

Questions & Answers to RFP 2627-01 Facilities Master Plan

Questions & Answers:

1. I discovered this project ad on Syracuse Builders Exchange and am inquiring if there may be plans to incorporate video and/or card access security into the scope of work for some/all locations.

Answer: There are no plans to at this point.

2. We would like to request a clarification on the Cayuga Community College Facilities Master Plan RFP (Solicitation #2627-01).

Under Section D "Term of Contract" (on page 8), the RFP states that "Respondents shall identify and describe any proposed contractual terms, conditions, assumptions, or exceptions not otherwise addressed within this RFP." Is there a separate document containing the College's standard contract terms for us to review?

Answer: There is not a separate document containing the College's standard contract terms.

3. Is there a target date for the master plan completion & implementation?

Answer: The target date is within 6 months.

4. Are there any previous master plans available for review?

Answer: There is a copy of the plan from 2015 that is available to view on our website.

5. Regarding the AV & IT portion of the master plan, what deliverables are desired? Will this include analysis and recommendations for hardware and software, data centers, Wi-Fi, cybersecurity, phone system, etc?

Answer: Yes, there is a Technology Infrastructure Plan.

6. Is a safety analysis desired (review of cameras, access control, etc)?

Answer: No.

7. Is a site analysis included in the scope? This could include assessments of landscaping, stormwater management, parking lots, trails, etc.

Answer: Yes.

8. Is a signage / wayfinding assessment included in the scope?

Answer: No.

9. Is classroom utilization data readily available, or will it need to be derived from class scheduling information?

Answer: Yes, we will have information on classroom size, capacity, and Smart Room Tech readily available.

10. We often provide some level of socio-demographic and/or enrollment analysis. Are any of the following data analytics desired: population trends & projections, economy and workforce trends, enrollment breakdown by County, campus location, program, race, ethnicity, gender, and age?

Answer: We have this information within our department.

11. Is the College in the process of updating its strategic plan, and if so, what is the expected timeline for its completion?

Answer: Yes, within the current academic year.

12. Did the College prepare the Technology Infrastructure Plan mentioned in the last strategic plan? If not, should the facility master plan include the preparation of one?

Answer: It did not, but there is a Technology Infrastructure Plan.

13. If a consultant is selected in mid-October, can the facility master planning process begin immediately? When does the College wish to complete the plan? Are there any key milestones?

Answer: We are looking to have a presentation to College Leadership by year end.

14. Does the College maintain an accurate physical space inventory in spreadsheet format that identifies the building name, room number, room area, space use code, number of occupants, etc.?

Answer: Yes, the AIMES Database should be adequately updated to reflect room numbers and area, along with occupancy numbers. We are unaware of any codes that should be used.

15. Will the College be able to provide the selected consultant with the academic course schedule in spreadsheet format for fall 2026 including course time of day, day of week, enrollment cap, actual enrollment, school/division, course name, etc.?

Answer: Yes.

16. If the prime consultant is a Minority or Women Owned Business Enterprise, is it still necessary to submit Attachment 3?

Answer: Yes.

17. To align our approach with the College's expectations, it would be helpful to understand the fee budget for this assignment. Is the College willing to share its expected fee range?

Answer: At this time, the College has not established a fixed budget or fee range for this project. Consultants should propose a fee appropriate with the scope of services they recommend to meet the project objectives.

18. Do you have any forecasted and past enrollment data and trends that you can share?

Answer: Available upon request.

19. If you anticipate needing to expand the current facilities, will the study identify strategies and location(s) for expansion?

Answer: We would expect the report to include any potential expansions.

20. Will/should the Facilities Master Plan include review of site infrastructure and improvements, parking, vehicular and pedestrian circulation, or landscape improvements?

Answer: Yes.

21. Will the successful team have access to current space utilization data?

Answer: Yes.

22. Can you share a copy of your current master plan?

Answer: A copy of the 2015 Plan is available on our website.

23. Do you have current Space Standards and Guidelines to use as a starting point for developing modern design guidelines, or will these guidelines need to be created?

Answer: Not since Covid do we adhere to any such criteria.

24. Are you interested in exploring government grants, foundation grants, or both?

Answer: Yes.