

ADDENDUM #2 – October 18, 2024

Re: Request for Proposals
Public-Private Partnership for a New Student Housing Project
Middle Tennessee State University
SBC Project No. 366/000-01-2024

From: Middle Tennessee State University
1301 E. Main St., Box 44
Murfreesboro, TN 37132

To: All Prospective Proposers

This Addendum forms a part of the RFP documents and modifies the original RFP Documents issued September 23, 2024, and Addendum #1 issued October 7, 2024

This Addendum consists of ten (10) pages.

The University also provides Appendix J. Appendix J is the required Financial Interested Parties form referenced in Exhibit 2: Mandatory Requirement question #10. Both Appendix J and Exhibit 2 must be included in RFP Step 1.

Appendix J: [Financial Interested Parties Form](#)

RFP STEP 1 SUBMISSION UPDATE:

The University extended the RFP Step 1 Submission Deadline to October 28th at 4:30 pm CT. at which time all Proposals will be due to the University.

GENERAL INFORMATION:

Hazardous materials abatement and demolition of the existing Womack Lane housing complex may be added as part of the scope of work. MTSU will issue a final determination via addendum in December. For RFP Step 1 responses, proposers shall include information in the “Tab 6 Project Approach Narrative” regarding how the addition of the hazardous materials abatement and demolition of the existing Womack Lane Housing site to the scope of work would impact their proposals. The possibility of hazardous material abatement and demolition scope addition shall also be considered in Tab 4 responses as appropriate.

RFP Step 2 Page Count. The University amends the maximum number of pages for the RFP Step 2 submission, which is due on January 31, 2025, at 4:30 pm CT. Developers should limit their Step 2 proposals to forty (40) pages from the stated eighty (80) pages on RFP Page 29. The University defines one page as front and back. See question #4 for additional details.

RFP STEP 1 QUESTIONS & RESPONSES:

1. The third paragraph in section 1.1 (pg 3) of RFP states: “Initially, Developers are asked to submit their experience, technical capabilities, and project approach (including the [proposed program](#), [site plan](#), [schedule](#), and operating and financial plan). The addendum then indicates that “Step 2: adds more specific project information including project program, design concepts, schedule, etc”. Please clarify if a project program, project schedule, and site plan are required as part of this Step 1 submission

See Section “7.3 Step 1 Proposal Requirements & Evaluation” for specific criteria of the Step 1 submission. “Tab 6 Project Approach Narrative” could contain information or concepts regarding site planning or project schedule but is not required.

2. 7.3 Tab 1 Acknowledgements (pg 26) notes a signed cover letter should acknowledge RFP material and appendices but goes on to references “signature pages”. Please confirm if there are any other signature pages required outside of submitting 1) a signed proposal cover letter which confirms these items and 2) a signed Exhibit 1 - Proposal Transmittal and Statement of Certification and Assurances document.

A cover letter and Exhibit 1 are the only required signatures for Step 1. Step 2 Tab 15 will require signed acknowledgment of receiving addenda as part of this RFP. Additional information is available in question #3.

3. 7.3 Tab 15 Signed Addenda notes “must sign the document(s) where requested”. Addendum 1 doesn’t include a specific place to sign. Should this addenda simply be signed at bottom and submitted within our submission?

Yes, either print the addendums received and sign on the last page, or acknowledge you have received all by listing the addendums and dates issued. Signed addenda are required for RFP Step 2.

4. As a follow up to Addendum #1’s Pre-Proposal Conference Question #3:
 - a. Please clarify that the Step 1 Response hard copy can be printed front and back with each front and back collectively counting as a single page in the 40 page limit and therefore the corresponding pdf / electronic copy of the same can have a page count of up to 80 pages.

Yes. See below for additional information.

- b. Please clarify if the attachments that can be “excluded” from the page count include:

Yes. See below for additional information.

- i. Optional RFP Step 1 Submission Checklist (if proposer chooses to include in response)
- ii. Exhibit 2: Mandatory Requirements Checklist
- iii. Certification Statement per Mandatory Requirements Checklist item #1
- iv. TN Business Registration for Proposer per Mandatory Requirements Checklist item #4
- v. Litigation Statement per Mandatory Requirements Checklist item #6
- vi. Bankruptcy Statement per Mandatory Requirements Checklist item #7
- vii. Insurance and Bonding Letter per Mandatory Requirements Checklist item #8
- viii. Conflict of Interest Statement per Mandatory Requirements Checklist item #9
- ix. Signed addenda

Correct. The 40-page limit included front and back for a total page count of 80 pages. Yes. The following items (i – ix) are excluded from the page count. The University's suggested page count applies to Developers' RFP content and excludes attachments, checklists, and mandatory forms.

Requirements for the signed addenda are listed above in question 3.

5. I was curious about the site boundaries stated in the RFP versus the smaller site suggested in the masterplan. It looks like the Rec Center addition would slide the plaza and volleyball courts into Homecoming Circle, which would move south to align with the new southern edge of the expanded East Quad. Is that something that still seems to be valid in the future of the campus?

The plan for the Recreation Center work does not include expansion south past Homecoming Circle.

6. Please clarify the page limit. Addendum #1, Question #3 states that "Front and back counts as one page," which sounds as if the page limit is 80 sides of paper. Is that correct?

See question #4 above.

7. Does the submission need to be emailed as well as provided in hard copy and on a flash drive?

Emailed copies are not permissible. Developers must supply a physical flash drive with an electronic copy of its submission and the required hard copies. Please see addendum #1 (question 2) and RFP for the instructions and specifics.

8. Please clarify. Is the cover letter in Tab 1 a separate signed document that needs to be provided in addition to Exhibit 1 and Exhibit 2?

Yes. Developers must submit a signed cover letter and Exhibit 1. Please see question #2 above and review Tab 1 and Section 7.3 for additional information.

9. Do Exhibit 1 and Exhibit 2 count as part of the 40-page limit?

See question #4 above.

10. In Tab 2, are we required to name all the listed team members in this submission?

No. Teams should identify their “key personnel” as described on RFP Page 26.

11. In Tab 3, are you looking for the Developer’s relevant experience? The first sentence references design partners and contractors, but then you ask for at least three projects in which the developer has participated.

Yes, the University is primarily looking for project experience that the Developer has carried out. Proposers can provide relevant experiences on their team’s experience in addition to the Developers.

12. If a Developer chooses to submit supplemental financial materials in response to Tab 5, do we have to submit seven hard copies of these materials? Could we be permitted to submit confidential financial statements on the flash drive only?

MTSU is a public institution. All information the University receives via proposals, including this P3 Housing RFP, is subject to review and inspection via a public records request. The State does not allow confidential information in proposals. For RFP Step 1, Developers are asked to provide evidence that they have the appropriate financial resources available or accessible to deliver the Project.

Developers’ RFP hard copy submissions must be identical.

13. In Tab 6, can you clarify what is meant by “operations and maintenance considerations”?

Operations and maintenance refer to the assumptions Developers may make about the Project’s envisioned operating structure/paradigms and maintenance approaches to achieve long-term Project success and strategic objectives.

14. In Tab 6, can you clarify what is meant by “occupancy considerations”?

"Occupancy considerations" refers to the assumptions Developers may make about the Project's expected occupancy levels. These assumptions should be considered a part of the project approach narrative described as they impact the financial and operational aspects of the project; developers need to address these considerations to ensure the Project can achieve occupancy levels that align with institutional contexts, operational goals, and fiscal constraints.

15. The page limit for Tab 6 is five pages. Is that 5 sides of paper or 5 fronts and backs of paper?

The page numbers listed were inclusive of front and back pages for a total page count of 10.

16. In section 3.5, the RFP describes an operating scope that is essentially full project management and facilities maintenance duties being performed by the developer. During the pre-proposal meeting, it was shared that the University would handle leasing and assignments, among other, similar duties. Can the University please clarify the preferred operating structure that the University would seek the developer to perform and model for this proposal?

Developers should review Appendix C: Proposed Responsibility Matrix for the University's desired operations.

17. Building on question 11, are there any University services or costs that are expected to be borne by the project ("Retained Services")? If so, will the University please provide a cost estimate and a detailed scope of these services for proposers to carry as part of their proposals?

Yes. The services identified in Appendix C will be covered by the Housing P3 Project's revenues. A cost estimate will be provided to Developers down selected to RFP Step 2.

18. Section 1.2 shows a drop of roughly 800 students from AY 23-24 to AY 24-25. Section 1.2 states that future enrollment is modeled conservatively given the broader higher ed enrollment landscape.

a. Can the University provide additional color on the actual, confirmed enrollment numbers for Fall 2024 and how they contrast with the RFP's more conservative projections?

MTSU's official enrollment is 20,540 for Fall 2024 (AY 24-25), an increase of 342 students over last year and 1,145 more than initially forecasted on RFP Page 4. The MTSU Office of the Provost maintains an Enrollment Management Strategy to ensure that MTSU continues to attract future students.

b. Other than the noted changes in higher ed enrollment, is the decrease in student enrollment due to any other factors such as higher selectivity, lack of ability to house additional students etc?

Potential decreases in future enrollment projections are driven by demographics shift in the United States with a smaller number of college-aged people versus previous generations. The Education Advisory Board (EAB) projects a more limited impact of this demographic shift in Tennessee along with a recent report of a net increase of students coming to Tennessee for college.

The University provides the following table as a supplement to RFP Figure 3 as the table below includes fall 2024 data and additional context on the waitlist periods. For fall 2024, MTSU housing waitlist was at its highest, with over 1,300 students. Over the past few years, the University has begun utilizing a housing waitlist in March or April, rather than historically beginning in the summer.

	Wait List Started	Total # on Wait List	Last Student Off List	Date Classes Started
Fall 2021	7/22/2021	132	8/26/2021	8/23/2021
Fall 2022	6/17/2022	371	8/31/2022	8/22/2022
Fall 2023	3/24/2023	818	8/30/2023	8/28/2023
Fall 2024	4/10/2024	1311	9/4/2024	8/26/2024

While the University will continue to conservatively project its enrollment, recent housing waitlist data and fall 2025 enrollment applications illustrate strong demand for an MTSU education and on-campus housing. As of October 14, 2024, the University has received 1,354 enrollment applications, the highest total over the past three years.

Applications	Total	% Chg
Fall 2025	1,354	29.0%
Fall 2024	1,050	54.2%
Fall 2023	681	N/A

19. Section 1.1 states that MTSU will demo existing housing once the new project is built. Can the University confirm if there are additional beds slated to be taken offline or demoed after this project is delivered (in addition to Womack Apartments) and what the anticipated timing of that decommissioning would be?

The University is currently evaluating renovation work for the Lyon Complex's 182 student housing beds. The exact scope and schedule of the renovations are to be determined. For this proposed renovation, these residence halls will need to be taken offline for at least one year. MTSU plans to delay any work on the Lyon Complex until the proposed P3 New Student Housing Project is completed and operational.

20. The Project Programming section states that the project is intended to target “non-first year students.” While first-year students may not be the primary intended, will first-year students be allowed to live in this project if they so choose?

Yes. The P3 housing project would be open to the University's first-year students.

21.4.2.9 states that all entry doors must use electronic access locks

a. Can the University confirm that these locks are expected for building entry doors and unit entry doors, with interior doors to student rooms being traditional physical keys?

Refer to Appendix E: MTSU Student Housing Design Guidelines (Item 29). Suite and Bedroom entry doors hardware will include storeroom lever set, chrome plated, cylindrical lock Schlage Primus, Best, Universal (or equal) cores capable of accepting Oak Security 7-pin I/C cylinders or equal by Schlage or Best, and Core Max Master keying system. Minimum of 1" throw for deadbolt (Item 37). Access control devices shall be installed at building entry locations and access to each floor only. The University uses Lenel Blue Diamond LNL-R11320-05TB.

- b. Can the University please provide their preferred lock specs for inclusion in proposers project budget?

See the response above and refer to Appendix E: MTSU Student Housing Design Guidelines for additional information.

22. In order to keep the rental rates competitive, what takes priority – the structural system or public amenities? For example, will the project score higher with a steel frame and no amenities or a wood frame and several amenities?

Given the proximity of University facilities (i.e., Recreation Center, Recreation Fields, Walker Library, Student Union, etc.) that provide amenities near the Project Site, the University will prioritize a robust structural frame type over additional public amenities.

23. State projects are reviewed by the State Fire Marshall. As a P3 development, will Murfreesboro Codes become the AHJ?

Since this Project is on State of TN property, the State Fire Marshall will be the primary Authority Having Jurisdiction. City of Murfreesboro construction permits shall be paid and pulled by the Developer only after approval is granted from the Tennessee State Fire Marshall's office.

24. In regard to Section 4.18, does the University's "full demolition" include the building slabs and/or hardscapes including sidewalks and Homecoming Circle?

MTSU intends to demolish all improvements inside the Womack Lane housing site, including building slabs and hardscapes. Homecoming Circle is not currently envisioned for demolition, but would be a possibility if needed to best facilitate the design of the proposed P3 Student Housing Project. The north-western section of Homecoming Circle would need to be retained to allow for access to Student Health / Recreation Center parking and Recreation Center loading dock.

As noted above, the hazardous material abatement and demolition of the Womack Lane housing complex may be added to the scope of work of the proposed P3 Student Housing project.

25. In regard to Section 4.21, are the storm water requirements to be done within the Womack Lanes site or is it allowed to utilize the campus wide stormwater retention sites?

Any required stormwater improvements shall be done within the Womack Lane site and included in the P3 Project's scope.

26. The State's HPBr document specifies that its requirements are for "state-funded or state owned" projects. Since this is a P3 project, is it required to follow HPBr?

Yes. Adherence to the State of TN High Performance Building Requirements (HPBr) is required as part of this Project.

27. RFP Section 2.1, Page 5. Will Brailsford and Dunlavy ("B&D") release the findings of their comprehensive assessment of the university's housing inventory and demand?

Yes. During RFP Step 2, B&D will release the housing demand data.

28. RFP Section 3.2, Page 8. Will the University release the full findings of its student body housing survey?

Yes. See question #27.

29. Is it necessary to register and establish the legal business entity we would use during the development phase before the Step 1 submittal? We have historically submitted under our proposed future legal business entity and established that entity later in the process.

No, it is not required to register for RFP Step 1.

30. Addendum 1 specifies "the proposal should be limited to forty (40) 8 ½" x 11" pages, excluding attachments. *Front and back counts as one page*". Can you please clarify if the proposal should be effectively 40 or 80 pages, and how you would like them to be numbered?

See question #4.

31. Please clarify which pages count towards the page limit. Do cover, divider pages and table of contents count? We assume responses to Exhibit 2 are considered "attachments" and not counted. Please confirm.

See question #4.

32. If we plan to submit as a joint-venture or partnership with another firm, should we fill out Exhibit 2 for each member of the partnership?

No, the required components on team members should be provided in the proposal as requested in the RFP. However, one (1) Exhibit 2 must be submitted per Developer Team.

33. Exhibit 2, Item 10 states: "Provide a completed Financial Interested Parties, in the format provided herein." Can you please clarify if this is a separate form, or where this can be found?

See Appendix J on Page 1 above for the Financial Interested Parties hyperlink.

34. Exhibit 2, Item 11 states: "Provide contact information for references who can certify that Proposer has completed at least 3 recent housing development projects." For Proposers submitting as a joint-venture or partnership, we assume it is acceptable to include references for 3 recent housing projects between the two partners. Please confirm.

Yes. At least three references per Developer Team.

35. Please provide clarification on the requested organization of the document. Should Exhibit 1 and Exhibit 2 (along with all responses and additional documentation) be submitted at the beginning of the document, prior to Tabs 1-6?

Exhibit 1 and Exhibit 2 must be submitted at the beginning of the proposal before Tabs 1-6.

36. Is it anticipated that a living learning community incorporated into this project? If so, how does MTSU define living learning communities and differentiate them from other housing typologies on campus?

No. The University does not currently envision a living learning component or academic spaces as part of the P3 Housing Project.

37. Can you expand on what is meant by "occupancy considerations" (Step 1 Tab 6)?

See question #14 above.

38. Can we submit a traditional cover letter in addition to exhibits 1 and 2, and is this what is expected for our response for Tab 1?

Yes, Developers **must** submit a signed cover letter and Exhibit 1. See question #2 above.

39. Would proposing on the garage project preclude any members of our team from being selected for the student housing project? If not, would MTSU see value in that arrangement?

No. The University will not consider proposing on the garage project will be conflict with this P3 procurement. The Garage Project will have a separate scoring and review team. Potential respondents must review that solicitation when it is released.

END OF ADDENDUM #2

Addendum #2 dated October 18, 2024, is posted on:

<https://www.mtsu.edu/campusplanning/RFPO.php>