

Questions & Answers

Solicitation of Interest: On-Call Architects for Interior Space Renovations

March 4, 2021

Questions submitted to MIT about the SOI are listed below, along with MIT's responses. In some cases, the original wording of questions has been adjusted for clarity; in some cases, similar questions have been combined.

Please note that the 15 selected firms will provide design services for **modest-scale renovation projects**. Total Project Cost typically ranges from \$200,000 - \$2 million.



Eligibility

1. **Do you expect your on-call projects to require firms be located in close proximity to your campus? Our office is 250 miles away from MIT, but with the power of current collaboration technologies, we have been successful running projects that are geographically further away in a remote environment with strategic site visits as required. Do you anticipate some projects could be accomplished by a firm virtually or in a hybrid scenario?**

Site visits to campus are anticipated for all projects. Given project schedule requirements, availability of selected firms to be on site as needed, in a timely manner, is critical. For projects of this scale, MIT cannot reimburse firms for flights or hotel stays.

2. **A colleague of mine, also a registered architect, and I both have our own independent architecture practices. We have collaborated on projects in the past, but we currently are not a combined legal entity. We would like to submit an application together for the MIT Solicitation of Interest. We would have a stronger application, with combined capabilities, if we were to submit together, rather than separately. Should an opportunity arise for our team with the MIT Campus Planning Office, we would be ready to follow your recommendation to join our practices legally. Is this approach and thinking feasible at this stage?**

MIT is open to contracting with joint ventures. We suggest that you describe this approach in Section B of your SOI response.

3. **Please define the term "Design Firms" as it relates to business ownership types, namely Sole Proprietorship, Partnership, LLC, Corporation and Cooperative. Please advise if joint ventures can be qualified. Are firms required to be licensed to practice architecture in the Commonwealth of Massachusetts in order to be considered for the On-Call Services Program? Are there any licensure requirements at all?**

MIT requires that applicants or their employees be registered to practice architecture in Massachusetts. MIT is open to a range of business ownership types, provided the applicants meet MIT's insurance requirements.

4. **Is there a list that can be shared of firms asked to submit to the SOI?**

This is an open solicitation and was broadly advertised by MIT. All qualified firms are invited to respond to this SOI.

Nature of Interior Space Renovation projects

5. **Is MIT utilizing/interested in exploration of evidence-based design approaches, particularly useful for workplace, codified within programs like the WELL and/or Fitwel systems?**

Yes.

6. **Will third-party certification/s be employed/desired on any projects? If so, what minimum thresholds (gsf, \$-value, etc.) trigger this requirement?**

Third-party certifications, such as LEED certifications, may occasionally be sought. Those decisions will be made on a project-by-project basis; there is no set threshold that triggers certifications for interior space renovation projects.

7. **Are you able to share MIT's Energy and Emissions Impact Calculator (referenced on page 4)?**

MIT's Energy and Emissions Impact Calculator will be shared with selected firms. For more information on the kind of data used as an input for the calculator, please see the final page of this document.

8. **Can you share the latest MIT Design Standards (referenced on page 4)?**

MIT's Design Standards can be found here: <https://web.mit.edu/facilities/maps/index.html>

9. **Can any research as part of the "Task Force 2021 and Beyond" initiative be shared (as referenced on page 3)? Do you anticipate the on-call firms handling both fit-out work as well as workplace research + strategy efforts to support MIT's "Task Force 2021 and Beyond" goals and aspirations?**

Task Force findings will be provided to selected firms when released, as appropriate to the project. We do not anticipate that research tasks will be a significant portion of future project scopes.

10. Does MIT have a dedicated small projects group that our firm would be interfacing with? If so, who are they?

Yes, MIT has an interior space renovations group dedicated to projects under \$5 million. The interior space renovations group consists of a team of 20 project managers and project coordinators. MIT project teams are identified at project initiation and assignment varies based on project complexity and workload.

Submittal requirements and technical questions

11. We are having problems opening the second attached (the compressed .zip file, 04.01.02 Bid Documents & Manuals (E) (1)). I can't uncompress this file. Has anyone else had this problem as well? What should we do? Is there another way to get this information?

There is no additional folder or zip file to access, though the interface makes it appear there is. Our apologies for the confusion! If you have accessed the SOI itself and this Q&A document, you have received all the materials provided by MIT for this solicitation.

12. Is the preferred size of submissions 8.5 x 11?

Yes, all submittals must be sized at 8.5x11"

13. Would a cover and back be included as one of the 10 pages? I would hate to exceed the limit by putting a nice cover on the document.

Front and back covers can be included in your submittal. They do not count toward the 10-page limit.

14. Can we attach a cover letter to the response package?

No, but section A of your submittal could also serve as the cover letter. As noted in SOI Section 7, please be sure Section A includes a summary of your firm's qualifications for this work; any M/WBE certifications; location of office out of which projects will be staffed; and number of years in business.

15. Section B. Proposed Team, text regarding "(not sub-consultant)". Please define the term sub-consultants as it relates to this Solicitation of Interest.

MIT seeks SOI responses from firms with established architectural practices. Section B of the SOI response should describe the architectural team the firm proposes to staff interior space renovation projects at MIT (e.g., Principal-in-charge, project architect, etc.) Proposed firms and staffing for other disciplines (MEP/FP/FA, structural, etc.) should not be included in your SOI response.

- 16. Does MIT have a list of preferred sub-consultants? Are there specific sub-consultant disciplines you wish for us to include? MEP/FP would be assumed to be on every project, however some projects may require the use of structural, acoustics, code, sustainability consultant, etc.**

Please do NOT include sub-consultants in your submittal. Information should be provided for your firm only. Information on proposed subconsultants will be requested of shortlisted firms. MIT does not have a list of preferred sub-consultants.

- 17. We would like to propose flexible team of highly-qualified individuals, with final team to be decided based on project needs and timing. We would like include more than one potential project manager and project architect as part of the potential team. Is this approach acceptable?**

Yes, provided that firm staff already familiar with MIT projects, processes and standards train any new colleagues assigned to MIT projects. Please describe your proposed approach in Section B of your response.

- 18. The owner of our small firm is the director of a research group within a larger design/build office. Can we include a team member from the research group within our proposed core team (not as a sub-consultant)?**

Yes.

- 19. The RFQ states that the project experience "must belong to the key staff listed in Section B - Proposed Team." Most of our proposed team worked directly on the projects shown, however, we'd like to include additional staff who were not involved in those 3 projects.**

Yes, you may include additional staff who were not involved in those 3 projects. Your submittal should clearly state which members of your team worked on the projects you describe.

- 20. Does the appendix containing resumes need to be submitted as a separate document?**

No, the appendix should be included within your PDF. Please submit your SOI response as a single PDF, labeled "InteriorsSOI –FirmName"

- 21. In addition to resumes, can firms use the Appendix to provide more information on the required SOI topics, aside from Project Team Resumes? Along with providing resumes, are we able to include a general firm profile in the Appendix Section? Is there a limit to the number of pages firms can include in the Appendix?**

Firms may use 1 page side within their Appendix to provide a general firm overview, if they wish. The remainder of the Appendix must include only project team resumes. There is no page limit for the Appendix.

- 22. What project team levels are you interested in seeing our staff qual? (from Principals In Charge thru to Job Captains or only Principals in Charge and project managers and other project leadership?)**

Please provide resumes for Principals In Charge through to Job Captains.

23. The RFQ asks for 3 projects that demonstrate relevant experience. Do all these projects need to be completed, or would it be acceptable to include projects under construction, close to completion?

Yes, projects that are currently under construction are acceptable.

24. We have several very small office renovation projects within the same area. Can we group them on one project card within Section C?

Yes.

25. For Section G, we will only need to use 1 page for this section, but 2 pages are allotted for the section. Can we use the second page for an alternate subject, or does the content need to fall under "Firm Rates / Conflicts of Interest / Insurance Confirmation"?

All content for each section must be as described in the SOI. If more pages are allotted for a section than you need, please leave the unneeded page blank.

26. For Section G of the application, is a copy of the insurance certificate sufficient for the "Insurance Confirmation"?

Yes.

More about the MIT Energy & Emissions Impact Calculator

For some interior space renovation projects, MIT may use its Energy and Emissions Impact Calculator (EEIC) to evaluate opportunities to improve energy efficiency. Some of the typical inputs to that calculator are shown below.

version: Beta 2.3.2

Tab Navigator: Home Go

Basic Project Information

| | |
|------------------------------|----|
| Project name | |
| Project # | |
| Project Status | |
| MIT Project Manager | |
| Spreadsheet Completed by | |
| Brief Description of Project | |
| | |
| Project Area | sf |
| Space Usage Change? | |

Clear All Inputs in Tool
Clear Inputs

Notes

You **must enable macros** for this calculator to work.

When to Use this Calculator
 Use this tool to calculate and document the energy and carbon impacts for projects. This tool should **only** be used after the Project Manager has confirmed with Systems Performance & Turnover that it is an applicable approach.

The Calculator should be completed as part of the project documentation process and revised as required. At a minimum it should be completed at the end of Schematic Design and again at the final Construction Document stage.

Results from the Calculator may be requested during the project review process.

Instructions for Use

1. Fill out this tab first. Yellow-shaded cells indicate user inputs:
2. Fill out detail tabs on relevant aspects of the project (these will appear when Project Components are selected)
3. Email completed spreadsheet to ghg-project@mit.edu and MIT project manager.

Questions?

Email ghg-project@mit.edu with any questions or concerns about this Calculator.

Building Information

| | |
|-----------------------|------------------------------|
| elect Building Number | |
| Building Name | Select Building Number Above |
| Building Area | Auto-Filled sf |

FY 2016 Utility Data

| | | |
|--------------------|-------------|------------|
| Electricity | Auto-Filled | kWh |
| Chilled Water | Auto-Filled | ton-hr |
| Steam | Auto-Filled | Mlbs |
| Gas | Auto-Filled | therms |
| Cooling Source | Auto-Filled | |
| Heating Source | Auto-Filled | |
| Electricity Source | Auto-Filled | |
| Site EUI | Auto-Filled | kBtu/sf/yr |
| Carbon emissions | Auto-Filled | MTC/yr |

Project Components (Select All That Apply)

Tab Navigation: LPD

- Lighting Fixture Replacement
- Occupancy Controls for Lighting
- Daylight Controls for Lighting
- Exterior Lighting
- Replacement or Improved Windows
- Roof Insulation Change
- HW/Steam Pipe Insulation
- New DHW Heater
- VFDs for Pumps

Tab Navigation:

- AHU Upgrades (incl. heat rec.)
- FCU Upgrades
- Plug Load Change
- Change Lab Airflow Setpoints
- New Fume Hood/Hood Controls
- Remove Ducting from BSC
- Custom/Exceptional Calc
- Non-Lab Night Flow Setback
- (spare)

Project Component Info (click on question marks to view):

Lighting Fixture Replacement:

Select this form when the project includes replacement of some or all of the interior lighting fixtures in the project area. You should have completed a lighting inventory or COMCheck before entering data in this tab.

