

# RFQ Question and Answer List

## State of Ohio Standard Forms and Documents

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Project Name Kent State University Space Utilization Study Project Number KSU-24P033  
Project Location Kent Campus, Kent, OH

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Date posted: April 12, 2024

Date revised: [if needed]

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. Are any buildings set under the current demolition plan Century or Historic properties?
  - a. No. Right now, the current Business Administration Building is planned for demolition once Crawford Hall is completed. However, a planning study is nearing completion for Residence Halls and Culinary Services facilities and should be completed by the selection of this RFQ.
2. Is the focus of this RFQ only on Academic Buildings?
  - a. Correct. The intent is to look at office and academic space utilization. A targeted utilization study was completed with the 2017 Kent Campus Gateway Masterplan and will be rethought.
3. What space types are included in this analysis?
  - a. Academic, Research and support staff spaces (offices and classrooms). Athletics, Housing and Dining are not included.
4. Do you have inventory information?
  - a. OUA Space Management has employees tied to individual office spaces and current audits of space are underway to update the space database. This database information will be provided to the successful team during the data collection phase.
5. Are the Library and Student Center included in this analysis?
  - a. There are existing masterplans for both the library and student center that have been updated during the past 2-3 years. The Student Center will not be included in this analysis.
  - b. The Library will be part of this study.
  - c. Schwartz Center has been a target of potential for shuttering a administrative focused building.
6. Who will be involved in these discussions?
  - a. OUA will shortlist the RFQ.
  - b. The shortlist selection and interview process will include other campus leadership and shortlisted interview teams will be given insight at subsequent meetings.
  - c. Kent Campus has a Space Committee comprised of an executive leadership team as well as an overall committee that includes faculty, staff and others to approve of space changes. This project team will interface with this committee to provide insight and background information of suggested space changes.
  - d. Senior leadership will be involved in information gathering sessions.
7. Will a facility condition index report be utilized to prioritize building demolitions and is it required as part of this project?
  - a. A FCI report was completed during the 2017 Gateway Masterplan project. This along with current deferred maintenance reporting will be provided.
  - b. A new FCI report is not part of this scope.
8. Estimates are listed as included in this project. Please elaborate.
  - a. We are looking for high level estimates on retrofits, consolidation plans and demolition plans to provide a magnitude of costs for phasing and informed decision-making. (Square footage cost estimates).

9. Is the January completion date firm?
  - a. The completion date is not firm but aligned with a \$250,000 fee range. It includes the expectation of a May shortlist and interviews, June contracting, July start with a January 2025 completion date.
  - b. This project is a priority for the leadership.
  
10. Is utilization data available?
  - a. Class schedules are available through the Registrar and will need confirmed through the colleges as there are other means of scheduling assets within each college.
  
11. Do you have demographic information?
  - a. Yes, Institutional Research tracks 15 day enrollment numbers and is available on their website. Future data projections will be discussed during interviews with Enrollment Management.
  
12. Can a team be formed with a specialty consultant?
  - a. Yes.
  
13. Submittal requirements show that an Architectural / Campus Planning firm is the primary lead. Can we submit without an Architectural firm lead?
  - a. Yes. Tailor your team as you see fit.
  
14. 5% EDGE is required for this contract.
  
15. Attached attendees for this meeting.
  
16. For any questions or further clarification, please inquire in writing via email to Jay Graham, Executive Director of Kent State's Office of the University Architect and copy Charmaine Iwanski, Assistant Director of the Office of the University Architect.
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