data on p. 20 of the appendix, how does the client want to

document those rooms where multiple Divisions and Departments are occupying a

space?

* 1. We expect to see organizational assignments prorated on a percentage basis when there are multiple departments occupying a space. Our standard method is to track organizational space assignments at the department level and then roll up to the division level for reporting.
1. With regard to the Space Level Data on p. 20 of the appendix, would functional % usage

of each space potentially be included in the sample?

* 1. We do maintain function assignments for each space based on the National Association for College and University Business Officers (NACUBO) and U.S. Office of Management and Budget (OMB) Circular A-21 functional categories. These can be included in the study and updated as needed to the extent that it is useful for assessing utilization and demand and is relevant to forward-looking recommendations.
1. With regard to the Space Level Data on p. 20 of the appendix, would student occupants

be considered for collection as well?

1. Yes. At a minimum, we want to have a count of the payrolled undergraduate and graduate students that occupy a given space. Ideally, we want to see the names of payrolled students as occupants, so they can be matched to payroll records to better measure utilization and the appropriateness of space assignments.
2. Will a fee proposal be required at the next step of the selection process (i.e., the interview stage)?
	1. A fee proposal will not be part of the interview stage.
3. How does the 2020-2025 UW-Madison Strategic Plan play into this effort? And since this Framework runs out next year, is there a future study currently underway and/or in the works that we should be aware of?
	1. This question does not pertain to this RFQ.
4. In addition to the 2020-2025 Strategic Plan, are there other campus-wide strategic initiatives (e.g. the forthcoming 2025 Campus Framework Plan, academic plans, etc.) that are planned to run concurrently with this study that we should be aware of?
	1. This question does not pertain to this RFQ.
5. This RFQ reads like an overarching campus master plan, but with the 4 distinct asset categories: office space, classrooms, class labs, and research labs. We are curious if our recommendations for the 4 separate asset categories will include asset interconnectivity recommendations.
	1. Recommendations should consider interconnections across asset categories.
6. Could you please clarify if "Define your organization’s experiences, benchmarks and technology used, and reporting outputs from past projects for the following... (bullets follow)" is supposed to be part of our SOQ submission due 4/24? Or if that information will be asked of us should we be selected for the next round?
	1. This should be part of the response to the RFQ.
7. Office Space Tasks: Does this include student union / student support spaces?
	1. Yes.
8. Sections 1.1.1, 2.1.2, 3.1.2, 4.2.2   Are there existing facility condition reports that can be used as the basis for the project reports? Will MEP(S) be required for facility conditions assessments to provide input?
	1. We will supply existing condition reports where we have them on an as needed basis. We are not seeking detailed MEP assessments as part of this study. We expect the consultant to review general conditions based on available facility data (age, use, etc.) and general observations made during the study.
9. Sections 1.8.2, 2.7.2,3.7.2, 4.8.2  Please clarify the FF&E expectations for standards, does this include furniture, finishes, and equipment for all spaces or for groups of recommended space types?
	1. We are looking for recommendations on FF&E standards that can be applied to the relevant spaces over time. We are not asking for room-specific layouts or design. This could be a high-level kit of parts and sample/recommended layouts to optimize space efficiency and function. It would be helpful to see some of the recommendations applied to current spaces to demonstrate the potential benefits related to space utilization and functionality.
10. Sections 1.8.4/5 Are there Change Management activities needed for implementation recommendations?
	1. Change management recommendations would be helpful based on the consultant's experience and observations from the study process. Specific change management activities to implement recommendations is not part of the RFQ.
11. Section 1.8.7.3 Does this require block and stack planning? Will this include the evaluation of off campus space that the University currently does not own or lease?
	1. Block and stack planning may be needed to demonstrate possible scenarios. Evaluation of specific off campus space is not required. Recommendations on how potential off campus space of a certain size, type, general location, and distance from the main campus could be used to optimize UW-Madison facility portfolio may be needed.
12. Office Space Deliverable Final Document: Are there capital and/or completement date targets that the University are aligning to?
	1. Not at this time.
13. Sections 2.2.2, 3.2.2 Approximately how many classrooms and data sources, will any information be provided by the University PM team? Is this part of the subset identified in 2.1.2 or is this intended to be comprehensive of the entire asset category?
	1. Answering the last question first: our starting goal is to collect and analyze schedule data for all spaces currently coded as 110-Classrooms and 210-Class Labs. We will adjust if needed from there. There are currently 1,020 total rooms in those categories (644 classrooms, 376 class labs).

The Office of the Registrar will be a primary source of schedule data for:

* Credit instruction and scheduled academic activities (exams, etc.) in the 351 general assignment classrooms
* Credit instruction in the 644 departmental class labs

After that, the number of data sources is difficult to estimate given the decentralized nature of campus space scheduling. Some spaces may be scheduled and the school, college, division level, others at the department level, and some at the sub-department or building level.

Campus groups use a variety of tools to schedule spaces assigned to them, including but not limited to EMS, Outlook, Google calendar, and paper forms.