



Addendum #1

Planning and Design Services

FACILITIES MASTER PLAN

Rogue Community College District

REQUEST FOR QUALIFICATIONS (RFQ)

NO. P17926-2026-03-31

RFQ CLOSING (DUE) DATE: April 28, 2026 10:00 am Local Time

NO LATE RESPONSES WILL BE ACCEPTED

SUBMIT TO:

Rogue Community College
Attn: Contract and Procurement Director
3345 Redwood Highway, JO Bldg., Rm 12
Grants Pass, Oregon 97527

This addendum is prepared to provide clarifications and answer the following questions posed at the April 8, 2026, Pre-Proposal meeting:

Q: What level of analysis has been built into the space utilization study? Would RCC be looking for the project consultant team to review the study?

A: *RCC contracted with an architectural firm to conduct a comprehensive Space Utilization Study. The document is not a simple space inventory. The project consultant will be expected to review the space utilization study and utilize this information as needed for the space needs assessment of the project.*

Q: Who is doing RCC's Comprehensive Space Utilization Study?

A: *Hennebery Eddy Architects.*

Q: Will the project scope require consultants to look at the percentage of use of each space?

A: *Yes, and the utilization study includes the percentage of use for each space, drawing on data from the college's space reservation system, the Registrar's Office, and the Institutional Research department. In addition, RCC provides facility rentals to the community, and the study generally accounts for this usage, including how its growth may influence future space needs for academic purposes.*

Q: When will the Space Utilization Study be completed?

A: *The first part of May.*

Q: The RFQ lists cost development as one of the responses. Does RCC want the process behind the plan explained, or just the fee basis?

A: *The College recognizes that a fee proposal is not part of the RFQ evaluation and selection process. The intent is for consultants to describe the process that they propose to establish a fee for this study. RCC will be considering: the levels of creativity and detail provided; the operation; the process; and what methods are used to create the fee.*

Q: Does RCC have a Facilities Condition Assessment (FCA)?

A: *The college contracted with McKinstry in late 2022 to conduct a district-wide comprehensive FCA that included building and equipment life cycles for the development of a 30-year capital outlay. The Comprehensive FCA was completed in late 2023 and included a Facilities Condition Index (FCI) which will be used as a quick reference guide for the Master Planning project.*

Q: Will we need to hire a consultant to perform site utility infrastructure and energy consumption evaluations?

A: *The intent on this scope item is to ensure that recommendations for site improvements or building renovations do not exclude energy efficiencies or best practice use of building spaces that align with the College's Climate Action Plan.*

Q: Is RCC requiring the consultants to perform an infrastructure review?

A: *No, this was not requested in the RFQ. However, the age and condition for some of the older buildings will need to be taken into consideration when recommending short-term and long-term improvements to meet the requirements of the options of the Facilities Master Plan.*

Q: Does RCC have energy audits?

A: *No, but we track energy usage as part of our Strategic Energy Management program through the Energy Trust of Oregon and have general EUIs for all facilities. The energy usage data is consolidated into a PowerBI report by building. This will be used as a high-level piece for reference.*

Q: Are there requirements for the plans to be submitted to the corresponding local jurisdiction?

A: *No. However, RCC will formally submit the master plan(s) to be adopted into the applicable jurisdiction's long-range plan.*

Q: Will the consulting team join RCC in submitting the master plans to the local jurisdiction?

A: *The college will submit master planning to corresponding jurisdictions for adoption and may request the consultant to attend related meetings.*

Q: Where is RCC in the accreditation cycle?

A: *RCC is in year 7 of a 7-year cycle. Please see page 8 of the RCC Annual Comprehensive Financial Report. This document is located at [https://www.roquecc.edu/businessOffice/PDF/financialReports/RCC Annual Financial Report 2025.pdf](https://www.roquecc.edu/businessOffice/PDF/financialReports/RCC%20Annual%20Financial%20Report%202025.pdf)*

Q: Will the consultant make periodic presentations to the Board of Education?

A: *RCC will make internal project progress presentations to the Board. Whether the consultant will present the final master plan to the Board will be part of the contract negotiation.*

Q: How much weight will the consultant team carry in presenting updates to the community? Does RCC have an open house format, or a website where updates are posted?

A: *RCC will provide updates in partnership with the consultant to the public for input. Website updates will be hosted by RCC. The consultant will generate a survey and will collaborate with the college on finalizing all public forums, but generally the expectation will be in-person open house format for public input. The number of presentations and time commitment for public forums by the consultant will be negotiated.*