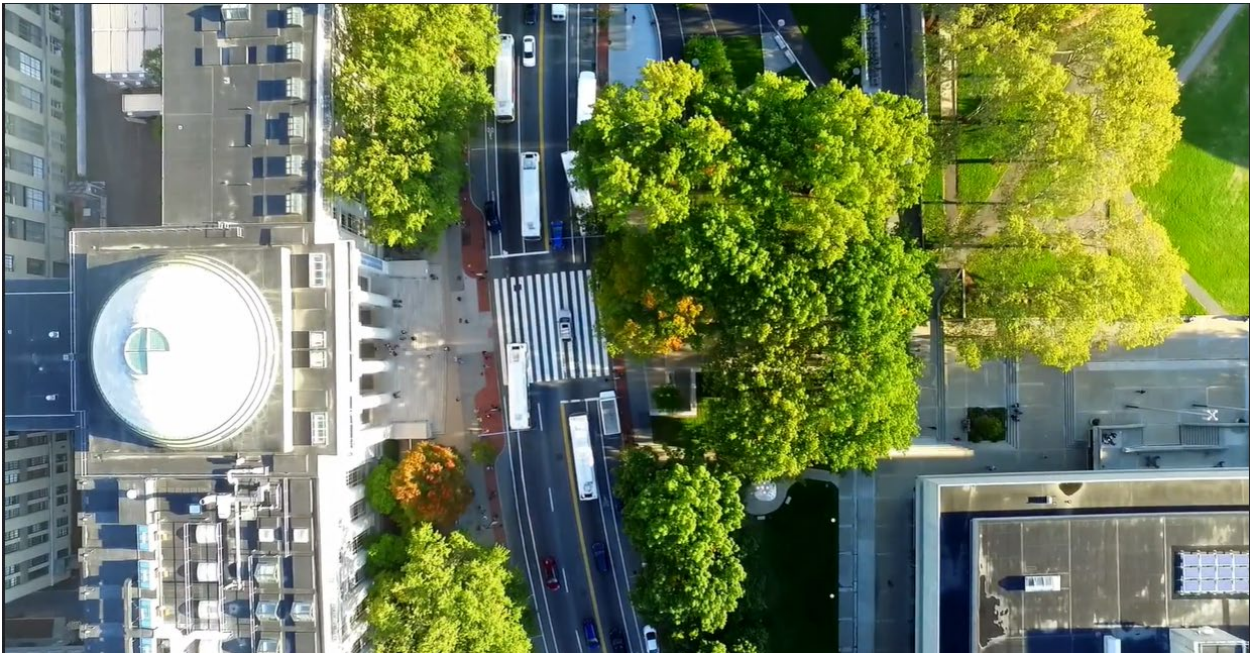


Solicitation of Interest

On-Call Landscape Architecture Services

March 31, 2023

Project # OCPSP- 6967



1. Introduction

Massachusetts Institute of Technology (“MIT”) requests qualifications from area firms interested in working as On-Call Landscape Architects to MIT. MIT’s on-call landscape architects will provide design and technical assistance for a variety of modest-scope planning/design studies and small-scale site improvement projects on an as-needed basis. Examples include:

- Site analysis and planning tasks
- Design studies and technical assistance
- Small-scale campus site improvement projects
- Development of communications materials

MIT invites submittals from all interested landscape architecture firms within the Boston/Cambridge metro area* who meet the qualifications described in this solicitation. Only firms whose primary discipline is landscape architecture will be considered. MIT encourages submittals from minority-owned, women-owned and emerging business enterprises.

*Firms outside of this area would need to demonstrate how they’d adequately service the projects described within this solicitation given the distance.

Sustainable & Resilient Design

With each initiative, MIT seeks creative approaches to the application of Institute sustainability and resiliency principles. MIT works to incorporate human-centered, ecological- and performance-driven landscaped-based solutions into each project, advancing MIT’s human health, sustainability, and resiliency goals through incremental improvements across campus.

2. On-Call Services Program

MIT’s on-call services program is an initiative of the Vice President for Campus Services and Stewardship, managed by the Office of Campus Planning in partnership with the MIT Department of Facilities.

The program is intended to provide MIT planning, design and construction teams with on-call access to skilled professional expertise for modestly-sized, rapid-response project needs.

MIT’s principles for the on-call services program include:

- Establishing a **fair and transparent** selection process
- Advancing MIT’s commitment to supplier **diversity** and **increased purchasing/contracting with women- and minority-owned businesses, including Black-led enterprises.**
- Drawing **talented new-to-MIT firms** to MIT projects and providing a **point of entry** for emerging firms

- **Refreshing our understanding of firms** with prior experience at MIT
- Advancing a culture of **design excellence** that yields great spaces for the MIT community; and creating a collaborative environment that enables the design community to do its **best work**.
- Enhancing MIT's ability to **deliver high-quality projects quickly, efficiently, and economically**

Note that the MIT community is broad and includes students, faculty, researchers, postdocs, staff, alumni, and visitors to campus. Campus landscapes serve both residential and non-residential campus populations.

MIT will place all firms selected through the on-call services program on a multi-year contract. We hope this solicitation will draw interest from both firms that are new to MIT and those that have worked with MIT in the past.

3. Description of Services

MIT seeks firms with expertise in providing landscape architectural services for small- to modestly-sized campus landscape initiatives. Projects may include a range of design services from site analysis, planning studies and communication materials, design through construction documentation, and construction administration. Anticipated assignments may include:

1. Site Analysis and Planning Tasks

Evaluate campus sites to identify issues and opportunities and to recommend improvements. Topics may include:

- ADA compliance and accessibility
- Programmatic needs and aspirations for student life
- Opportunities for advancing campus sustainability and resiliency
- Pedestrian, bike, and vehicular circulation routes, servicing/loading access, and other functional requirements
- Durability/condition of site materials and furnishings
- Use of planning diagrams, similar project precedents, etc. to illustrate needs/opportunities
- High-level scoping options for evaluating levels of investment in site systems, often in association with architectural scoping studies

2. Design Studies and Technical Assistance

Assist MIT with site renewal projects. Site renewal often encompasses hardscapes (paving), softscapes (soils and vegetation), site furnishings, and stormwater management. Scope may include:

- Provide recommendations for a range of needs such as improved building entry sequences, bike parking, student life amenities, site furnishing layouts, etc.
- Evaluate pedestrian routes for accessibility improvements and make recommendations
- Assess existing plantings and develop planting plans and plant palettes for species-diverse, low-maintenance, water-efficient, hardy plantings
- Address grading, soils, and hardscape for needed repairs; develop construction details required for durable, high-traffic areas. Hardscape topics may include unit pavers and paver assemblies, CIP concrete finishes (matching exposed aggregate for spot repairs), pervious paver assemblies, continuous treeways, paver heaving at paver/soils/trees interface, etc.
- Assess and recommend landscape-based stormwater best practices, including green infrastructure; evaluate sites for poor drainage and/or erosion
- Evaluate site furnishings and site lighting due for renewal

3. **Small-scale Campus Site Improvement Projects**

Provide landscape architecture services for small campus projects, including site improvements for accessibility, installation of campus wayfinding signage, rain gardens, streetscapes, site lighting, hardscape and vegetation renewal, etc. Examples might include:

- Transforming existing small, marginalized spaces such as urban edges, pocket parks, and parking lots (with existing urban fill/non-native soils) into vibrant, people-centered spaces
- Implementing small green infrastructure projects, such as rain gardens, for landscape-based stormwater management
- Refreshing soils and plantings for better species diversity and plant health in existing beds

4. **Development of Communication Materials**

Distill and summarize complicated data into compelling graphics that communicate key findings and facilitate informed decision making.

Anticipated Workload

To expedite project-start-up for on-call site improvement initiatives, **MIT expects to contract with three firms** who will serve as MIT's go-to landscape architects for modest-scope planning/design studies and small-scale site improvement projects over the next three years.

In recent years, **MIT has launched approximately three to five of these initiatives annually, and anticipates a similar volume of work in the coming years.** However, MIT cannot guarantee any set volume of work under this contract, and makes no guarantee that a selected firm will receive work under this contract.

Once a firm is under contract, when a relevant initiative emerges, MIT will provide a summary of the scope of work and request brief cost proposals from among the selected on-call landscape architecture firms. MIT seeks firms who are interested in modest-scale planning and design initiatives, and who have

the flexibility to take on such initiatives as they arise. However, MIT understands that, from time to time, an on-call firm may decline to respond to a proposal based on capacity or other constraints.

MIT anticipates that some on-call initiatives will be performed under contract to MIT, while other opportunities may arise for on-call firms to work as sub-consultants to architectural or engineering firms executing MIT studies and projects.

Firms responding to this Solicitation of Interest (SOI) should be willing to provide consistent, quality staffing across the 3-year period.

4. Overview of Selection Process

Firms responding to this solicitation will submit the materials outlined in Section 7 below. Following review of responses to this SOI, short-listed firms will be invited to respond to a brief request for additional information (RFAI) focused on contract review comments, firm references, and insurance coverage. Shortlisted firms will also be invited to participate in an in-person interview with MIT evaluation committee. Note that a sample contract will be provided, along with MIT's response to submitted questions, on April 21.

The evaluation committee will be led by the Office of Campus Planning and will include representatives from across the Institute.

5. Selection Process Schedule

Selection schedule is outlined below. Dates are subject to change at MIT's sole discretion:

<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Event</u>
March 31	Friday		SOI released
April 12	Wednesday	2PM	Briefing (via Zoom) Register Here
April 14, 21	Friday	5PM	4/14 Questions Due; 4/21 Answers Provided
April 28	Friday	5PM	SOI Responses Due
May 31	Wednesday	5PM	Notification of Intent to Interview & RFAI*
June 9	Friday	5PM	RFAI Response Due
June 12, 13	Mon/Tues	9AM – 12PM	Interviews
June 28	Wednesday		Selection Date (target)

*RFAI = request for additional information from firms, contract comments

6. Selection Criteria

As noted above, MIT invites submittals from all interested firms who meet the qualifications described in this solicitation. MIT encourages submittals from minority-owned, women-owned and emerging business enterprises.

MIT seeks firms that:

1. Bring depth of experience with **planning-level assessments**; are adept in identifying key site challenges and opportunities, and in **communicating** them to client groups **through clear and compelling graphic information**.
2. Have a portfolio demonstrating experience on **K-12 and/or higher-ed campus landscapes**, creating designs for high-impact, cost-effective, targeted improvements for **student-focused spaces**.
3. Demonstrate **commitment to human- and ecological-centered sustainability and resiliency principles** with projects that incorporate performance-driven, landscape-based green infrastructure solutions into each intervention, advancing incremental change across campus.
4. Have a strong **technical knowledge** of site systems including:
 - a. **soil and plant systems** adapted to urban sites and campuses environments, for beautiful and hardy low-maintenance landscapes with greater species diversity;
 - b. **robust and durable campus hardscapes, site furnishings, and construction detailing** to serve high-use pedestrian/vehicular mixing zones.
5. Propose a strong and experienced **team**.
6. Demonstrate a **commitment to DEI**.

7. Qualification Materials

Each firm must submit the materials set forth below in order to participate in this Solicitation of Interest.

Submittals are limited to two files:

Statement of Interest in PDF format: 13 pages labeled “LA-SOI-FirmName-StatementofInterest”

Hourly Rates in PDF format: 1 page labeled “LA-SOI-FirmName-HourlyRates”

Statements of Interest should be limited to 13 pages using standard US letter format (8.50 inches by 11.00 inches). Note that each page side is considered one page. Additional pages will not be considered, with the exception of resumes for key staff, which should be provided as an appendix. Type face may not be smaller than 10 points. Pages may be oriented either vertically or horizontally.

Statement of Interest (Document 1)

A. Letter of Interest

Page 1

Summarize your firm’s qualifications for this work. Please also note any M/WBE certifications; location of office out of which projects will be staffed; and years in business.

B. Proposed Team

Page 2

Describe proposed staff (no subconsultants), their qualifications, and their experience working together. Please provide resumes as an appendix, noting the length of time each team member has worked for your firm. MIT encourages diversity in proposed teams.

C. Relevant Experience

Pages 3-12

Describe 5 relevant, non-MIT projects, one project per spread, that demonstrate recent successful experience (within past 5 years), preferably for academic clients. For each project, note:

- Why project is relevant
- Project challenges and how you responded to them
- Project size (SF) and, if relevant, construction cost / SF
- Client (note if multi-client group vs individual client)
- Year completed

Please include examples of planning-level assessments, communications tools, and built work. Experience must belong to the key staff listed in Section B - Proposed Team.

D. Diversity, Equity, and Inclusion

Page 13

Please provide a one-page statement outlining actions your firm has taken to advance a culture of diversity, equity, and inclusion.

Examples may include: recruitment, mentoring, and training programs; partnerships with woman-owned, minority-owned, or disadvantaged business enterprises; composition of firm staff, management, and leadership; assessment of firm practices around pay and promotion; and other measures to promote diversity, equity, and inclusion within your firm and within the industry as a whole to create an environment where members of underrepresented groups thrive.

Please include only charitable or community volunteer activities related to design industry recruitment, mentoring and training within underrepresented communities.

Hourly Rates (Document 2)

E. Firm Rates / Conflicts of Interest Disclosure

On a single page please provide:

- A list of hourly rates for all relevant staff categories.
- A disclosure of any actual or apparent conflicts of interest, including whether the respondent is a member of the MIT community, a spouse or domestic partner of a member of the MIT community, or representing a firm that is owned, in whole or in part, by a member of the MIT community or by an MIT community member's spouse or domestic partner.

MIT reserves the right to reject any or all proposals, to waive any alleged breach of technicality, to enter into negotiations with any firm submitting a proposal, to change the contract documents and to rebid for any reason. MIT reserves the right to use Institute staff as references during the evaluation process. MIT reserves the right to conduct a separate solicitation process for select projects of the type described within this SOI. MIT makes no guarantee that a selected firm will receive work under this contract.

8. Submitting Your Response

PLEASE NOTE: Firms interested in responding to this SOI shall not communicate with MIT or any of its representatives at any time during the process except through written questions submitted via MIT's e-Builder portal prior to the deadlines indicated. Violation of this prohibition may result in rejection of your submission.

Use of MIT's e-Builder portal is required for participation in this SOI.

Step 1: Note that you must have an e-Builder account to complete this process. If you do not yet have an account, please begin by [creating an account](#) before visiting the bid portal.

Step 2: To receive additional information on this SOI, submit questions/review answers, and upload your SOI response, [visit the e-Builder bid portal](#). **We will communicate with interested candidates through the e-Builder portal.**

Step 3: For help with technical difficulties related to e-Builder, please email our e-Builder team: dof-ebuilder-info@mit.edu

Registrants will also be able to submit questions, view MIT's responses to all bidder questions (to be posted at the date noted above), and receive updates and clarifications on this solicitation.

Please note the following:

- **After registering for an e-Builder account, you may need to close your web browser and log in again to view information for this project.** If you do not see the bid materials (this SOI) upon login, or you see a request for an “invitation key,” please close your web browser, re-open it, and follow the bid link a second time.
- **All questions about this SOI must be submitted via the e-Builder portal by the date noted in Section 5.** To submit questions, go to the “Q&A Board” tab and then click the “Submit Question” button. If you have multiple questions, please submit each question individually. That will help MIT provide clear responses to each question submitted.
- **All SOI responses must be submitted via the e-Builder portal by the date noted in Section 5, in accordance with the instructions in Section 7.** To submit your SOI response, please go to the “Response Form” tab and then click the “Submit Quote” button.

We thank you for your interest in working with MIT. We look forward to reviewing the submissions.