

Addendum #2

RFP #CC600-24

STUDENT HOUSING STUDY

Questions Answered and Notes from Site Visit meeting:

- Please provide 3 hard copies and an electric copy of your proposal.
- We are looking for a demand study with recommendations on what would be the best for Casper College and the community.
- Are we looking at the other apartment buildings other than Wheeler coming off line?
 - Currently we are not looking at the other buildings coming off line. The decision to take Wheeler offline was a result of an addendum to the master plan. We are happy to keep them our other apartments, but we don't have to.
- What are occupancy requirements currently?
 - Currently we are over 90% occupancy with all of our student housing options. The demand for ADA compliant and singles occupancy rooms is growing every year. We start every academic year with over 80 students requesting single occupancy.
- The Residence Hall and Wheeler Apartments are operated on a 9-month lease and Civic and Thorson apartments are operated on a 12-month lease. These leases are handled in-house by Casper College.
- Does Casper College have any prior student housing studies that have been completed?
 - We have not done a study like this in the recent past.
- Is there any current debt on the existing apartments?
 - There is no debt held on the current apartments.
- The evaluation committee of the RFP will consist of Corey Peacock Dean of Students, Shane Pulliam Director of Procurement, Lynnde Colling VP for Administrative Services, Mitch Masters Director of Facilities, and Liz Dobson Residence Hall Area Coordinator.

- What are our pain points with housing currently?
 - Apartments leases are gone within minutes of them becoming available.
- We don't require apartment residents to have a meal plan.
- Do you have a desired budget for this project?
 - We don't currently have a budget for this project.
- The RFP references a few internal documents such as a strategic plan and a facilities master plan and updated facilities condition assessment. Are any of these documents public and if so, could they be shared with potential bidders to inform our proposal?
 - Here are URL's for document at might be of interest.
 - <https://www.caspercollege.edu/about/master-plan/>
 - <http://eativ.state.wy.us/creg/>
 - <https://www.caspercollege.edu/strategicplan/>
- Does your team have a strong desire for in-person meetings in particular? Are you comfortable with a combination of both virtual and in-person meetings throughout the course of the project? Are there any other expectations regarding in-person presence throughout the project?
 - Casper College would like for the awarded bidder to present the final report to our board in person. Also, we feel that it is essential to have one in person meeting with our students. All other communication could be handled via zoom, email, or phone calls.



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