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McClain Hall 106
100 East Normal Avenue
Kirksville, MO 63501

TO: ALL PROSPECTIVE VENDORS

RE: Project SP26-06 Architectural & Campus Planning Services Addendum
No. 1

Addendum No. 1 is issued to inform vendors that I have received questions that require a response and therefore, an addendum.

Please refer to the questions and responses provided. This addendum and subsequent addendums will be sent to all firms who have expressed their interest in submitting a proposal.

Vendors are to acknowledge receipt of Addendum No. 1 in their response. Please contact me by phone at (660) 785-4326 or by email at lthrasher@truman.edu if you have any further questions. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Laura K. Thrasher".

Laura Thrasher
Purchasing Buyer

Project SP26-06 Architectural & Campus Planning Services

Addendum No. 1

Questions for Architectural & Campus Planning Services:

- 1) What would be the contract duration of the agreement between Truman and the selected design firm? We could not locate a clear answer to this in the RFQ document.
 - a) Assuming the selection of a firm, Truman will likely request a two-to-three-year initial term followed by series of optional one-year renewals.

- 2) Part II.A.4 – Scope of Services & Construction Management Oversight: What are Truman’s general expectations for this? Is Truman looking for a firm that would provide full Construction Management services, or only general oversight of selected Contractors more typical of Architects’ and Engineers’ Construction Administration services?
 - a) Truman is seeking a firm to provide construction management for repair and maintenance projects, including but not limited to project planning, contract administration and contractor oversight.

- 3) Part II.B.4 – Scope of Services – Institutional Requirements and Standards: Does Truman have formalized institutional design standards and requirements, and if so, would it be possible to obtain copies of this information?
 - a) While Truman does not have a consolidated design standards document, maintenance and repair projects normally return buildings to “as-built” condition specified on original building plans.

- 4) Part II.B.5 – Scope of Services – Campus Environment: Similar to Question #3 above, does Truman have published information on campus-wide environmental, historic, aesthetic, functional, etc. design standards, and is this information available?
 - a) Truman adheres to environmental regulations and bulletins as required by the Missouri Department of Natural Resources and other regulatory authorities. While Truman does not have published design standards, Truman’s campus is predominantly comprised of brick and limestone structures. Truman intends to retain the overall appearance of its current campus.

- 5) Part II.B.6 – Scope of Services – Professional Guidance to Facilities Committee: How does Truman approach this? Is it reasonable to assume this is top-level planning, budgeting, strategizing, etc. with the Facilities Committee, or does Truman envision a different role for the design firm for this service?
 - a) To fulfill the desired campus planning function, the contracted firm would likely meet monthly with Truman’s Facility Committee comprised of representatives from various areas of the University’s administration. From time to time, the firm may also be called upon to meet with the University’s Executive Leadership Team and/or its Board of Governors.

- 6) Part II.B.7 – Scope of Services – Organize and Catalog Facility-Related Documents: What are Truman’s general expectations for this? Will the design firm be expected to collate and sort original hard copy drawings, organize digital files, re-draw or convert original hard copy documents to digital formats including BIM / AutoCAD / PDF, establish a cloud service or online platform for original and new facility-related documents, etc.?
 - a) Truman seeks a firm to recommend an approach for cataloging and organizing existing facility information into an efficient library. Truman would be open to proposals which include some or all of the options outlined above.