

Request for Qualifications (RFQ) | RFQ102: Construction Management (CM) Services in support of Building Condition Assessments

RFQ102 submissions are due at **3 p.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.

RFQ102 Overview

MIT seeks qualifications from firms with expertise in construction management (CM) to provide preconstruction/cost-estimating services in support of Building Condition Assessment studies. These studies focus on assessment of MIT buildings and development of strategic options for how MIT might address identified issues. CMs would provide advice on estimated costs, constructability, and building renewal/investment strategy.

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 five firms who will serve as MIT’s Construction Management service providers for Building Condition Assessments over the next three years.

MIT seeks firms who:

- bring a deep understanding of and experience with capital renewal and deferred maintenance programs, from a pre-construction and construction management perspective;
- have a portfolio of work demonstrating experience with existing buildings and building systems, especially in support of a deferred maintenance or capital renewal program;
- have robust experience in projects with difficult logistics, such as occupied buildings, residences, labs, and hospitals;
- can demonstrate ability to support and respond to a changing client and consultant team from project to project, while remaining consistent in approach and high-quality deliverables;
- can critically review recommended actions in terms of constructability;
- have recent or current work for peer institutional clients;

- are local, with ready availability;
- can demonstrate “fit” of firm to this program (e.g., through qualifications of firm principles and personnel);
- can help MIT think strategically about how to address issues identified through the assessment;
- will provide consistent staffing and consistent, competitive rates across the three-year period; and
- can advance MIT’s sustainability goals through each initiative.

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 Unifomat system divisions. Building Condition Assessment teams will develop recommendations that respond to strategic objectives of the Capital Renewal Program. Examples of strategic objectives may include (among others): maximize positive impact to the campus (physical, mission-enabling, and opportunistic bundling), and stabilize portfolio deterioration. Assessments will document deficiencies in building systems, identify concepts and solutions to correct deficiencies, and evaluate the order of magnitude cost for correction.

The successful CM will be hired directly by MIT and work in partnership with other consultants selected by MIT (under separate contract) for this initiative. Those consultants will include: architects, engineers (MEP/FP engineer, structural engineer, and building envelope consultant), commissioning agents, and code consultants.

Instructions to applicants

Requirements

Qualifications are due at **3 p.m. Eastern Time on Wednesday, July 20**, 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 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 services 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
- use of Unifomat and Masterformat CSI divisions

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

4. Sample Work Product

Please provide an example of an executive summary document that your firm has developed to outline high-level cost and logistics information on a specific project.

Provide as separate PDF labeled as “SampleProduct-[FIRM NAME]”.

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 / CEO 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
CEO	
Project Executive	
MEP Estimator	
Cost Estimator	
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