July 18, 2014

TO: All Firms that participated in the Pre-Proposal Conference

FROM: Linda Seavey, Housing RFP Contact
       UVM Director of Campus Planning Services

SUBJECT: UVM Response to Developers Questions

**Housing RFP: Development, Property Management Services, and Private-Public Partnership Financing Plan for On-Campus First-Year Student Housing & Dining**

The University will be publishing a RFP Addendum and distributing it directly to all developers that attended the Pre-Proposal Conference. The Addendum includes changes in the RFP schedule, amended Site Plan and Logistics Plan, as well as other information provided below that will be important for developers to consider in their RFP response.

**Change of Schedule:**
Given the complexity of the Project and the scope of questions provided by developers, the University believes it is in the best interests of the Project to extend the time line for next steps in the RFP schedule as follows:

<table>
<thead>
<tr>
<th>Action Steps</th>
<th>Schedule Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for submission of proposals</td>
<td>Friday, August 29, 2014; 4:00 PM EST</td>
</tr>
<tr>
<td>UVM notifies short-listed firms</td>
<td>Wednesday, September 17, 2014</td>
</tr>
<tr>
<td>Oral presentations by Developers</td>
<td>Week of September 29, 2014</td>
</tr>
<tr>
<td>Notification of successful Developer</td>
<td>Week of October 13, 2014</td>
</tr>
<tr>
<td>Occupancy of the On-Campus First-Year Student Housing</td>
<td>August 1, 2017</td>
</tr>
</tbody>
</table>

**Additional Residential Life Programming Needs:**
Furthermore, in addition to the programmatic specifications described at the Pre-Proposal Conference and minutes of the meeting\(^1\), Res Life has requested 1-3 additional offices in anticipation for faculty participation in residential learning community programs. Res Life requests a minimum of 2 staff apartments: a 2-bedroom apartment for the Residential Director, and a 1-bedroom apartment for the HESA graduate student. Given the number of overall beds, an additional 3\(^{rd}\) apartment would be helpful to house an additional graduate student or have a live-in faculty apartment.

\(^1\) *Question 2: What are the programmatic specifications for Res Life for the new housing project? UVM Response: Res Life will need a main desk, three adjacent offices, one staff training room, and will be staffed with one RA for every 30-40 students. In addition, it would be helpful to have another office and two seminar classrooms for potential residential learning community and/or summer conference activity.*)
Follow up to Developer Questions/University Answers

The Developer question is in **bold** and the University of Vermont response is in *italics*.

Q1. **Two Questions regarding the roadway on the north side of the proposed cooling tower enclosure:**

   Q1.a. **Please confirm the north-south dimension of the enclosure.** We heard 30 feet in the walk-through, but the enclosure scales closer to 50 feet on the drawings from the RFP.

   **A1.a.** As stated in the RFP, the University is in the preliminary planning phases for these three projects, Central Heating Plant Expansion, New Cooling Towers, and the Relocation of the Road North of Bailey/Howe Library. However, since the distribution of the RFP and the Pre-Proposal Conference, the University’s objective is to **not** relocate the Road North of Bailey-Howe Library. The Central Heating Plant expansion remains as planned. (UVM will forward a site plan when available). Due to this change, the Site boundary limits for the housing will be somewhat expanded to the south and is now 30’ north of the existing utilities (i.e., steam, condensate, and chilled water lines). In terms of the New Cooling Towers, for your planning purposes, assume 30’ from the north wall of Bailey/Howe Library for the new towers, but be aware that this is still preliminary. (UVM will forward a site plan when available). Please refer to Attachment A – Amended UVM On-Campus First-Year Housing Project Site Location Map.

   Q1.b. **Is it feasible to maintain a roadway between the proposed enclosure and the existing steam piping?** See Option 1.

   **A1.b.** Since the University’s recent decision to not relocate the roadway, this is no longer applicable.

Q2. **Where does UVM currently source furnishings for on-campus student housing? Is UVM happy with that vendor?**

   **A2.** The University recently conducted an open bid process for the student room contract. The University now has two contracts; one with New England Woodcraft (based in Forestdale, VT) and one with Foliot Furniture (based in Canada). The University is satisfied with the vendor products and services. The University would also be open to other options recommended by developers.

Q3. **Multiple questions regarding Bailey/Howe Library were posed as follows:**

   Q3.a. **Our development team is looking to establish floor-to-floor heights over at Bailey-Howe and hoping UVM could send us some section drawings accordingly.**

   **A3.a.** The University concurs that it would be helpful to provide floor-to-floor heights at Bailey/Howe Library to understand connectivity options. The Bailey/Howe Library sections plans will be sent to all developers that have signed the attached University’s Mapping & Facilities Request Form. If you have previously submitted the Request Form, there is no need to re-submit.
Q3.b. Can the University provide existing Bailey/Howe Library wall and building sections, and floor plans? Any plans that can be provided would be appreciated prior to the response date so that they can effectively be utilized in analyzing design options.
A3.b. Yes, as noted above in Question 3, the University will provide Bailey/Howe Library wall and building sections, and floor plans to the developers by ftp. Again, the developers interested in receiving these drawings must fill out the University’s Mapping & Facilities Request Form. If you have previously submitted the UVM Request Form, there is no need to re-submit.

Q4. Is there an existing and current market study for first-year student housing at UVM? If so, will UVM make this study available to all prospective developers?
A4. The University conducted student surveys as part of the development of the recent Student & Faculty/Staff Housing Master Plan. The University has attached excerpts of the results that related to on-campus undergraduate market survey and it is on the housing website: (http://www.uvm.edu/~plan/?Page=first_year_housing_rfp.html).

Please note when reviewing enrollment/bed capacity numbers that this survey reflected a higher undergraduate enrollment in fall 2011 (10,459 n Fall 2011 versus 9,970 in Fall 2013) and the 403 beds at Redstone Lofts was not yet counted in bed capacity calculations as Redstone Lots did not open until Fall 2012.

Q5. Are there any recent environmental studies for the proposed project site? If so, will UVM make any recent environmental studies available to all prospective developers?
A5. The University is not aware of any environmental studies conducted for the proposed project site.

Q6. Will UVM require a build-out of the proposed 500-seat dining facility? If so, what requirements will the selected developer be required to meet?
A6. Yes, the University expects that the 500-seat dining facility be built as part of this Project. UVM looks to the developers to propose the basic specifications of the “all-you-care-to-eat” residential dining venue with final programmatic and facility specifications to be mutually determined at a later time. All facets of the project should comply with the components described in the RFP.

Q7. What are the estimated University staff costs expected to be for project coordination, etc. (RFP Section 2.1.4.1)
A7. The University’s estimated staff costs for project coordination and review is $40,000.

Q8. RFP Section 3.12.4 states that certificates of insurance shall be furnished prior to the award of the contract. RFP Section 4.2.10 (Tab 7 – Supplemental Information) states that developer will submit current certificates of insurance as stated in Section 3.12. Does UVM require current certificates of insurance to be included as Supplemental Information as part of the developer’s response to this RFP?
A8. Yes, as stated in the RFP on page 33, the Developer should provide current certificates of insurance in Tab 7 – Supplemental Information.
Q9. In order to avoid traffic congestion in the Central Campus, will the selected developer be allowed to propose options for relocating the identified hospital staging area, which is located within the proposed housing project limits? 

A9. No, given the complexities between the two institutions, FAHC’s staging area will remain as described in the RFP and the Pre-Proposal Conference and will be utilized for FAHC public parking needs during the construction period. However, UVM and FAHC have continued to coordinate the construction logistics for the multiple projects in this area. To simplify the traffic congestion, etc., UVM and FAHC have agreed to eliminate the “construction” road that went through Wills Hall, just west of the FAHC staging area within the Housing Site (refer to Attachment 1A – Amended UVM/FAHC Construction Logistics Plan). This will provide more capacity to build in this area of the Site (refer to Attachment 1 – Amended UVM On-Campus First-Year Housing Project Site Location Map, dated July 15, 2014) without having to phase construction, unless your proposal includes a portion of the existing parking area west of Converse Hall.

Q10. Multiple questions regarding connection fees, annual utilization fees, etc. were posed as follows:

Q10.a. What are the connection and use fees for the various campus utilities (stormwater, steam, chilled water, and communications)?

A10. Since the distribution of the RFP and the Pre-Proposal Conference, the University has established that this Project will be required to connect to the University’s steam and chilled water plant. The 2015 estimated costs for campus utilities are as follows:

<table>
<thead>
<tr>
<th>Utility</th>
<th>Connection Fee*</th>
<th>Annual Operating Cost*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stormwater **</td>
<td>$19,700/acre of impervious in site limits</td>
<td>$932.81/acre of impervious in site limits</td>
</tr>
<tr>
<td>Steam/Chilled Water</td>
<td>One-Time cost of $1.4M plus $2,000/LF to connect from MH-N8 manhole***</td>
<td>UVM is developing a rate structure (fee per tons of chilled water and pounds of steam) and will forward as soon as available.</td>
</tr>
<tr>
<td>Communications</td>
<td>No specific connection fee. However, the developer is responsible for the installation and cost of the physical layer infrastructure. The developer is expected to follow UVM’s current infrastructure standards that include specified materials.</td>
<td>UVM is reviewing the current rate structure. For purposes of projections, FY15 rate is $27.10/room/month.</td>
</tr>
</tbody>
</table>

*Represents estimated 2015 costs. These do not include any City and State fees for these utilities. For projection and pro-forma purposes, assume 3% annual increases.

**As noted in the RFP, Section 2.1.1.4 Required Resources, that “any new project in this watershed, including this Project, will be required to provide an additional 20%
sediment offset in the watershed.” For purposes of your planning, the 20% sediment offset cost is estimated at $15,000/impervious acre of the proposed site plan.

***The Developer will be responsible for the physical connection to the steam and chilled water pipes from the Project to Manhole #N8 (MH-N8) at $2,000/linear foot to cover the University’s installation cost.

NOTE: UVM is working with the City of Burlington to resolve a sanitary issue in this area of the campus. Please do not contact the City to discuss this issue. The University will keep the developers apprised if needed for their planning purposes.

Q10.b. We anticipate that this project will connect to the UVM primary telecommunications (fiber optic) grid, at the developer’s cost. We also anticipate that, once connected, use of the primary telecommunications infrastructure for UVM students and staff will be at no ongoing cost to the developer. Please confirm.

A10.b. Yes, it will be the developer cost to connect to the UVM telecommunications grid. As stated above, the University is reviewing the rate structure. For your planning purposes, use the FY15 rate charged to Residential Life ($27.10/room/month).

Q10.c. We anticipate that building telecommunications pathways, including cabling, cable tray and raceways, wall jacks, patch panels, and pathway terminations and testing, will be the responsibility of the developer. Will UVM be responsible to provide telecommunications head-end equipment, including servers, routers, etc., any head-end equipment programming as well as a ‘take-off/connection point’ located adjacent to the project?

A10.c. Yes, the developer will be responsible for the installation and costs of building the telecommunications infrastructure. The materials and labor to be purchased through UVM’s Telecommunications. The developer is expected to follow UVM’s current infrastructure standards including specified materials (refer to Telecommunications and Network Services website: http://www.uvm.edu/~telcom/).

Q11. Will UVM provide nearby soil borings logs and/or geotechnical reports to all prospective developers?

A11. UVM will share the soil boring logs and geotechnical reports for UVM’s STEM Project when available. UVM will share the Central Heating Plant Expansion Project’s soil boring logs and geotechnical reports when available. Also, FAHC has agreed to share the completed soil boring logs and geotechnical reports for their Inpatient Building Project (attached).

Q12. Since UVM is typically responsible for removal of hazardous materials (such as underground asbestos pipe), if discovered within the proposed student housing site, how will this be handled for the proposed student housing project?

A12. The developer will need to be responsible for all costs associated with compliance of all University, state, and federal regulations regarding the removal of hazardous material. Refer to UVM’s Risk Management’s website for further information (http://www.uvm.edu/~riskmgmt/).
Q13. Since UVM desires to manage administration and residence life for the proposed student housing project, will UVM provide the staffing requirements (including salaries, wages and benefits), as well as any other administrative charges that would be included in the operating budget to all prospective developers?

A13. Residential Life’s staffing requirements for UVM’s administration and residential life programming component of a residential complex of 500-600 beds is estimated as follows:

- One Residence Director (full-time live in, at approximately $35K plus fringe benefits, FY15, UVM’s fringe benefit rate is 41.8%);
- One Office Manager (10-month staff, at approximately $24K plus fringe benefits, FY15, UVM’s fringe benefit rate is 41.8%);
- One HESA graduate student (part-time, live in, at approximately $15K plus fringe benefit rate of 7.1%); and
- 12-19 Resident Advisors (room and board at approximately 11K/RA per year).

The University’s fringe benefit rates are projected through FY19 as follows:

<table>
<thead>
<tr>
<th>Fringe Benefits</th>
<th>Actual</th>
<th>Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Class</td>
<td>FY15</td>
<td>FY16</td>
</tr>
<tr>
<td>Residence Director</td>
<td>41.8%</td>
<td>43.3%</td>
</tr>
<tr>
<td>Graduate Student</td>
<td>7.1%</td>
<td>7.1%</td>
</tr>
</tbody>
</table>

Utility fees will be based on the final scope/size of the project and any miscellaneous administrative fees will be the subject of negotiation between the parties.

Q14. Can the University provide a copy of recent Bailey/Howe Library feasibility studies?

A14. The University encourages developers to utilize the existing conditions files (i.e., Bailey/Howe Library wall, building, and floor plans noted above). As the University does not have plans to implement the findings of the feasibility study conducted in 2012-2013, it would not be informative for the developers.

Q15. Does UVM have any acoustical information regarding the adjacent cooling tower installations(s)?

A15. An acoustic survey of the existing conditions of the area surrounding the Cook Physical Science Building has been performed as part of the STEM Project. Campus Planning Services will transfer the report via ftp to the developers that attended the Pre-Proposal Conference when available and will also post to the RFP website.

Q16. We understand that UVM central steam plant has a scheduled annual shutdown for 2-weeks each summer. Please confirm.

A16. Normally the UVM Central Heating Plant (CHP) has an annual shutdown for about 5 days directly following commencement (late May). Physical Plant continues to strive to shorten the duration of the annual shutdown.

Q17. Are there any recent hydrant flow tests available, proximate to the proposed site?

A17. Please find attached the most recent hydrant flow tests from UVM’s STEM Project.
Q18. How does UVM currently handle mail in its residence halls? Does UVM provide one mailbox per unit or bed and are mailboxes central to campus or within each residence hall?
A18. Mail is delivered daily from the University’s central Print and Mail Center to each residential complex. It is then sorted by student work-study and distributed daily. Some residential complexes have one mailbox per student room, but one mailbox per bed is preferable.

Q19. Where is the closest campus security office/police substation relative to the project site?
A19. The University Police Services is located at 284 East Avenue. Main Police Services’ access to the Site is from East Avenue via Carrigan Avenue and Beaumont Drive. This Site can also be accessed by Police Services via service roads from Colchester Avenue, University Place, and Main Street.

Q20. What is the frequency of bus/shuttle traffic through the core of campus throughout the day and night?
A20. The Campus Area Transportation System (CATS) shuttle runs through the core of campus:
   - Weekdays/Monday-Friday - 10 minute interval service from 7:00 AM – 6:30 PM
   - Weeknights - 30 minute interval service from 6:30 PM – 11:45 PM
   - Weekends - 30 minute interval service from 11:30 AM – 6:30 PM

Q21. Will it be possible to share driveways with the adjacent FA facility post completion? We understand that there is a possible ambulance entrance that may need exclusive access, however we believe we understood that there may be a segregated drive for non-ambulance traffic to access parking, can you confirm?
A21. There will be a shared drive into the Fletcher Allen area from Colchester Avenue and split to access both FAHC parking and UVM’s housing site. Post construction, dependent upon the design there may be a curb cut needed.

Q22. Are there restrictions or objectives regarding tree removal? There are several beautiful trees on the identified site, however the site is also quite compact and the thus could necessitate a tough decision; any supprohibition or guidelines relative to removal could prove helpful or challenging.
A22. As indicated in the Pre-Proposal Conference Minutes distributed Monday, June 16, 2014, the University is especially mindful regarding the protection and preservation of the trees and landscaping features. The University’s preference would be to not remove the large trees. However, dependent upon the design and proposed site plan, there may be some trees impacted. The developer should highlight those large trees that would be impacted and provide mitigation plans if appropriate. The University has recently completed a campus-wide tree inventory, refer to http://www.arborscope.com/inventories/265 for further information regarding the trees on the Site. NOTE: There is one memorial tree on the west side of Rowell Building that will need to be protected.

Q23. Are there any guidelines that UVM is able or willing to provide relative to expectations for annual ground lease payments to the University? Do you have any estimate of the value of the leased land that can serve to guide our thinking?
A23. The University looks to the developers to propose a viable annual ground lease payment.

Q24. What ratio of student to RA does UVM currently operate within for freshman/sophomore halls?
A24. The ratio of student to Residential Advisor (RA) is the same regardless of class year. The RA ratio is dependent upon the hall, room types, and building configuration. Generally, there is one RA for 35-55 residents.

Q25. Do you know how far east along the back wall of the library the cooling tower project will go?
A25. Although the cooling tower project is only in preliminary planning phases, the plan to date includes the cooling towers to be located along the north wall of Bailey/Howe Library to the northeast corner of the Library.

Q26. Can we count on this building serving as a primary location for summer camps/summer occupancy allowing for at least some summer revenue?
A26. Yes, the University intends for this building to be an important summer conference facility that would provide some summer revenue to the developer. This will not be the only facility available on campus for campus and other summer conference activities.

Q27. RFP Summary of Qualifications Section 4.2.5 Tab 2: Provide a list of at least 3 similar in scope of higher education institutional projects, preferably first-year housing with dining options that your firm has undertaken within the last 5 years, including description of project, size, original estimated cost as compared to the original bid amount and final cost (Total cost, Cost per SF, Cost per bed and Cost per Unit basis), date of completion, photographs and complete client contact information. If available, highlight projects that contain environmentally responsible design and/or projects that are LEED certified.

Q27.a. Does UVM desire project examples from each team member or solely from the developer or in combination?
A27.a. The University does not require a project example from each individual firm on the team, combination is fine. It is up to the developer to determine the best examples that highlight the team’s ability to meet the Project’s goals and objectives.

Additionally, as per the paragraph previous to the above in the RFP, you should also “describe how your team has successfully worked together on completed projects of similar scope in the past 3 to 5 years.”

27.b. What is the maximum amount of project examples desired?
A27.b. UVM recommends providing 3-6 examples that best represent the team’s experience with a project of similar scope.

Q28. Are developer proposals for wood-framed housing acceptable to UVM?
A28. The University is open to wood-framed housing or other materials, whatever is most appropriate to the proposed design.
Q29. Are developer proposals for specific stand-alone mechanical plants acceptable to UVM or is UVM planning on constructing mechanical plant additions that would serve this project with centralized heating and cooling?

A2. It is required that the Developers utilize the University’s Central Heating Plan and Cooling System and not construct stand-alone mechanical plants. The additional chilled water capacity the University is planning at the Central Heating Plant will have capacity for this additional load.

Q30. Will UVM please provide the following documents for our review and use?

- Existing site mapping
- Existing site utility plans
- Existing site contours
- Nearby historical geotechnical information

A30. As indicated in the RFP and the Pre-Proposal Conference, developers must fill out the UVM Mapping & Facilities Data Request Form for the “existing site conditions” mapping information. As stated above in Question 11, find attached the UVM STEM Project and FAHC’s Inpatient Building Project’s geotechnical reports that were conducted recently.

Attachments:
Attachment A – Amended UVM On-Campus First-Year Housing Project Site Location Map, dated July 15, 2014
Attachment A1 – Amended UVM/FAHC Construction Logistics Plan, dated July 16, 2014
UVM Campus Planning Services Mapping & Facilities Data Request Form (1 page)
UVM Student & Faculty/Staff Housing Master Plan Excerpt of Undergraduate Market Research, dated July 10, 2014 (96 pages)
FAHC Inpatient Building Project Soil Boring Logs and Geotechnical Reports (10 pages)
UVM STEM Project Hydrant Flow Tests (3 pages)

With receipt of UVM Mapping & Facilities Data Request:
UVM Bailey/Howe Library – Building Elevations, Sections, and Floor Plans

Follow-Up reports to be sent when available:
UVM Central Heating Plant Expansion and New Cooling Towers Site Plans
UVM Rate Structure for Steam/Chilled Water Usage
UVM Rate Structure for Communications, if updated
UVM STEM Project Soil Boring Logs and Geotechnical Reports
UVM Central Heating Plant Expansion and New Cooling Towers Soil Boring Logs and Geotechnical Reports
UVM STEM Project Acoustical Report
UVM Rate Structure for Steam/Chilled Water Usage
UVM Rate Structure for Telecommunications Usage

END OF QUESTIONS