

## On-Call Landscape Architecture Services SOI

### Q&A

April 22, 2023

Project # OCPSP- 6967

All questions received for the On-Call Landscape Architecture Services Solicitation of Interest (SOI) are captured below, along with MIT's responses. In some cases, the original wording of questions has been adjusted for clarity or brevity, and similar questions have been combined. This document serves as an update to the SOI, and finalizes the preliminary responses provided by MIT at the April 12 webinar briefing.



1. My firm is an emerging business enterprise, partnering with another firm. Combined we have more than 20 years of experience and mentored/trained several of the team listed in our response to this SOI. Will you consider work done in previous firms as part of our portfolio of experience belonging to staff included in the proposal team?

**Answer:** Yes, your team members' historical project experience is relevant.

2. Would it be acceptable to submit a campus master planning document for one or more of the featured projects as part of the appendix?

**Answer:** No, the appendix is for staff resumes only. Please limit your project examples to five in total, using the page numbering requirements provided in the SOI.

3. Can you share the members of the selection committee?

**Answer:** While we're not sharing individual member names, the evaluation committee is made up of members from the following MIT departments:

- Office of Campus Planning
- Campus Construction, Department of Facilities
- Grounds Services, Department of Facilities
- Capital Budgeting & Analysis, Department of Facilities
- Office of the Associate Provost

...with input from a faculty representative from the School of Architecture and Planning

4. Would being selected for on-call services preclude firms from participating in/competing for other, larger projects at MIT?

**Answer:** No, it will neither preclude your firm nor provide preferential status for competition in other projects.

5. Do you anticipate multiple firms being selected? If so, how many?

**Answer:** As noted in the SOI, MIT anticipates placing 3 firms under contract via this solicitation.

6. Is there a specific size or dollar amount or other set criteria that defines the threshold between the "on call" projects and the larger stand-alone projects?

**Answer:** There is not.

7. Is there a maximum size, either by construction value or design fee, for on-call projects?

**Answer:** There is no maximum size, but these will be modestly-sized projects.

8. What is the duration of this On-Call contract?

**Answer:** As noted in the SOI, MIT anticipates placing selected firms under contract for 3 years.

9. How many firms participated in the virtual briefing?

**Answer:** Approximately 30 firms registered for the virtual briefing.

10. Should we anticipate having subconsultants as part of our proposal responses now, or would we address that on a project-by-project basis should we be selected?

**Answer:** Subconsultants should not be included in your response to the SOI. Subconsultants will be identified on a project-by-project basis.

11. For these small projects per your examples, how would contractor services be procured?  
Invited bid? Public bid?

**Answer:** Contractor services would be procured by MIT via invited competitive bids.

12. Would the consultants be providing construction cost estimating?

**Answer:** Cost estimating services will likely be procured by MIT, but final decision will be determined during projects.

13. Can you clarify the 'prime' statement? Our firm is an engineering firm but we have a large, independent landscape architecture group. Are we precluded from submitting?

**Answer:** MIT has a strong preference for firms whose primary discipline is landscape architecture. However, no landscape architecture firms/groups are precluded from responding to this SOI. MIT encourages submittals from minority-owned, women-owned and emerging business enterprises.

14. When a project emerges for selected firms, will fees or hourly rates be a deciding factor in which firm is chosen to complete the work?

**Answer:** Fees will be one consideration. MIT will seek to match firm expertise with each project as it emerges, and to spread the work among the three selected firms.

15. Can you point to examples of what is considered a 'modest' project, either planned or completed, so that we may get an idea of project scope that is anticipated?

**Answer:** See photos and descriptions below.

Hardscape and softscape renewal needs at key campus open spaces



Stata Swale, 2008



2023



2023



Planting palette updates for improved aesthetics and biodiversity across campus





Campus building public entryway improvements, accessible routes, and rain gardens



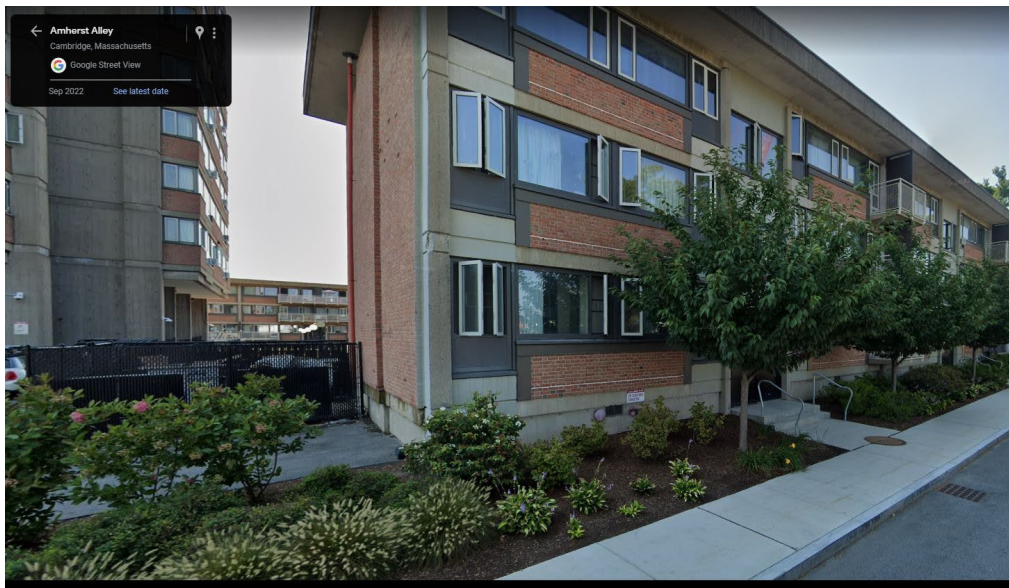
Locating and documenting minor site improvements for rollout of Campus Wayfinding signage program



Residential entryway improvements and accessible campus pedestrian routes



(Amherst Alley BEFORE)



(Amherst Alley AFTER)



Existing conditions reporting and renewal recommendations



(Stata Center, 2023)

