Massachusetts Institute of Technology

Office of Campus Planning
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Request for Qualifications (RFQ) | RFQ101:
Building Condition Assessments

RFQ101 submissions are due at **11 a.m. Eastern Time on Wednesday, July 20, 2016.** Instructions provided in following.

Consultant Qualification Program overview

MIT academic and administrative leaders are working in collaboration to envision how our campus and surroundings could evolve to meet future academic and research needs and continue to foster innovation.

The MIT 2030 framework (http://web.mit.edu/mit2030/framework.html) provides guidelines that help focus and clarify our efforts. This framework informs a broad spectrum of campus improvement projects from individual systems upgrades (including roofs and windows) and the repurposing of spaces and buildings to partial or complete renovations, new construction, and the best use of Institute-owned land and properties.

While several projects have been completed or are underway, this is only the beginning of the many building project opportunities that will be addressed within the MIT 2030 framework. To support a growing portfolio of future project activity, we seek to increase our understanding of the capabilities of architectural, engineering, and consulting services firms in order to create a more diverse portfolio of professionals that are best suited to work with MIT.

The Offices of Campus Planning, Campus Construction, Utilities & Maintenance, and Infrastructure Business Operations are jointly initiating a Consultant Qualification Program to identify and prequalify professional design and consulting service providers for the planning, renovation, and new construction of facilities infrastructure on a 163-acre campus consisting of 12.6 million square feet and 152 buildings.

This Consultant Qualification Program will broadly solicit and prequalify firms for upcoming MIT design and engineering projects, and position MIT for design excellence through the selection of highly qualified, cost-effective consultants. Requests for Qualification will be issued by discipline and, in some cases, by project type. This initial round of RFQs focuses primarily on small and recurring project types.

Through the Consultant Qualification Program, firms will be admitted to a prequalified roster designed primarily for these small and recurring project types. For some types of recurring services, MIT will place several firms under multi-year repetitive service contracts. To select repetitive service providers, MIT will invite a select number of prequalified firms to submit additional material (e.g., a proposal) and/or interview. For other services, MIT will use the prequalified roster as a basis for inviting firms to submit proposals when a project emerges. Large capital projects and other singular projects will continue to use a separate competitive selection process.

This initial series of Request for Qualifications is issued to firms in one or more of the following service areas:

- Architectural Services for Academic Offices and “New Pedagogy” Technology Classrooms
- Geotechnical Engineering and Licensed Site Professional / Massachusetts Contingency Plan Services
- Structural Engineering
- Code Consulting
- Commissioning & Retro-Commissioning
- Building Deficiency and Mitigation Studies

Firms are encouraged to respond to more than one RFQ in the event that they seek work in multiple service areas.

The Consultant Qualification Program launches in spring 2016 with a pilot round of RFQs. After the initial round has been completed, additional rounds of RFQs will be issued for other disciplines and project types. It is the intent of the program to broadly solicit firms in an open call for qualifications.

RFQ101 Overview

MIT seeks qualifications from firms with expertise in rapid assessment of buildings for academic clients. MIT seeks firms who can lead condition assessment and strategic planning for renewal of buildings and building systems.

MIT expects to launch approximately two Building Condition Assessments per year over the next three years, for an anticipated total of 6 – 8 studies. 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 repetitive service contract with three firms who will serve as MIT’s Building Condition Assessment service providers over the next three years.

MIT seeks firms who:

- bring a deep understanding of and experience with strategic facilities planning for clients with campus portfolios in excess of 1 million square feet, and with a focus on capital renewal and deferred maintenance programs;
- have a portfolio of work demonstrating stewardship of existing buildings and building systems, especially in support of a deferred maintenance or capital renewal program;
- have robust experience in projects with complex logistics, such as occupied buildings, residences, labs, and hospitals;
- have recent or current work for peer institutional clients;
- are local, with ready availability to perform on-site, fast-track, existing conditions analysis and assessment;
- will provide consistent, quality staffing across the three-year period; and
- will provide consistent, competitive rates across the three-year period.

In addition, MIT is seeking creative approaches to the application of Institute sustainability principles. MIT's shared principles for sustainability focus on stewardship, life-cycle thinking, resiliency, innovation and demonstration, and transparency. For more information, please see *MIT Campus Sustainability Working Group Recommendations: An Integrative Vision for our Buildings, Materials, Stormwater, Landscape and Labs*, November 30, 2015 at: https://sustainability.mit.edu/sites/default/files/documents/SWGRecommendations-FinalSmall-11-30.pdf

Building Condition Assessments – Anticipated Scope

To ensure that MIT's physical assets are able to support the research, educational, and student life activities essential to our mission, MIT is strategically investing in the renewal of existing building systems, including: structure, envelope, interior construction, fire alarm, fire protection, plumbing, mechanical, electrical, and vertical transportation among others. To support the effort, MIT will develop building condition assessment teams, composed of in-house MIT Facilities staff (involving a core team from Campus Planning, Project Management, Systems Engineering, and Operations) and external consultants. Study teams will make assessments, develop recommendations, and report within a period of 90 days.

MIT's Department of Facilities (DoF) is interested in partnering with a number of consultants to build an integrated, cohesive team model for upcoming Capital Renewal project building assessment studies. Selected firms may work concurrently on multiple projects. It will be important for each study team to take a consistent approach and produce deliverables in an established format determined by MIT, even as team staffing and project sites change from study to study. Participation on an assessment team will not necessarily lead to selection for a project implementation team. *Assessments will be performed in occupied buildings with minimal disruption to building occupants.*

Building Condition Assessments are one step in capital renewal project development at MIT. Each study will take as its starting point a "Building Snapshot" – a high-level report of existing conditions and facilities needs catalogued by MIT, with a supporting VFA, Inc. report that identifies and assigns costs in Uniformat system divisions. Assessments will document deficiencies in building systems, identify concepts and solutions to correct deficiencies, and evaluate the order of magnitude cost for correction.

Assessment teams will be comprised of the following consultants, led by the Prime:

- **Prime Consultant:** Architect or Architect/Engineer (A/E)
  MIT will select multiple Architect or Architect/Engineer firms to perform building assessment and concept development. Architects will lead the studies.
- **Sub-Consultants:** Engineers (as needed)
  Teams will include engineering capabilities on an as-needed basis. Engineering services will be provided by sub-consultants to the selected prime architecture firms, or for selected A/E firms, through in-house resources. Desired engineering disciplines include: MEP/FP engineer, structural engineer, and building envelope consultant. MIT reserves the right of approval of all sub-consultants and engineering service providers performing work for the Institute.

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.

Assessment teams will coordinate with and incorporate findings from the following Owner-assigned consultants (NIC):

- Commissioning Agent
- Code Consultant
- Construction Manager (CM), who will provide pre-construction services

Instructions to applicants

Requirements

Qualifications are due at **11 a.m. Eastern Time on Wednesday, July 20, 2016** by email to inbox@workflow.e-builder.net. Files must be emailed in formats explained below via a single email or the submission will not be received.

Submittal format

Please include the following attachments in your emailed submittal:

A) Completed Consultant Qualification Form, submitted in 2003 – 2007 Word document format. File can be downloaded at https://campusplanning.mit.edu/RFQs (Please save this document without altering the file format and respond to all questions.)

B) Supplemental materials, submitted as PDF attachments and labeled as requested. *Please see the following section for a list of supplemental materials.*

PLEASE NOTE: MIT is piloting an automated submission system. Please be sure to submit materials in the formats requested; materials submitted in alternate file formats may not be received. If you do not receive an auto-confirmation email after submitting your materials, please send an email to CQPinfo@mit.edu. No phone calls.

Questions

Submit all questions via email to CQPinfo@mit.edu by **Friday, June 17**. Include the name and number of the RFQ in the subject line. MIT will respond to all questions within 10 business days via an addendum posted to the Office of Campus Planning RFQ webpage: https://campusplanning.mit.edu/RFQs No phone calls.

MIT will notify applicants of their prequalification status in August.

Supplemental materials

Please provide the following supplemental materials as PDF attachments to your emailed submittal. Please label each PDF as requested below.

Description of Firm, Experience & Proposed Staffing

1. Cover Letter

Please provide an introductory letter summarizing your qualifications for the services described within this RFQ. Note prior experience at MIT and with peer institutions.
Provide as separate PDF labeled as "Letter-[FIRM NAME]". Limit response to 1 page.

2. Firm Profile

Please provide an overview of the firm and its work, describing the firm's capabilities, experience and knowledge. Profile should demonstrate design excellence (e.g., awards, client mix) and commitment to sustainable design. *Provide as separate PDF labeled as "Profile-[FIRM NAME]".*
Limit response to 1 page.

3. Comparable Project Experience

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. Projects in higher education and at peer institutions are preferred. Please provide the following information for each project:

- the name and location of the project
- a general description of the project and the type of work performed by your firm
- the name, address, email address, phone number, and contact person for the project owner
- key staff from your firm involved in the project
- nature of time and schedule constraints
- management of relationships with owners, users, and contractors
- inclusion of innovative or sustainable design concepts
- a summary sentence or statement indicating how the study/project helped the institution meet its strategic goals

Provide as separate PDF labeled as "Experience-[FIRM NAME]". Limit response to 6 pages.

4. Sample Work Product

Please provide an example of a "high-level" summary document/graphic that you consider a successful tool for visually communicating complex information.
Provide as separate PDF labeled as "Product-[FIRM NAME]". Limit response to 4 pages.

5. Proposed Staffing

Please provide résumés 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:

- Educational background, including degrees held and/or licenses/professional registrations.
- Project level experience for example projects or others, including specific projects managed and in what capacity. Please describe specialized strengths and experience.

Provide a brief description of this team's experience working together on similar projects.

Provide as separate PDF labeled as "Staffing-[FIRM NAME]".

6. Schedule of hourly rates

Please provide 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):

Classification	**Hourly Rate**
Principal	
Senior Architect/Engineer /PM	
Project Architect/Engineer	
Other Professional Staff (Describe)	

Provide as separate PDF labeled as "Rates-[FIRM NAME]".

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.

For all firms except Licensed Site Professional		
Workers' Compensation	Statutory, as required by law	
Employer's Liability	$1M per individual and per occurrence	
General Liability (including Valuable Papers coverage)		
Bodily Injury	$1M per occurrence	
Property Damage:	$1M per occurrence or,	
	Combined Single Limit for Bodily Injury and Property Damage	$1M per occurrence/ aggregate
Automobile Liability	Same limits as for Commercial General Liability	$1M per occurrence Combined Single Limit for Bodily Injury and Property Damage
Professional Liability	$2M per occurrence and annual aggregate (Architects & Engineers only).	
	Maximum Deductible	$100K for design fees less than or equal to $1M; $350K for design fees greater than $1M