Request for Qualifications (RFQ) | RFQ203:
Architectural Services for Lab Design renovations

RFQ203 submissions are due at 12 p.m. Eastern Time on August 24, 2018. Instructions provided in following.

MIT Campus Construction is extending the Consultant Qualification Program with a Request for Qualifications (RFQ) for laboratory design services for smaller initiatives (i.e., under $5 million total project cost). Through the Consultant Qualification Program, MIT seeks to renew its understanding of existing and potential partner firms’ experience and talents in laboratory design and construction, create a diverse portfolio of partners best suited for size and type of project, and advance a culture of design excellence.

RFQ203 Overview

MIT seeks qualifications from firms with expertise in providing architectural services for laboratory renovations.

In recent years, MIT has launched between 20 and 30 small to medium laboratory renovation projects annually (projects below $5M), and anticipates a similar volume of work over the next three years. To expedite project start-up for these initiatives – and to optimize the fit between projects, budgets, and the firms ultimately selected to complete the work – MIT expects to establish a Master Design Agreement with a limited number of firms who will serve as MIT’s service providers for laboratory design over the next three years. To aid in the selection process, following review of submitted qualifications by a review committee, MIT may conduct interviews and/or request additional information from the applicants it deems most qualified.

This RFQ will also lead to a selection of firms being awarded On-Call Contracts to support MIT renovations and to further expedite project start-up for renovations. These contracts are also expected to be in place for approximately three years.

MIT is seeking architectural firms who:
• bring deep experience with small to medium sized renovations for a variety of laboratory types that support top-tier institutions (please note: when providing examples as outlined below, a limited number of examples of work outside of typical research institutions and the aforementioned scale are encouraged but should not form the majority of your examples);
• display a clear and successful methodology for client engagement and facilitating program discovery;
• demonstrate a detailed consideration for program equipment inventory and needs, hazardous material processes, and research workflows;
• can advance MIT’s sustainability goals through each initiative;
• have a proven track record for effective collaboration with selected engineering firms and host institutions;
• have experience in designing laboratories which require tailoring to specialized equipment and processes, some of which may be outside the typical realm of research institutions;
• can demonstrate the ability to successfully address design challenges such as significant budget constraints and renovations within dated spaces and with complicated infrastructure requirements; and
• can provide consistent staffing and competitive rates across the three-year period.

Sub-consultants will be identified on a per project basis by the prospective firm prior to contract release. MIT will reserve the right to review and edit sub-consultant lists.

**MIT Sustainability goals**
MIT seeks to work with firms that embrace the Institute’s sustainability and High Performance Building goals. These goals include but are not limited to the following:
• MIT’s sustainable design standards will require an assessment of LEED v.4 Gold Certification compliance strategies for small renovation projects including labs.
• All renovation projects should prioritize energy efficiency in support of MIT’s greenhouse gas emissions reduction goal.
• Renovation projects should incorporate design strategies to mitigate the effects of flooding and heat stress in support of MIT’s focus on climate resiliency.
• Projects should consider and weigh the life-cycle environmental and human health impacts of materials and products utilized in building projects.
• Renovations should pursue operational efficiency measures within labs in support of MIT’s Green Labs Initiatives.

**Please note:**
MIT reserves the right to secure consultants through a separate selection process should project circumstances demand. Applicants will not be compensated for costs associated with preparation or submission of qualifications materials. MIT reserves the right to cancel this RFQ and/or projects emerging from this RFQ. MIT reserves the right to sever agreements with firms who do not perform the agreed to services.
Section A: RFQ203 Submission instructions

1. Selection process and submission schedule

**Schedule**

RFO Issued: July 11, 2018
All questions must be submitted by: July 25, 2018
All questions will be responded to by: Aug. 10, 2018

Proposals due: Aug. 24, 2018, by noon
Interviews: Interviews to be handled on an as needed basis
Selection: October (subject to volume of submissions)

**Submissions**
Qualifications are due at 12 p.m. Eastern Time on August 24, 2018.

To submit your RFQ, visit: http://campusplanning.mit.edu/rfqs and click on the eBuilder portal. All qualifications must be submitted via the eBuilder portal link provided on the RFQ website http://campusplanning.mit.edu/rfqs. This link will take you to a web-based form allowing you to input all firm information (section C). The form will provide fields for you to upload the remaining RFQ documentation (sections D-E). If you wish to add additional information about your firm, such as annual reports, you may do so via the Attachment tab at the top of the form.

For sections D1 (general/specific experience) and E2 (rates) we have provided Excel templates for you to fill out and upload with your submission. Please save these in an Excel file format version 2016 or earlier so that we can easily process the information.

Each submission will receive a unique eBuilder identifier. Please only submit once.

*Please note:* The system will not save your information if you close without submitting. The portal does not provide the option to save a submission in progress and return later. You must complete the form and submit all of your materials in one session. To assist you in preparing materials for the online submission form, we have provided an off-line copy of the section C form so that you can fill it out at your leisure and copy and paste this information into the portal at the time of submission.

2. Contract

MIT’s Master Design Agreement and Architect Release are attached. All changes requested by your firm to the attached contract forms must be submitted with your proposal; no changes will be considered following receipt of proposals. The extent of requested contract changes will be a consideration during proposal evaluation.

3. Questions and correspondence

Submit all questions via email to CQPinfo@mit.edu by Wednesday, July 25. Include “RFQ203 query” in the subject line. MIT will respond to all questions by August 10 via an addendum posted to the RFQ webpage: https://campusplanning.mit.edu/RFQs

No phone calls.
Section B: Attachments

Visit the RFQ webpage to download the following documents:
1) Section C Firm Information: RFQ Portal off line worksheet form
2) D1.03 General Experience spreadsheet
3) E2.01 Rates spreadsheet
4) Architectural Services MDA and Release

Section C: Firm Information

Please visit the eBuilder portal link provided on the RFQ website to fill in Section C material. A worksheet of all fields in the portal page has been provided so that you may fill that in prior to submitting via the portal. Please only submit once. Once you have assembled all materials for your submission, visit http://campusplanning.mit.edu/rfq to link to the eBuilder submission form.
NOTE TO APPLICANTS

MIT’s insurance requirements are shown below. Applicants who are shortlisted for work at MIT will be expected to provide proof of insurance in these minimum amounts via an insurance certificate as part of the RFP process. If you have questions or concerns about the amounts listed below please be sure to submit those during the question and answer session.

Architect shall maintain insurance as set forth in the Master Agreement. If Architect is required to maintain insurance exceeding the requirements set forth in the Master Agreement, those additional requirements are as follows:

**Commercial General Liability**
- $2,000,000 Combined Single Limit Bodily Injury and Property Damage each occurrence
- $2,000,000 Personal and Advertising Injury
- $4,000,000 General Aggregate
- $4,000,000 Products and Completed Operations Aggregate

**Automobile**
- $2,000,000 Combined Single Limit each accident

**Worker’s Compensation**
- Statutory limits

**Employer’s Liability**
- $1,000,000 Bodily injury for each accident
- $1,000,000 Bodily injury for disease for each employee
- $1,000,000 Bodily injury disease aggregate

**Professional Liability (Errors and Omissions)**

<table>
<thead>
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<th>Control Budget Range</th>
<th>Each Claim</th>
<th>Annual Aggregate</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; $2,000,000</td>
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<td>$5,000,000</td>
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<td>$5,000,000</td>
<td>$5,000,000</td>
</tr>
<tr>
<td>&gt; $100,000,000</td>
<td>$10,000,000</td>
<td>$10,000,000</td>
</tr>
</tbody>
</table>

**Professional Liability (Environmental Consulting*)**
- $5,000,000 each claim

**Umbrella Liability**
- $5,000,000 Each Claim
Section D: Description of firm qualifications

D1.01 Description of firm experience
D1.01. Provide a firm profile that is an overview of the firm and its work, describing the firm’s capabilities, experience, and knowledge. Profile should demonstrate design and design service excellence (e.g., awards, client mix) and commitment to sustainable design. Please be sure to include any notable services that your firm provides in house, i.e., code consultation, lighting design, engineering, process engineering, graphic design, etc.

Upload as separate PDF attachment at the bottom of the eBuilder portal form.
Save file as: FirmName_D1.01_Firm Profile (replace “FirmName” with the name of your firm)

D1.02 Specific experience
Please provide up to three (3) examples of comparable laboratory renovation design services completed in the last five (5) years. For these examples, projects in higher education and at peer institutions are preferred. You may provide two additional examples of projects that display design work around novel design, equipment, processes, or other considerations that are not typical for research institutions. For these two additional examples, size of project and client type is not a factor. Please provide the following information for each project:

D1.02.1. The name and location of the project
D1.02.2. A general description of the project and the type of work performed by your firm
D1.02.3. The name, address, email address, phone number, and contact person for the project owner
D1.02.4. Key staff from your firm involved in the project
D1.02.5. Nature of time and schedule constraints
D1.02.6. Management of relationships with owners, users and contractors
D1.02.7. Inclusion of innovative or sustainable design concepts
D1.02.8. Project's EUI (Energy Use Intensity) and LEED Certifications (if applicable)

Upload as separate PDF attachment at the bottom of the eBuilder portal form.
Save file as: FirmName_D1.02_Specific Experience

D1.03 General experience
Please complete the attached spreadsheet and include all of the laboratory projects that your firm has completed in the past five (5) years. Indicate which client the project was for, the capacity of the space, whether the space was new construction or renovation, and partner engineering firm. Please also include which, if any, projects have achieved LEED Certification.

D1.03.1.1 Biological-based Lab
D1.03.1.2 Chemistry-based Lab
D1.03.1.3 Engineering/Physical Science Lab
D1.03.1.4 Controlled Environment or BSL 2+
D1.03.1.5 Animal Facility
D1.03.1.6 Machining or Maker laboratory
D1.03.1.7 Nano Materials Process Lab
D1.03.1.8 Material Science Lab
Please complete the attached spreadsheet to include a list of all other projects (office, classroom, etc.) that your firm is currently working on and has worked on within the past five (5) years, or is still working on. Include any relevant or significant studies. If your firm has multiple offices, only include projects your local office has completed (or provide an explanation for going beyond these parameters).

D1.03.1.9 Other Design projects
D1.03.1.10 Relevant or significant studies

Complete the provided spreadsheet and upload as an Excel document via the eBuilder portal form.
Save file as: FirmName_D1.03_General Experience

**D1.04 Design strategy integration**

D1.04.1 Describe your design methodologies for project discovery facilitation and user engagement throughout the project. Include example or descriptions of tools and/or templates that you utilize with clients to ensure scope and design criteria are fully identified and realized.

D1.04.2 Describe planning and design strategies used in past projects to improve energy efficiency and optimize systems performance in labs

D1.04.3 Describe a collaboration with an engineering team that resulted in an innovative engineering solution to achieve a specific design outcome

D1.04.4 Describe instances where your firm has worked with the client and/or the EHS Office to design a space that allows for safe and compliant storage, use, and disposal of chemical, biological or radiological materials.

Upload as separate PDF attachment at the bottom of the eBuilder portal form.
Save file as: FirmName_D1.04_Design Strategy Integration

**Section E: Staffing**

**E1. PROPOSED TEAM**

E1.01 Provide resumes for key personnel who would staff future projects with MIT emerging from this RFQ. Identify proposed principal(s)-in-charge, project manager, and other professional staff, indicating:

E1.01.1 Educational background, including degrees held and/or licenses/professional registrations.
E1.01.2 Project-level experience for example projects or others, including specific projects managed and in what capacity. Please describe specialized strengths and experience.
E1.01.3 Provide a brief description of this team’s experience working together on similar projects.

Upload as separate PDF attachment at the bottom of the eBuilder portal form.
Save file as: FirmName_E1.01_Resumes.
E2. SCHEDULE OF HOURLY RATES

E2.01 Complete the attached spreadsheet and include a schedule of standard hourly rates for the following categories of work, as well as such other categories as may be appropriate (rates to be inclusive of all overhead and profit):

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td></td>
</tr>
<tr>
<td>Senior Architect</td>
<td></td>
</tr>
<tr>
<td>Project Manager</td>
<td></td>
</tr>
<tr>
<td>Project Architect</td>
<td></td>
</tr>
<tr>
<td>Draft Person</td>
<td></td>
</tr>
<tr>
<td>Other (describe)</td>
<td></td>
</tr>
</tbody>
</table>

Complete the provided spreadsheet and upload as separate Excel document to the bottom of the eBuilder portal form.
Save file as: FirmName_E2.01_Hourly Rates.

Section F: Submission checklist

Prior to visiting the eBuilder page to submit your RFQ, have the following documents ready. Use the file naming conventions per the instructions above:

- Section C Firm Information: Fill out RFQ Portal off line worksheet form and copy and paste the information into the eBuilder online form
- D1.01 Firm experience: create and upload PDF
- D1.02 Specific experience: create and upload PDF
- D1.03 General Experience spreadsheet: download and fill out spreadsheet, upload
- D1.04 Design strategy: create and upload PDF
- E1.01 Team resumes: create and upload PDF
- E2.01 Rates spreadsheet: download and fill out spreadsheet, upload