

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

Questions and Answers, August 10, 2018

Section A Master Design Agreement / contract questions

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- 1) How many Master Design Agreements and/or On-Call Contracts are expected to be awarded? / How many contracts do you plan to execute?
 - This will be determined by the amount of qualified responses and our future workload.
 - 2) Do you anticipate equitable division of proposed work?
 - Selection will be based on the right fit for each project.
 - 3) The RFQ mentions both the Master Design Agreement and then On-Call Contracts. Are these one and the same? If not, how do they differ?
 - Our Master Design Agreement contains the contract terms and condition for all work with MIT, including the release form template for project specific scope, schedule and budget issued on a project-by-project basis. The On-Call contract is our “Pre-priced Amendment” to the Master Design with a pre-priced compensation structure and pre-defined levels of service.

Types of projects to be awarded

- 4) Are all of the projects exclusively interior renovations?
 - Yes, this RFQ focuses on lab renovations only.
- 5) Will projects include building or addition design?
 - These contracts will not cover ground-up construction; additions are not excluded but not typical for these contracts.
- 6) Will projects include envelope upgrades or window replacements?
 - No
- 7) Will programming or studies be part of the projects anticipated under the MDA or On-Call Contract?
 - The scope of services for certain projects may include programming or studies.
- 8) If MIT selects us, we would provide full designs including other disciplines besides architectural. Does MIT see this as an advantage or is it imperative that all selected firms be willing to work with other designated engineering firms for the non-architectural disciplines?
 - In house engineering services are acceptable but MIT will reserve the right to choose how engineering services will be delivered on a project-by-project basis.

Section C Firm Information, portal questions

- 9) What is the purpose of “Vendor Comments”? / In the “Vendor comments” section, are there particular comments that MIT is expecting
- This section provides an opportunity for you to provide additional information, if needed.
- 10) Some questions included in the forms do not necessarily apply to professional services firms. Is it acceptable to answer “N/A” to these questions or will our overall evaluation be negatively impacted?
- Yes, it is completely acceptable to answer N/A. Some questions are geared more towards a boarder audience and we have retained them in the form from previous RFQs for consistency and so that we have a better understanding of which efforts firms are involved. We are expecting firms to honestly answer N/A to some of these questions.
- 11) What is meant by “Corporation’s Registered Agent”?
- All firms registered to do business in the Commonwealth are required to have a Registered Agent as recorded by the Secretary of State. Please provide the name of your Registered Agent and their contact information.
- 12) The fill-in form on the Portal asks for “Experience with Partner Model.” Can you clarify or explain what you mean by Partner Model? / What does “Experience with Partner Model” refer to?
- MIT’s partner model is for firms we find regularly deliver efficient and cost effective design. Our program utilizes a pre-priced agreement with pre-defined levels of service for a typical project over a range of complexities and sizes. We’re interested in learning about any experience you have participating in partner programs with other clients.
- 13) Section D1.03 asks for a list of all firm work over the past 5 years. Is there a reasonable limit to the number or types of projects firms should be including?
- There is no limit, but this submission should be limited to the local office for only full design projects.
- 14) Can you please provide more information about some of the categories on the eBuilder site? Some of the questions are unclear or don’t have a particular question associated with the categories.
- For the “Disclosures & General Questions” and “Sustainability Programs & Operational Information” sections, we have included fields for information that may not pertain to your firm but are required questions as part of our onboarding process for all selected vendors. If you feel that the field is not applicable to your firm, please feel free to select N/A. If we require further information on your response, we will ask via email or during an interview.
- 15) Is there a page limit for each PDF section being uploaded to the eBuilder site (i.e.: Firm Profile, Experience, Resumes, etc.)? / Is there a page limit for the Attachments, Description of Firm Experience, Design Strategy Integration Texts, or Proposed Team/Resume sections of the submission?
- No but shorter, more succinct and to-the-point submittals are preferred.
- 16) Is there a file size limit on attachments?
- There are no file size limits
- 17) There is no Attachment tab in the eBuilder portal. Where is this located?
- We apologize for the miscommunication but at this time, there is not a tab for additional attachments as described in the instructions. For all additional information you wish to attach, please combine into one PDF and attach to the last field in the portal form labeled “Other”

Section D questions

- 18) Can you clarify what you mean in D1.02.6 regarding “management of relationships with owners, users and contractors”?
- Please include a brief description of the relationship structure of your firm with stakeholders and contractors, i.e., did you work with an in-house PM or an owner’s rep? Did you interact with the end users or upper management?
- 19) Are you looking for any visual materials (photos, plans, diagrams) for any of the projects under D1.02 or D1.03?
- Yes, if you deem it necessary, please include a limited number (no more than 4) of visuals for the project
- 20) Is there an alternate spreadsheet with headers relating to D1.03.1.9&10 (office, classroom, etc.) or should we modify the existing sheet to categorize these projects?
- Please *do not* alter the existing spreadsheet. All projects not fitting into the categories should be checked off as “other”. You may further define the project in the notes column.
- 21) Can you confirm that the local office requirement for projects only applies to the non-lab projects for section D1.03?
- Please only include local projects in this RFQ, you may describe other services in D1.01.
- 22) May we indicate our firm’s in-house engineering (MEP/FP) staff who we would propose to use on the projects we would undertake for MIT? Or is the response to be strictly architectural?
- In-house engineering services are accepted but MIT will reserve the right to choose how engineering services will be delivered on a project-by-project basis.
- 23) Should we include Interior Design, Landscape, Civil consulting if offered in-house?
- Yes, please mention all services your firm offers but please keep your “Specific Experience” relevant to the delivery of a fully designed lab renovation projects.
- 24) Will we be considered based on long and broad general lab experience if we do not submit recent lab renovation experience? We are interested in working for MIT but would naturally like to avoid a submission that is deemed not relevant to the project requirements.
- Recent lab design work and specifically renovations relevant to the scale of the RFQ will be the biggest determining factor. We are looking for firms well versed in working in existing buildings, regardless of building condition.

Section E Staffing questions

- 25) For the section “Proposed Team” would the RFQ reviewers prefer the response contain only the firm names and team members of the Architects and Laboratory Planners, or would the reviewers prefer respondents also include an expanded list of recommended company names and team members of potential supporting engineering trades.
- Please do not include names of consultants or staff outside of your firm.

RFQ Overview / process / schedule questions

- 26) How many architecture firms have been invited to submit Qualifications for the Master Design Agreement at MIT for Lab Design Renovations?
- This RFQ is open to any and all interested firms. Invitations were based on previous responses for the Classroom/Office RFQ and a notice was included in the BSA's newsletter as well.
- 27) Your RFQ indicated that questions are due by Wednesday, July 25. Please clarify what time on that date is the deadline; shall we assume close of business/5pm?
- EOB
- 28) What are MIT's Green Labs Initiatives? Can you provide more information?
- Please visit MIT's Green Lab's Website at the following link: <https://greenlab.mit.edu/>