

Request for Qualifications (RFQ) | RFQ301: Geotechnical Engineering Services & Massachusetts Licensed Site Professional (LSP) / Massachusetts Contingency Plan (MCP) Services

RFQ301 submissions are due at **11 a.m. Eastern Time on Friday, July 22, 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.

RFQ301 Overview

MIT seeks qualifications from firms with expertise in geotechnical engineering and/or Massachusetts Licensed Site Professional (LSP) / Massachusetts Contingency Plan (MCP) services.

Geotechnical engineering services are desired for work related to analysis of soil-bearing capacity, foundation design, and other typical geotechnical services.

LSP / MCP services are desired in compliance with work that meets all local, state, federal regulations which include but are not limited to **310 CMR 40.0000, the Massachusetts Contingency Plan**, which “provides for the protection of health, safety, public welfare and the environment by establishing requirements and procedures for the activities and cleanup of oil or hazardous materials.” Other services may be required to meet regulatory requirements, such as Clean Water Act permits for sites, NPDES permits for temporary or limited discharge, local permits, etc.

On an average year, MIT initiates approximately 20 – 30 requests for geotechnical services and approximately 20 – 30 requests for LSP / MCP services. Much of this work consists of small projects or targeted services related to larger projects. MIT anticipates a similar volume of work annually 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 three-year repetitive service contracts with 5 – 6 geotechnical engineering service providers and 5 – 6 MCP service providers. Firms may be selected for one or both types of services.

MIT seeks firms with geotechnical engineering capabilities who:

- bring depth of experience in providing geotechnical services to academic, institutional, municipal, or commercial clients with complex project types;
- bring depth of experience working in Cambridge or the metro-Boston area, especially on urban sites;
- are located within reasonable proximity to the campus, with ready availability to perform on-site, fast-track assessment and analysis work, and with access to testing laboratories that can expedite results;
- demonstrate exceptional responsiveness to client needs, such as repeat business or long-term relationships with clients;
- will provide consistent, quality staffing, with a primary point-of-contact assigned to MIT;
- will provide consistent, competitive rates throughout the life of the contract; and
- will respect and advance MIT's sustainability goals through each initiative.

MIT seeks firms with MCP capabilities who:

- will staff MIT projects with Licensed Site Professionals (LSPs) who have breadth of MCP experience in the metro-Boston area and have worked for academic, institutional, municipal, or commercial clients with complex project types. Cambridge experience is preferred;
- have conducted significant remediation project work involving ground water and soils within the metro-Boston area, and will staff MIT projects with LSPs who also have significant remediation experience involving ground water and soils within the metro-Boston area, especially on urban sites. Cambridge experience is preferred;
- will arrange and coordinate for soil disposal services for small- to medium-sized projects working with contractors;
- demonstrate experience in environmental permitting, such as stormwater / NPDES permitting;
- can provide consistent oversight of MCP regulatory requirements from project to project for a single Owner with varied and complex project types and multiple project client teams;
- will administer imported soils specs for MIT project sites, to meet MIT's environmental testing requirements;
- are located within reasonable proximity to the campus, with ready availability to perform on-site, fast-track assessment and analysis work, and with access to testing laboratories that can expedite results;
- demonstrate exceptional responsiveness to client needs, such as repeat business or long-term relationships with clients;
- will provide consistent, quality staffing, with a primary point-of-contact assigned to MIT;
- will provide consistent, competitive rates throughout the life of the contract; and
- will respect and advance MIT's sustainability goals through each initiative.

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/SWGRRecommendations-FinalSmall-11-30.pdf>

Instructions to applicants

Requirements

Qualifications are due at **11:00am Eastern Time on Friday, July 22**, 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 and commitment to sustainability.

Provide as separate PDF labeled as “Profile-[FIRM NAME]”. Limit response to 1 page.

3. Comparable Project Experience

Firms who would like to be considered for provision of LSP / MCP services are asked to provide 5 – 10 examples of LSP / MCP projects completed in the last five (5) years. Firms who would like to be considered for provision of geotechnical services are asked to provide 5 – 10 examples of geotechnical engineering projects completed in the last five (5) years. For both types of services, projects in higher education and in Cambridge are of interest, as is demonstrated work on complex projects for institutional, commercial, or municipal clients at urban sites in the metro-Boston area.

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, including LSP of record
- nature of time and schedule constraints
- management of relationships with owners, users, and contractors
- interface with institution’s/client’s environmental health and safety staff
- inclusion of innovative or sustainable design concepts
- approach to working with project owner to establish appropriate level of risk
- construction costs, if available

Provide as separate PDF labeled as “Experience-[FIRM NAME]”. Limit response to 5 pages for LSP/MCP experience and 5 pages for geotechnical engineering experience.

4. Depth of Experience

Please provide the following:

- a list of current and recent (past 5 years) clients for whom your firm has performed geotechnical, LSP / MCP, or related work. Include a brief (two-line) explanation of the type and scope of each project executed for that client
- a statement of how many geotechnical, LSP / MCP, or related projects the firm has completed in Cambridge in the past 5 years

- a statement indicating whether any of the firm’s current or former LSPs have been subject to any current or past LSP Board disciplinary actions. If yes, please provide a brief explanation.

Provide as separate PDF labeled as “Depth-[FIRM NAME]”. Limit response to 3 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, licenses, and professional registrations.
- Project level experience for example projects or others, including specific projects managed and in what capacity. Please describe specialized strengths and experience, including whether personnel:
 - are Licensed Site Professionals (LSPs);
 - are licensed Geologists (PGs);
 - have breadth of MCP experience with urban sites in Cambridge and the metro-Boston area;
 - have conducted significant remediation project work involving ground water and soils on urban sites within Cambridge and the metro-Boston area; or
 - have worked for academic/institutional clients.

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 Engineer /PM | |
| Project Engineer | |
| Other Professional Staff (Describe) | |

Please also provide **Lab Testing Rates (Normal Turn-around and Expedited)**. Identify the name of the analytical lab used.

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 | | |
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| 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 |
| For Licensed Site Professional firms only | | |
| Workers' Compensation | Statutory, as required by law | |
| Employer's Liability | \$1M per individual and per occurrence | |
| General Liability: (including Valuable Papers coverage) | | |
| Bodily Injury | \$3M per occurrence including Environmental Impairment Liability Insurance Endorsement | |
| Property Damage | \$3M per occurrence or, | |
| | Combined Single Limit for Bodily Injury and Property Damage | \$3M per occurrence/ aggregate |
| Automobile Liability: | \$1M per occurrence Combined Single Limit for Bodily Injury and Property Damage | |
| Professional Liability: | \$1M per occurrence and annual aggregate (Architects & Engineers only). | |
| | Maximum Deductible: | \$100K for design fees less than or equal to \$1M; \$350K for design fees |

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| Environmental Impairment Liability: | \$1M per occurrence and annual aggregate (Architects & Engineers only). |
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