

Request for Qualifications (RFQ) | RFQ202: Code Consultant Services

RFQ202 submissions are due at **3 p.m. Eastern Time on Thursday, July 21, 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.

RFQ202 Overview

MIT seeks qualifications from firms with expertise in providing code consulting services.

Anticipated scope of services includes but is not limited to:

- pre-project code assessments (high-level assessment of code implications related to anticipated renovation or space change projects)
- mid-project code assessments (peer review of architectural plans for code related issues or opportunities)
- advice and recommendations to MIT staff on general code questions as they emerge
- “due diligence” code assessments in support of Building Condition Assessments (in which MIT hires a team of consultants to conduct a building condition assessment and develop strategic options for how MIT might address identified issues)

In recent years, MIT has initiated between 15 and 20 requests for code consultant services, 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 repetitive service contract with 3-4 firms who will serve as MIT’s providers for code consulting services over the next three years.

MIT seeks firms who:

- demonstrate a deep portfolio of code consulting work, including assessments and recommendations for academic, research, residential, and student life facilities representing a range of eras;
- provide a broad range of code consulting services, including those relating to accessibility, egress, life safety, seismic, etc.;
- demonstrate ability to conduct fieldwork and provide feedback in a timely and efficient manner;
- 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;

- demonstrate experience working successfully with peer institutions;
- have experience working successfully with the City of Cambridge, the state and other jurisdictions on code matters;
- can advance MIT's sustainability goals through each initiative (e.g., can demonstrate familiarity with energy code and creative ways of implementing and exceeding it);
- 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>

Instructions to applicants

Requirements

Qualifications are due at **3 p.m. Eastern Time on Thursday, July 21**, 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).

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
- description of participation in any variance process

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

4. Sample Work Product

Please provide an example of a “Due Diligence” code assessment that your firm has prepared, and considers a successful tool for effectively communicating assessment findings.

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 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	
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	
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