Student Affairs Master Plan

Q&A

Project No. A-22-014

1. **Can you provide additional detail on what aspects are most relevant to include in a comprehensive market analysis noted in the 4th bullet on Page 1 of the RFQ?**

* The analysis should include a breakdown of square foot utilization for departments providing similar student services as those provided by UW-Madison Student Affairs. A comparison should be based upon student enrollment and GSF of buildings. The analysis should include how student services are distributed across the comparative campuses and age of buildings. If available provide data on program functions, including, student meeting spaces, group meetings, food services, studying, events programs, recreational activities, counseling appointments, clinical space, and administration.

1. **Can you provide additional detail on building data noted in the last bullet on Page 1 of the RFQ? The sentence states “spaces and buildings identified below”, but the Building No., Name, and Building Address on Page 2 list “various”.**

* See attached Supplemental Information.



1. **Can you provide the report of recommendations referenced in the last sentence on Page 1 of the RFQ, or a current strategic planning document for Student Affairs?**

* This document is not available for sharing with the RFQ respondents and the information is not relevant to the project request. Attached is the current Student Affairs Strategic Plan which should assist in formulating a response.



1. **Is the cover, cover letter, tab dividers, and SF 330 Part IIs (for prime and each consultant) excluded from the 25-page limit?**

* The entirety of the SOQ submission should be no more than 25 pages.