

Consultant Qualification Program

RFQ Q&A

June 28, 2016

Questions submitted to MIT regarding the Consultant Qualification Program are shown below in bold text, with responses beneath. In some instances, MIT has adjusted the original question for brevity, clarity, to omit firm names, or to enable response to multiple inquiries on the same topic.

Responses to questions are provided as follows:

- General Inquiries – p.2
- Inquiries specific to RFQ101: Building Condition Assessments – p.8
- Inquiries specific to RFQ102-CM Services in support of Building Condition Assessments – p.10
- Inquiries specific to RFQ103-Building Envelope Assessments – p.10
- Inquiries specific to RFQ201-Architectural Services for Office & Classroom Renovations – p.11
- Inquiries specific to RFQ202-Code Consultant Services – p.16
- Inquiries specific to RFQ301-Geotechnical Engineering and LSP/MCP Services – p.16
- Inquiries specific to RFQ401-Structural Engineering Services – p.17
- Inquiries specific to RFQ501-Commissioning and Retro-Commissioning Services – p.17

Questions applicable to more than one RFQ are addressed in the “General Inquiries” section.

MIT thanks the many firms who submitted questions regarding the Consultant Qualification Program RFQs. We look forward to your RFQ response.

PLEASE NOTE:

For each RFQ, applicants are asked to submit the specific CQ Form provided for that RFQ AND the supplemental materials identified in the relevant Overview document. Overview documents and CQ Forms for each RFQ are available at <http://campusplanning.mit.edu/rfqs>



General Inquiries

We are interested in submitting qualifications for multiple RFQs. Would it be acceptable to compile our response into one submission with separate sections for each service (RFQ) as the company information will be the same for all of services? Or would you prefer separate submissions for each RFQ?

Each RFQ submission must be submitted as a single email incorporating the specific CQ Form provided for that RFQ and the supplemental materials outlined in the relevant RFQ's Overview document. Otherwise, the material will not be correctly received, and may not be reviewed.

I was not on the original distribution list but would like to respond to an RFQ. Is that allowed? Also, I would like to get on the distribution list for future RFQs. How do I go about doing that?

All RFQs released through the Consultant Qualification Program are open solicitations. We welcome RFQ responses from all qualified firms who wish to provide the services described. To receive email notification about release of future Consultant Qualification Program RFQs, please contact CQPinfo@mit.edu with this request.

At any time in the near future, will you be sending out an RFQ for Owner Project or Program Management Services / MEP/FP services / sustainability, energy and resiliency consulting / lab renovations?

MIT has not yet determined which services will be solicited in future rounds of the Consultant Qualification Program.

Is there a timeline to release the next round(s) of RFQs

MIT hopes to release the next round of RFQs before end of year.

Could you confirm that this first round of RFQs does not pertain to landscape architecture firm qualifications. Based on the website, it looks like there will be subsequent rounds of RFQs that may involve landscape architects, so I should hold off at this point from submitting our qualifications?

Please only submit qualifications for RFQs that match your firm's expertise. Subsequent rounds of RFQs may pertain specifically to landscape architecture services.

I was wondering if you might be interested in receiving a Qualifications package for our firm's services (not addressed within this round of RFOs). Please advise if the MIT Offices of Campus Planning, Campus Construction, Utilities & Maintenance, and Infrastructure Business Operations would have an interest.

This program is an effort to standardize MIT's procedures for receiving and reviewing firm qualifications. Applicants must respond to a specific RFQ in the requested format to be considered for work related to this or future Consultant Qualification Program solicitations.

Are you able to provide us with a list of the prime consultants that RFQ103-Building Envelope Assessments and RFQ101-Building Condition Assessments were sent to?

As noted in both the text of the notification email and in each RFQ document, this is an open solicitation to which any firm may respond.

Can you send a list of firms who have been notified about this RFQ?

As noted above, this is an open solicitation that had been broadly distributed.

We are interested in applying to be a sub-consultant for several RFQ services. Do we need to pre-qualify as a sub-consultant and fill out the forms provided or is this process just for the prime?

At this time, only qualifications for prime consultants are sought.

Our firm intends to submit in several service areas. Would we be considered for positions in both roles on any given project, or would selection in one work area preclude our involvement in the other?

Firms are encouraged to submit their qualifications for all RFQs that are a match for their expertise. Firms may be selected for work in multiple service areas or project types.

Two years ago we hired a senior associate with 15 years of experience as a project manager for [the service we will submit our qualifications for] at another firm. Our firm has less experience with this kind of work. To what

extent can we highlight our senior associate's experience at this other firm, and projects he worked on, and to what extent will that be considered experience that you will take into account? It is assumed, of course, that this work, when presented, will be attributed to the other firm.

It is fine to reference the associate's prior work when submitting project experience, as long as the work is presented in a manner that clearly attributes projects to the firm that completed the work.

The 'Consultant Qualification Form' does not allow for embedding of jpgs. How should firm certifications and registrations be included within the form? (i.e. our MA Certificate of Good Standing is a pdf, as well as our MA license)

Firms need only list the certifications and registrations that they would like MIT to be aware of. We are not asking firms to submit documentation at this time.

Do we need to attach an insurance certificate as a supplemental attachment?

No. Please do not submit insurance certificates at this time.

Regarding MIT's insurance requirements, Professional Liability, will MIT accept the wording "per claim" rather than "per occurrence?"

Yes, the correct wording is "per claim" - Firms will need to keep this insurance in effect for 3 years after completion for smaller projects and for 6 years on larger contracts. Please note that short-listed firms will be provided with a copy of MIT's contract for review.

Do you have a file naming procedure for the Consultant Qualifications Form part of the Submittal similar to the ones outlined for the PDF documents?

No, there are no file name requirements for the CQ form.

In many of the RFQs, Section 3 under Supplemental Materials states "Projects in higher education and at peer institutions are preferred." Does this mean we should not include projects at MIT in this section?

Please include the three projects you feel best demonstrate your firm's expertise with the services sought. Firms are invited to reference past work at MIT in this or other sections of their RFQ

response, but also encouraged to provide information on projects with which MIT may be less familiar.

For the Comparable Project Experience would you consider projects completed more than five years ago?

Yes – but completion date must be clearly indicated.

Will you be printing the document as a double-sided document?

All submitted materials should be easily printed and highly legible as 8.5”x11” double-sided documents.

Do page limits refer to single- or double- sided pages?

Page limits refer to individual, viewable pages, not to number of sheets of paper.

What is the anticipated date for selection of prequalified firms/roster?

As noted in each RFQ, MIT will notify applicants of their prequalification status in August.

When do you anticipate awarding work once the prequalified roster is selected?

As noted in each RFQ, MIT will place a limited number firms under multi-year repetitive service contracts. The volume of anticipated work is specific to each RFQ and indicated in the RFQ Overview documents provided at <http://campusplanning.mit.edu/rfq>. To select repetitive service providers, MIT will invite a limited number of prequalified firms to submit additional material (e.g., a proposal or follow-up questions) and/or interview. This will occur in late summer / early fall.

If new needs emerge that repetitive service providers are unable to address (e.g., due to the nature or volume of the work at hand), MIT will use the prequalified roster as a basis for inviting firms to submit proposals.

What is the [size/ scope/ cost] threshold for deciding which projects are suitable for “Partner Model”; or will this be negotiated on project-by-project basis? What other metrics may be considered in deciding the cut-off between “Partner Model” and other forms of contracts? For situations where a

“Partner Model” is deemed unsuitable or impracticable, what type of contract(s) will be used?

As noted in each RFQ, MIT will place a limited number of firms under multi-year repetitive service contracts. For service or project types where volume of work is relatively predictable and where fixed pricing can be established at the time of contracting (i.e., based on square feet and complexity of projects), MIT may seek to establish a “partner model,” or on-call services agreement in which firms are apportioned a certain level of work over a period of 3 years in exchange for competitive rates and commitment of outstanding personnel. At project start-up, a simple work order form could be used to determine scope and fee. Alternately, MIT will establish shelf contracts with repetitive service providers. With this approach, in advance of start-up for each project, simplified proposals (e.g., 5 pages or less) will be requested from multiple firms holding shelf contracts for that service. With either approach, MIT anticipates offering multiple projects to each repetitive service provider.

What is the duration of being a prequalified firm?

MIT anticipates renewing Consultant Qualification Program prequalification rosters and establishing new repetitive service contracts in three year cycles.

Is there a dollar range for the projects?

Dollar ranges will vary by project and service. As noted in each RFQ, this round of the Consultant Qualification Program focuses on small, recurring project and service types. Please review individual RFQs for more detailed information on the type, scale and scope of services sought.

Do you anticipate interviewing firms before selecting the prequalified firms?

MIT will not use interviews as a basis for prequalifying firms. However, as noted in each RFQ, to select repetitive service providers MIT will invite a limited number of prequalified firms to submit additional material (e.g., a proposal or follow-up questions) and/or interview.

Is there a standard agreement / contract we would be expected to use? Can we get a copy for review?

Firms that are shortlisted for consideration as repetitive service providers will be provided with the contract for their review.

Our hourly rates for certain individuals may escalate over the years this Pre-Qualification program is in effect. Are there any restrictions or issues regarding this?

As noted in each RFQ, MIT is seeking firms who will provide consistent, competitive rates across the three-year period. Please provide one set of rates that you can honor for the full three-year period.

By submitting our qualifications to this RFQ might we learn as part of this roster about new building projects in advance as well? Will there be a separate prequalification procedure for larger new building projects?

Solicitations for large capital projects will continue to be handled separately on a project-by-project basis. Prequalification will not enable firms to receive early notice of new building projects.

Is it a prerequisite to complete an RFQ in this round in order to be eligible to participate in additional rounds of RFQs that will be issued for other disciplines and project types?

No, firms are not required to submit qualifications in this round of the Consultant Qualification Program to be eligible for future RFQs.

If we're awarded a contract under this RFQ, will that preclude our firm from being considered for MIT's large capital projects?

No, firms will not be precluded from pursuing other projects at MIT.

If we're awarded a contract under this RFQ and receive an RFP or offer for a project that we cannot take on, will that have an effect on future RFs?

No. MIT understands that firm capacity is not unlimited, and is looking for firms will commit top talent to MIT projects. By placing multiple firms under repetitive service contract, MIT expects to be able to able to balance work volume among the selected firms. However, MIT understands that a firm may need to decline a project from time to time.

Does MIT anticipate utilizing pre-qualified firms under these contracts for preliminary planning studies?

Anticipated scope for each RFQ is indicated in the Overview documents. For some RFQs, preliminary planning studies or assessments are the core of the work (i.e., RFQ101-Building Condition Assessments;

RFQ103-Building Envelope Assessments). For other RFQs, no planning studies will be performed (i.e., RFQ501-Commissioning and Retro-Commissioning Services). MIT may issue RFQs specifically for planning and programming studies as part of future rounds of the Consultant Qualification Program.

Is there a cap on the annual fees to be awarded through one of these contracts, or a total over several years or a cap on estimated construction costs?

There is no cap.

What is the anticipated project delivery method for typical projects?

Delivery method will vary by project and service type.

On the last page of the required form, there is a phrase “along with PDF’s of supplemental materials identified in the overview and instruction document.” I do not see specific reference to those supplemental materials in the instruction document. Do we have the discretion to determine what those will be, or are there specific materials other than: Firm Profile, Resumes, Personnel Credentials, Project Experience, Honors, etc. that are expected? We understand that they would be compiled into a single email.

For each RFQ posted at <http://campusplanning.mit.edu/rfqs>, an Overview document has been provided. Each Overview document includes a “supplemental materials” section in which the required supplemental materials are identified.

Inquiries specific to RFQ101: Building Condition Assessments

Are the Building Condition Assessments only for buildings within the Academic Portfolio? Might the assessments include additional campus building types such as residential halls?

Yes – assessments will likely include a range of building types, including residence halls.

RFQ101 Building Condition Assessments states “Architects will lead the studies.” Would MIT consider an Engineering firm submitting as prime for the Building Condition Assessments RFQ with an Engineer as lead?

MIT has hired only architecture or architecture/engineering firms to conduct building condition assessments in the past but would be open to considering an engineering firm as lead if that firm can demonstrate it has strategic planning or architectural capabilities.

Do you have a page limit for sections 5 and 6?

No, but reviewers will place significant value on concise responses.

What are MIT's expectations for the use of VFA software during the building condition assessments? Is VFA software expected to be used to conduct the assessment and/or for report generation?

VFA reports on building system requirements (by uniformat categories) will be provided to consultants at the beginning of a project for their reference, but consultants will not be expected to use VFA software to conduct the assessment or generate reports.

If there is a requirement to use VFA software, will MIT secure licenses for use by consultant teams?

Consultant teams will not be required to use VFA software.

Is there a requirement for consultants to provide Non-Destructive Testing services as part of the project? (e.g. Ultrasound, eddy current, vibration analysis, etc.)

Consultants will not be required to provide non-destructive testing as part of a building condition assessment.

Inquiries specific to
RFQ102: CM Services in support of Building Condition Assessments

If we were to provide preconstruction/cost-estimating services in support of the Building Condition Assessment Studies would this preclude us from bidding on the eventual CM services for the future construction or renovation of that building?

No. Work performed under this RFQ will not preclude firms from conducting future work related to the prior assignment.

Inquiries specific to RFQ103: Building Envelope Assessments

Item #3 under Supplemental Materials states 'Please provide up to three (3) examples of projects comparable to the Building Condition Assessments described in this RFQ and completed in the last five (5) years'. This appears to be an error. What should the example projects demonstrate for RFQ103?

This is an error. Please instead provide up to three (3) examples of projects comparable to the services described in this RFQ and completed in the last five (5) years.

Regarding RFQ 103, Building Envelope Assessments, the RFQ indicates that the project team on an assignment may require a building envelope subconsultant. If the prime consultant is expected to engage an outside envelope consultant on an envelope assessment project, what services do you envision that the prime consultant would provide?

This situation would only apply if the prime consultant was not a building envelope consultant and those specialty services are required to complete the Assessment.

The prime consultant is not expected to engage an outside envelope consultant if they do not feel this is necessary. This may occur, however, if there are specific specialty services required that fall outside of the prime consultant's array of knowledge.

Please note that selection of any sub-consultants will occur later in this process. Firms should submit qualifications only for their proposed work as prime consultants.

Is there a requirement for consultants to provide Non-Destructive Testing services as part of the project? (e.g. Ultrasound, eddy current, vibration analysis, etc.)

At this time, it is not anticipated that non-destructive testing such as these would be required. However, MIT strives to minimize disruption of building users whenever possible and encourage the use of state of the art technologies on its projects. If alternative technologies can be proven to provide consistent results with destructive testing, then these services can be proposed by consultants.

**Inquiries specific to
RFQ201: Architectural Services for Office and Classroom Renovations**

Supplemental Materials, Section 3 is limited to three pages. Is that three pages per each project example or three total for the entire section?

Section 3 is limited to three pages total.

For Comparable Project Experience, are we to provide up to 3 examples of offices and up to 3 examples of classrooms? (in other words, totaling: potentially up to 6 examples?)

Please provide up to 3 examples total, representing both classroom and office experience.

Can qualification responses be answered on 11x17 layout or is 8.5x11 preferred?

Material should be submitted in 8.5x11 layout.

For the supplemental materials, is there a limit of pages for items 4-9?

Page limits are as follows:

- Section 4: 1 page
- Section 5: 1 page
- Section 6: 1 page
- Section 7: 1 page/resume. Please only include personnel who would be actively involved in classroom or office renovation projects at MIT.
- Section 8: 1 page
- Section 9: 1 page

Is there a total maximum page limit?

No, but reviewers will place significant value on concise responses.

May additional media be included in a PDF (e.g a video, web link?)

PDFs only please.

Is there a limit to the number of staff members who can be included in section 7 Proposed Staffing?

There is no limit on the number of staff members who can be included in section 7. However, firms should limit the staff identified in this section to those who would be working directly on projects emerging from this RFQ.

Supplemental question 9: Which subconsultants would you like us to include? How much information would you like us to provide on the sub-consultants (i.e. name of firm, address, tel. #, etc)?

Please list the top three MEP engineering firms with which you have well defined relationships. Firm name and contact information only.

Should we submit the quals for subconsultant firms we might include for typical classroom renovations, such as mech, elec, plumbing, lighting, telecomm and data, cost estimating, etc. OR do we provide only those services which are in-house?

Please **ONLY** submit qualifications related to your firm's architectural experience with renovation of offices and classrooms. Your firm may note other in-house capabilities in **Section 2: Firm Profile**.

We didn't see a separate RFQ for MEP engineering services. Is your intention to fold these services under the RFQ201 for architectural services?

The Section RFQ201 Overview refers to engineering capabilities, and states *Please do not propose sub-consultants in response to this Request for Qualifications*. Firms invited to submit proposals will be asked to assemble an integrated, collaborative team - including architecture and engineering

capabilities – at that time.” Should we highlight our engineering capabilities under this RFQ along with architecture?

Your RFQ response should highlight your architectural experience with office and classroom renovations. MIT is not selecting or prequalifying engineering firms for this service at this time.

Our firm has extensive experience in office projects in the corporate sector, with some experience in higher ed. We also have extensive experience in classroom/training room projects in the corporate sector, with complex AV requirements, but not in higher ed. Would our mainly corporate experience put us at a disadvantage in the RFQ process?

Please tailor your response to emphasize your area of expertise.

Do the majority of your projects include both classroom and office functions, or are they more typically one or the other?

Classroom and office renovations are typically separate projects. We have a pretty even amount of each type depending on yearly requests.

What type of spaces fall under the “customer service” category in Office facilities (RFQ201 – pg. 5)?

These are “customer oriented” office areas where students, faculty, staff or visitors come to seek a particular service. Waiting and reception areas are typically required of such spaces.

Which academic disciplines does MIT anticipate supporting with renovations? Should we assume that teaching or research labs may also be included with this work?

This work pertains to general purpose classrooms, including “new pedagogy” classrooms. No labs.

To help us understand the work that MIT is seeking to award under this contract, can you provide anticipated project size, budget and schedule for typical projects? Is there an anticipated range of construction value for the projects?

Schedule ranges from 1 month to 1 year depending on size and complexity. Value ranges from \$100,000 - \$5,000,000.

We understand that there will be 50-70 office and classroom renovation projects annually. Do you have a sense of how many projects one firm should anticipate being awarded per year?

No specific number of projects/firm has been identified.

Can you describe how classroom technology and equipment standards are developed? Who is responsible for developing these standards and/or minimum requirements?

MIT standards are in the process of being revised and developed and will be available in the next 6-12 months.

How is MIT approaching the exploration of non-traditional classroom configurations to align with educational pedagogy?

We encourage the proposing design firms to guide us through this process and produce creative and applicable ideas.

For project examples the RFQ asks for 3 comparable renovations at higher education institutions. May we include new building projects as examples for this as well?

Firms may submit whatever project examples they feel best represent their capabilities with the services and skills MIT seeks. However, as this RFQ seeks architects with expertise in *renovation* of classrooms and offices, project examples that highlight new construction may place the applicant at a disadvantage.

For section 5, do we need to use one of the three projects in section 3, Comparable Project Experience, or can we use another project?

For section 5, Response to Project Challenges, firms may use a different project than those discussed in section 3.

- 1) The evaluation criteria require previous, recent and extensive experience in a very narrowly defined area of expertise: *“renovation of offices and classrooms that support top-tier institutions”*. It is practically impossible for a small to medium-sized minority firm to a) meet this criteria and b) compete successfully against large firms that may have decades of experience working with “top-tier” institutions. Consequently, at least for this particular RFQ, the deck is stacked heavily against firms like ours and the pursuit of this opportunity would seem to be a futile effort in the absence of a more flexible set of qualification requirements.

- 2) The RFQ is totally silent regarding the participation of minority-owned firms. The absence of any reference to an inclusionary diversity policy would seem to indicate that MIT has no interest in providing opportunities to minority firms, not even for small projects. Minority firms are often carried by prime consultants as sub-consultants and they may get a small piece of the pie in this way. But this RFQ only admits prime consultants for architecture, so the sub-consultant role is not available. Moreover, minority firms will *never* develop the requisite experience to compete as prime consultants if they are not given a chance to prove their merits as prime consultants on small assignments that can lead to larger ones over time.

An important impetus for the Consultant Qualification Program is to introduce MIT to the capabilities and expertise of firms – large and small, minority and otherwise – with which MIT is not currently familiar. If your firm is well-equipped to provide the services described in RFQ201: Architectural Services for Office and Classroom Renovations, we strongly encourage you to submit your qualifications, which will be carefully considered by the selection committee.

In selecting designers for classroom and office renovations, MIT does value depth of experience, as well as experience with institutions who have comparable needs. But please note that this is only one of many factors that review committees will consider. Other factors noted within this RFQ include:

- design excellence;
- demonstrated ability to develop creative design solutions that meet diverse user needs and parameters;
- demonstrated ability to provide innovative or sustainable design concepts;
- success working within existing building parameters and in/around occupied spaces;
- success with AV coordination and thoughtful product selection that considers existing conditions, lead times, and effect of installation on adjacent occupants;
- success in adhering to project budgets and offering cost saving strategies;
- success in responding to project challenges (e.g., severe budget constraints, tight timeframes, user program changes, complicated AV and utility coordination);

- skill and experience of staff who would be assigned to projects at MIT

We believe that this range of questions offers opportunities for qualified firms of all types and sizes to demonstrate that they are a good fit for work at MIT.

MIT is committed to supporting supplier diversity and small and underutilized businesses in procurement practices, and maintains a Supplier Diversity and Small Business Program to advance that commitment. MIT encourages small, minority-owned, women-owned, veteran-owned, and otherwise disadvantaged enterprises to respond to this RFQ, and all other solicitations issued by MIT. Please note that this RFQ does ask firms to indicate their status as a disadvantaged business enterprise, if applicable (please see Firm Certifications & Registrations under page 2 of the Consultant Qualification Form).

Inquiries specific to RFQ202: Code Consultant Services

No questions submitted.

Inquiries specific to RFQ301: Geotechnical Engineering & MCP/LSP Services

Our firm will be providing the requested pre-qualification package for LSP/MCP and geotechnical consulting services. Under Item 3: Comparable Project Experience, up to 5 pages are requested for LSP/MCP experience and up to 5 pages for geotechnical experience. Often our projects have both geotechnical and environmental components. Is it acceptable to provide some projects descriptions with both geotechnical and environmental work and not separate them? Our total number of pages for both will still be 10 pages.

Comparable Project Experience pages may describe both environmental and geotechnical work on the same project/page. Provide a minimum of five examples for each service (LSP/MCP and geotechnical engineering) for which your firm wishes to be considered.

RFQ301 RESPONDENTS PLEASE NOTE: For each project included within in this section, please be sure to clearly describe:

- Which services were performed (Geotechnical engineering and/or LSP/MCP)
- Names of key staff who provided each service

Are there firms currently completing this type of work (LSP/MCP services) for MIT and if so, how many?

Approximately 3 - 4 firms currently perform LSP/MCP services for MIT in a typical year.

Inquiries specific to RFQ401: Structural Engineering Services

Item #3 under Supplemental Materials states 'Please provide up to three (3) examples of projects comparable to the Building Condition Assessments described in this RFQ and completed in the last five (5) years'. This appears to be an error. What should the example projects demonstrate for RFQ401?

This is an error. Please instead provide up to three (3) examples of comparable structural engineering services completed in the last five (5) years.

Inquiries specific to RFQ501: Commissioning and Retro-Commissioning Services

In our view Commissioning and Retro-Commissioning require vastly different processes and skillsets. We would prefer to respond to be considered for retro commissioning and omit a submittal for commissioning. If we did so, would it disqualify us or inhibit our ability to be selected?

MIT will consider responses that include both construction and retro-commissioning services, as well as responses including construction commissioning services only or retro-commissioning services only.

Would responding to this RFQ and potentially being selected as one of the pre-qualified firms to provide Commissioning and Retro-Commissioning services for small to mid-sized commissioning projects preclude our firm from responding to any additional rounds of RFQs for large or any other commissioning projects?

No.

Does MIT have a current contract with a third party web-based energy monitoring company? If so, with whom?

MIT has monitoring products that are used on campus for fault detection and diagnostics, as well as for tracking energy consumption of our buildings.

Is MIT using a construction based project management program for new construction and renovation work (Prolog, E-Builder, Projectwise, etc.)?

MIT is investigating the use of eBuilder internally for project management, yet individual project teams may use other platforms based on the construction team.

Does MIT have an activity preventive maintenance software application program?

We use SAP.

Any central plant power/utility work?

Possibly. Please provide any experience that your firm feels is relevant to the MIT campus and our portfolio of buildings.

On page two of RFQ501, the first bullet in the overview section states that commissioning scope of services will include, "providing formal operational training to MIT staff". In a typical new building commissioning process, training is provided by the product rep, approved manufacturer representative or installing contractor. Please advise as to whether proposal should include providing formal training or facilitating & coordinating formal training to MIT staff.

Formal operational training refers to system operation level training on projects. MIT is looking for our Commissioning Authorities to provide the system overviews during the training sessions that provide context of how the commissioned systems operate and are anticipated to perform, as well as how the systems integrate with one another. There is also an expectation to facilitate the rest of the training effort as provided by the vendors and contractors.

Can prior MIT projects be included in responses to Comparable Project Experience and/or Depth of Experience? Can Sample Work Products include work from prior MIT projects?

Please include the projects and work products you feel best demonstrate your firm's expertise with the services sought. Firms are invited to reference past work at MIT in these or other sections of their RFQ response, but also encouraged to provide information on projects with which MIT may be less familiar.

On page seven of RFQ501, a schedule of standard hourly rates for categories of work are requested. Is it required to include rates for various firms which, on previous MIT projects have been required to be subcontracted as part of commissioning scopes including fire protection & suppression, life safety systems, and fume hood or biosafety cabinet certification?

No. MIT is only seeking information on prime consultants at this time. If you believe additional consultants will be required to complete the described scope, please indicate that in your response to this question, noting that hourly rates for those roles are to be determined.