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January 17, 2017

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**Invitation to Negotiate No.**

17-06-GC

**Entitled:**

USFSP Student Housing Development  
Project

**Phase II Due Date:**

February 9, 2017 at 3:00 p.m.

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## **Addendum No. 5**

**Please review the following clarifications based on submitted questions to Invitation to Negotiate (ITN) No. 17-06-GC USFSP Student Housing Development Project Phase II documents. Answers are to assist in proposals for Phase II.**

Questions from the pre-proposal meeting:

1. What role will Sodexo play in the design of the shell of the dining and conference center? Will they be providing any MEP loads or other design criteria that can be designed to for the shell?

*The selected partner will work with Sodexo and USF for final design. Any specific needs from Sodexo to develop a proposal should be asked through USF Purchasing.*

2. What is the logic of having the conference center on the top level?

*The top floor has the opportunity to be a desirable conference site because of location and views, which is anticipated to drive the rental rates for the space. The top floor will also assist in separating the conference center entirely from the student life aspects of the building.*

3. What is the general utility capacity for the project: retention ponds, chilled water, electrical capacity, sewer, etc? Are there shortfalls in any of the utility areas? Do we need to anticipate additional capacity needs?

*USFSP does not have the capacity to expand chilled water for this project. There is adequate capacity for city water and sewer. Electrical must be separately metered. Perhaps the biggest challenge will be the relocating the retention pond. There is a possibility that it could be piped to an existing retention pond on campus.*

4. Can you provide an update on the approval of the Conference center by the legislature?

*It will be a back of bill approval and we have backing of a few State Senators and the BOG to get it through the legislature in the current session. No appropriations are required.*

5. The document talks about a parking contribution. Will we know this number before proposals are due?

*While the University reserves the right to adjust the final contribution required, an expected payment of \$17,000 per parking space should be anticipated to offset the loss of parking spaces on the site. There are a total of 74 spaces on the site.*

6. What will the permitting approval process look like?

*Any connections to city systems will require a city permit as well as any right of way interferences. Most permits and inspections will go through USF building code administrator. Sanitary hookups and storm drains will require coordination with City and other agencies.*

7. Is there any property for staging and laydown for the construction?

*The University has an area about two blocks south of the site that is fairly large and was used recently as a staging and laydown area for the construction of the new Kate Tiedemann College of Business. This area, or another within close proximity of the site, may be determined as available for staging and laydown for the construction of this project at a later date.*

Questions received from qualified proposers:

1. Understand the units, except for the RD apartment, will not have kitchens, wanting to confirm the units will also not have kitchenettes?

*Each unit will NOT require a kitchenette.*

2. As to the community kitchen, wanting to confirm the intent is this kitchen is in a common area and can be used by any residents for preparation of their own meals, should the kitchen provide for both cold and dry storage of food stuffs, and will students provide their own cooking wares and service wares or are those to be included in the FF&E and operating budget as expense for the replacement of such? Wanting to confirm it is one community kitchen for the project, not one per level or some other multiple?

*The intent is one open community kitchen for use of all residents in the building.*

3. For coordination with Sodexo, who is contact?

*Any specific needs from Sodexo to develop a proposal should be asked through USF Purchasing. Please contact George Cotter ([gcotter@usf.edu](mailto:gcotter@usf.edu)) with any requests.*

4. What is the contribution required to offset the loss of 75 spaces on site?

*While the University reserves the right to adjust the final contribution required, an expected payment of \$17,000 per parking space should be anticipated to offset the loss of parking spaces on the site. There are a total of 74 spaces on the site.*

5. Is it confirmed that the off-site lay down area is available for use?

*The University has an area about two blocks south of the site that is fairly large and was used recently as a staging and laydown area for the construction of the new Kate Tiedemann College of Business. This area, or another within close proximity of the site, will be confirmed as available for staging and laydown for the construction of this project at a later date.*

6. Is it correct to assume that no over-sizing of utilities will be required for surrounding future development and that we are only required to address housing/dining/conference needs?

*Yes.*

7. Section 2.1 of the ITN Addendum #3 states the site is master planned for housing and dining uses for a total of 218,000 GSF. Does this 218,000 GSF figure include the conference center as well, or is the conference center additional GSF above the 218,000?

*The 218,000 GSF is expecting to include the conference center. However, the developer is not restricted to that number as outlined in the master plan and can go above that figure.*

8. Can you please confirm the number of proposals required? Page 46 of the ITN dictates 10 copies, one marked as original and one electronic copy, and page 41 dictates 5 copies, one original and one electronic.

*Page 46 is the correct number: 10 copies including one original plus an electronic copy.*

9. Can you please provide the platform worksheets referenced on pages 14 and 15 of the ITN?

*Platform worksheets cannot be provided at this time. The selected partner will work with Sodexo and USFSP during the design process and platform worksheets will be provided during this period.*

10. Can you please confirm the unit mix? On page 5 of the ITN it states 55% two-bedroom, one bath, double-occupancy full-suite beds and 45% four-bedroom, two bath, single-occupancy full-suite beds. Exhibit 10.2 states 45% two-bedroom, one bath, double-occupancy full-suite beds and 55% four-bedroom, two bath, single-occupancy full-suite beds.

*The unit mix should be 45% two-bedroom, one bath, double-occupancy full-suite beds and 55% four-bedroom, two bath, single-occupancy full-suite beds, as stated in Exhibit 10.2.*

11. Can you please provide a breakout of the \$1,100/bed rate assumption for projects/structures incorporating existing beds compared to the \$700/bed rate assumption for projects/structures involving new beds (per Exhibit 10.2)?

*In all structures, assignment/billings/marketing/programming expenses are anticipated to cover (but are not limited to) the following costs:*

- *Residential Life salaries, wages, and benefits*
- *Residential Life programming*
- *Residential Hall Association programming and activities*
- *Living Learning Communities programming and activities*
- *Staff office supplies*
- *Staff IT and telecom equipment and services*
- *Staff travel, training, and professional development costs*
- *Housing assignments activities and expenses*
- *Housing billings and accounting activities and expenses*
- *Housing marketing activities and expenses*

12. Please confirm that the dining and conference center scope will be supported by either lease agreements or separate funding other than debt and equity derived from the revenues of the student housing project?

*The Private Entity is responsible for funding the design and construction costs of the Dining and Conference Center components of the Project improvements. Housing revenues are not expected to support any debt or equity used to fund the dining and conference center components of the Project. Instead, these will be supported by non-housing revenues.*

*The addition of the Conference Center is subject to approval by the Florida Legislature. Once constructed and delivered by the Private Entity to the University to own, operate and maintain, the University expects to enter into agreements with third-party operators who will be responsible for management, maintenance and operating costs of the dining and conference center.*

13. Is USFSP amenable to ensuring the management agreement satisfies management contract guidelines from IRS for tax-exempt financing?

*In the event the Private Entity chooses to use tax exempt bond financing to finance the design and construction of the Dining and Conference facility, the University would entertain structuring the management agreements with third parties to comply with the management contract rules.*

*The Private Entity is responsible for all taxes that accrue from its ownership and operation of the Project, and for compliance with IRS guidelines for tax-exempt financing.*

14. With respect to the existing oak trees along 6<sup>th</sup> Street South in the ROW. The trees are rather close to the street. Depending on how the construction crane is staged, it is possible that they might increase the cost of construction on a site that will already have access challenges. Is the university interested in keeping those trees or would they be open to a new landscape treatment along that edge in coordination with and tree ordinances compliance of the City of St. Petersburg?

*While we would work with the city, we would be open to new landscape treatment along that edge.*

15. Are the student lounges and study rooms within the residential floors supposed to be separate spaces?

*Functionally, each floor should provide appropriate spaces for study and social community building activities to occur.*

16. Is the private entity required to provide the trash compactor equipment for the residences and the dining facility?

*The private entity is required to provide appropriate trash compactor equipment suitable for the residential and dining facilities.*

17. Can the University provide line-item descriptions of costs included in their \$3.00 per SF cost for “Custodial / Service Contracts and Facility Maintenance Expenses?”

*Some of these services are currently contracted to a third-party by the University and will remain to be contracted out if the University is responsible for providing these services. The Custodial/Service Contracts and Facility Maintenance Expenses are anticipated to cover (but are not limited to) the following costs:*

- *Custodial services*
- *Custodial materials and supplies*
- *Day-to-day maintenance or replacement and repair services performed by University employees*
- *Day-to-day maintenance or replacement and repair services performed by non-University contractors (as required)*
- *Materials, supplies, and equipment rentals for performing day-to-date maintenance or replacement and repair services*

18. Is the University opposed to 12-month only leases?

*Academic year leases and summer term leases must be offered.*

19. Can the University explain how the cost for assignments/ billings, etc. increases from \$700/bed to \$1,100/bed when including the existing inventory? It was our anticipation it would become more efficient rather than less.

*The existing inventory supports all current residential life expenses, including staff. The Project will only require a modest increase in residential life expenses, particularly staff, when complete. Structures that only incorporate the Project will only need to cover the net increases in residential life expenses. However, any Project that incorporates the existing system will need to cover all residential life expenses, including all staff. The existing beds are more heavily burdened by residential life expenses than new beds.*

20. Can the University confirm that cable TV service is part of \$150/bed/yr.? If not, does the University contract with a non-campus provider? If so, can the University provide the unit cost for service?

*Cable TV service is not included in the \$150/bed/year for IT Wireless Internet service. Cable TV service is currently offered in University housing facilities at approximately \$0.23 per square foot.*

21. At the preproposal conference it was referenced that there is a 3 year plan for Housing Rates, and that P3 Project rates should be in line with that plan. Can you please provide this 3 year plan?

*The three year plan for future housing rates is included in Section 1.2.1 of Addendum 3. These proposed rates are subject to the approval by the Board of Trustees on an annual basis.*

22. Can you provide the current custodial and maintenance costs/ budgets for existing on-campus housing?

*Existing on-campus housing facilities receive the same services as proposed for any new housing facilities that would be operated by the University. These services include, but are not limited to, the list of services below. Currently, custodial and maintenance budgets do not exceed \$3.00 per square foot.*

- *Custodial services*
- *Custodial materials and supplies*
- *Day-to-day maintenance or replacement and repair services performed by University employees*
- *Day-to-day maintenance or replacement and repair services performed by non-University contractors (as required)*
- *Materials, supplies, and equipment rentals for performing day-to-date maintenance or replacement and repair services*

23. Is the 40 year Ground Lease an absolute requirement? Many of the equity based transaction structures in the on-campus student housing space are more advantageous with a longer term 45-60 years or even longer. Would alternate durations be considered even though the P3 Guidelines adopted by the Board of Governors suggest 40 years?

*The University expects that any Ground Lease term will not exceed 40 years, consistent with the Guidelines adopted by the Board of Governors.*

24. Can you please provide anticipated MEP loads from Sodexo?

*The selected partner and Sodexo will jointly determine final MEP loads required for the dining facility during the design process. Subject to change, conceptually the dining facility may include an all-you-care-to-eat setup with approximately eight (8) individual venues or stations.*

25. Can USFSP please elaborate and provide specific detail regarding existing utility capacities available to serve this project, or any known shortfalls that may exist in such capacities?

*USFSP does not have the capacity to expand chilled water for this project. There is adequate capacity for city water and sewer. Electrical must be separately metered. Perhaps the biggest challenge will be the relocating the retention pond. There is a possibility that it could be piped to an existing retention pond on campus.*

26. USFSP mentioned 74 parking spaces displaced. Can USFSP please provide its proposed remedy?

*Per Section 1.2.2 of Addendum 3, a contribution to offset the displaced spaces will be required by the Private Entity. While the University reserves the right to adjust the final contribution required, a minimum payment of \$17,000 per parking space should be anticipated to offset the loss of parking spaces on the site. There are a total of 74 spaces on the site.*

**Note: Please note receipt of this addendum by signing and returning with your proposal response.**

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Authorized Signature & Date

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Print Name

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Company Name