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GMU-1790-22, Programming & Cost Estimating Non-Professional Construction Related Services

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Responses in **bold**. A response of N/A shall mean not available or not applicable.

1. Is a fee proposal required or are the hourly rates all that is needed at this stage in the process? **We are asking for hourly rates at this point.**
2. Will we receive points in our proposal evaluation for including SWAM consultants? **No. To receive the 10 points the submitting firm must be certified at the time of proposal submission.**
3. Does the 40-page limit include the cover page, divider tabs, signed form on page 1, DSBSD form, and the term sheet? **No, cover page, signed form on page 1, divider tabs, term sheet, and DSBSD form does not count towards the page limit.**
4. Does the response to the RFP need to utilize the AE 1-6 forms? **No.**
5. Do the cover pages, tabs, and Table of Contents all count towards the page limit? **No, cover page, signed form on page 1, divider tabs, term sheet, and DSBSD form does not count towards the page limit.**
6. Are letters of recommendation counted towards the page limit or can we include them in the appendices? What would be considered appendices, outside of attachment A and the Term Sheet? **For each of the 3 to 5 references, include either a letter of recommendation or testimonial, along with the reference contact information stated in item 1. They are not included in the page limit and can be placed in the appendix.**
7. Are appendices and other items not counted in the 40-page limit to have page numbers? Or are we only required to number the pages that are counted within the page limit? **Please number appendix pages as well. They are not counted in the 40-page limit.**
8. Where should the signed title page of the RFP (page 1) be included in the proposal? Is it counted towards the page limit or not? **It should be the first page of the submittal. No, it does not count towards the page limit.**

9. Outside of hourly rates what is to be included with the Term Sheet? **Rates should be broken down by position for prime and any subcontractors. Hourly rates must include all travel related expenses to the campus and overhead costs.**
10. If multiple offices will be completing the work, how should we fill out the second page of Attachment C? **Page 1 to be filled out with information for the Main office where work will be completed. Page 2: Provide Firm Name and indicate in parentheses if it's the secondary, tertiary etc. office. Provide the address for the alternate office. Section B can be omitted. Section C and D can be filled out with applicable information that pertains to the employees at the alternate office.**
11. Please clarify what type of architectural building elevations are anticipated given that Architectural detail should be avoided. Massing? Other?
- 6. Conceptual Massing: Conceptual options for building massing, profiles, and juxtaposition with adjacent buildings, and relationship to site topography. Completion of graphics that can represent the project to both internal and external stakeholders. **Architectural detail should be avoided during the programming phase.***
- 7. Floor plans, Elevations and Renderings: Conceptual floor plans for each floor with detailed space layouts and location of furniture/fixed equipment, **architectural building elevations, and 5 to 7 renderings of proposed interior and exterior spaces.** These documents will be used for presentation and approval purposes. **Building site plans, and massing diagrams within the Detailed Project Program (DPP) document should use simple geometrical shapes, without significant articulation and detailed architectural features. Building elevations will be requested separately (not included in the DPP) to assist with Board approval in advance of the implementation phase based on the concept design used for planning and estimating purposes. These renderings should be presented in watercolor format, clearly labeled as "Conceptual Renderings". Conceptual diagrams should not limit the creativity of the AE selected for the implementation phase under separate contract.***
12. Will Mason provide documentation for these areas; soils, topography, site utilities, and access and circulation, or will it be expected that the consultant is required to perform these surveys?
- Soils - Mason will subcontract a geotechnical consultant to perform a subsurface investigation, with boring logs and test information provided to the consultant for their review and analysis.**
- Base Maps - Mason will provide autocad format digital base maps as required for utilities and topography in the vicinity of the site.**
- Access and circulation – The consultant should provide recommendations based on Mason's Master Plan.**
13. Does the consultant need to be registered with Mason's Vendor Registration prior to submission? Additionally, is registration through eVA separate from Mason's Vendor registration? **You do not need to register to submit a proposal however you would need to if you were to receive an award. Mason's registration is the same as eVA.**

14. VIII. BACKGROUND

The RFP does not appear to be specific about the project schedule:

- a. Please clarify whether the Phases 1 and 2 work efforts are intended to run concurrently or sequentially. **Phase 1 and 2 may be done concurrently.**
- b. Are there desired completion dates for Phases 1 and 2?

Dates shown below are guidelines and indicate major milestones in the workplan to be provided by the Consultant.

| Description | Deadline | Time from Start of Contract |
|--|-----------|-----------------------------|
| Phase 1 – Engineering & Science Sector Study | | |
| 1. Anticipated contract start date | 9/1/2022 | |
| 2. Conceptual Sector Study options for review | 11/1/2022 | 2 months |
| 3. Draft massing and Rough Order of Magnitude (ROM) cost estimates for review. | 1/1 /2023 | 4 months |
| 4. Refined Sector Study including program elements by Department (e.g. Computer Science), site plans, ROM estimates, phasing and construction schedules. | 3/1/2023 | 6 months |
| Phase 2 – Student Innovation Factory | | |
| 5. Draft massing and ROM cost estimate for review | 1/1/2023 | 3 months |
| 6. Draft DPP and detail cost estimate for review | 3/1/2023 | 6 months |
| 7. Revised draft DPP and final cost estimate, including conceptual floorplans, elevations, and renderings | 6/1/2023 | 9 months |
| 8. Final DPP | 9/1/2023 | 12 months |

15. X. DELIVERABLES

Please confirm, for the (6) scope items listed, that Items #s 2-6 apply to the Phase 2 “Detailed Project Program” effort.

| Description | Deliverable |
|-------------|-------------|
| Phase 1 | Item 1 & 2 |
| Phase 2 | Items 2 - 6 |

16. X. DELIVERABLES

“... Consultant will be required to indicate a strategy and detailed schedule for completion of the DPP within this time frame”, but no time frame is specified. See also Question #1, above.

See answer for question 14 above.

17. XI. COST OF SERVICES:

Please clarify if the Term Sheet can be located in the Appendix, so as not to count in the 40-page limit. **Yes, it can be located in the appendix.**

18. XII. A) 1) f) page limit

Does the indicated 40-page limit include front cover, Table of Contents, tab pages between the sections, and back cover? **Covers, Table of Contents, and tab pages can be excluded from the 40-page limit.**

19. XII. B) Tab 2, Firm Qualifications, and Tab 3, Sector Planning,

Section XII. A) 2) c) states “Each paragraph in the proposal should reference the paragraph number corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter and repeat the text of the requirement as it appears in the RFP.” This implies that the proposal should explicitly answer each of the requirements in Tabs 2 and 3, in order. However, there is considerable overlap in the information being requested per these items. Noting the

- Programming and Cost Estimating Experience requested page limit, can respondents take some license to aggregate and organize the content being requested by these questions in a clearer manner, as long as all the required information is being provided? Or would the University prefer the response content to strictly follow the requirements as explicitly stated, even if some repetition may need to occur? **Tab 2 responses should be a broader perspective of the company and their higher education for projects of similar size, scope and complexity. Tab 3 should be more specific to the programming and cost experience aspects for this specific project type. Respondents may use judgement in their references to the most appropriate tab and eliminate duplication of information.**
20. XII. B) Tab 3, Sector Planning, Programming and Cost Estimating Experience The title of this section is “*Sector Planning, Programming and Cost Estimating Experience*”; however, the subsequent questions appear to address only Programming and Cost Estimating. Are there any questions specifically regarding Sector Planning experience? If not, how would you like respondents to address this aspect of the scope of work, which is the entirety of the Phase 1 effort, in their proposals?
Provide Sector Planning experience in a similar fashion to Programming experience.
21. XII. B) Tab 3, item 4 This requirement states “*Demonstrate successful programming experience for all project phases requiring the participation of a variety of architectural and engineering specialists*”.
- a. In the context of an effort that is programming and conceptual design, what does “*all project phases*” mean? **Project phases refer to the the Preplanning and Preliminary Design phases of a capital project as defined by the Commonwealth. Note that this contract includes only the Preplanning phase, but experience in the Preliminary Design phase is desired.**
 - b. Is this question more intended to solicit information on the respondents’ experience in managing multi-disciplinary teams in programming and conceptual design efforts? **Yes**
22. XII. B) Tab 3, item 5 This item states “*requirements relevant to the project that appropriate consulting advice/consultants can be obtained as required*”. Please clarify what information is being sought here that is different than in Item 4 (“*participation of a variety of architectural and engineering specialists*”.) **Consultant should be able to identify speciality consultants required to answer specific requirements when it is outside current ability vs. showing proof of requirements gathering and programming experience.**
23. XII. B) Tab 3, items 6 and 7 Please clarify what information is being requested in Item 6 about quality (“*Provide evidence of the ability . . . to produce documents of superior quality*”) vs. Item 7 (“*Provide . . . history of quality control competency*”) **Questions 6 refers to the quality and timeliness of the deliverables. Question 7 refers to evidence that the Consultant has experience in providing conceptual designs with energy and cost efficiency in mind, as these impact cost estimates.**
24. XII. B) Tab 3, item 8 In the context of a Programming and Conceptual Design effort, please clarify the statement “*demonstrate past experience with design-build and/or construction manager at risk projects*” Is the DPP intended to be used as a bridging document for design-build procurement? **Yes. The DPP will be included as part of the bid documents for the subsequent implementation under either a design build or construction manager at risk contract.**
25. XII. B) Tab 3, Cost Estimating item 1 Similar to Question 8 . . . please clarify intent of statement “*preparation of cost estimates for all project phases*” in the context of Programming and Conceptual Design effort. **Project phases refer to the the Preplanning and Preliminary Design phases of a capital project as defined by the Commonwealth. Note that this contract includes only the Preplanning phase, but experience in the Preliminary Design phase is desired.**
26. XII. B) Tab 3, Cost Estimating item 3 Similar to Question 11 . . . please clarify “*demonstrate past experience with design-build and/or construction manager at risk projects*” in the context of a Programming and Conceptual Design effort. **Document should be prepared with the assumption that subsequent implementation will be either design build or construction manager at risk. Note that this**

- contract includes only the Preplanning phase, but experience in the Preliminary Design phase is desired.**
27. XII. B) Tab 4, Project Team and Staffing In view of the stated 40-page limit, may some resumes be placed in an Appendix? **Resumes can go in the appendix.**
28. XII. B) Tab 5: Client References This requirement indicates to “*Include applicable letters of recommendation or client testimonials*” with the references.
14. Are either letters or testimonial statements acceptable? (note that the selection criteria, Item 5, seems to imply both are required). **For each of the 3 to 5 references, include either a letter of recommendation or testimonial, along with the reference contact information stated in item 1.**
15. If actual letters are indeed required, must they be specific to this solicitation? Note that our clients are typically extremely busy people; writing such letters is a very significant time burden on their parts. **They don’t have to be specific to the solicitation and may reference similar past project work by the Consultant.**
16. Can such letters, if required, be located in the Appendix, so as to not count against the 40-page limit? **Letters may go in the appendix.**
29. XIII. INITIAL EVALUATION CRITERIA, A) Evaluation criteria #1 is “*Programming and Cost Estimating Experience*”. Sector Planning experience is not mentioned. Please clarify if evidence of experience in Sector Planning is required and, if so, please clarify the requirements. (See also Question #7) **Previously answered.**
30. XIII. INITIAL EVALUATION CRITERIA, A) Evaluation criteria #6 is “*Offeror is a small, minority or woman-owned business at the time of proposal submission*”. If the prime respondent’s firm is not SWaM, but some of the work is proposed to be accomplished by SWaM-registered consultants, will “partial credit” be awarded based on the level of proposed SWaM consultant participation? **Previously answered.**
31. XIII. INITIAL EVALUATION CRITERIA, B) Please confirm that no fees are being requested at this time, only hourly rates. **Hourly rates.**
32. XVII. RFP SCHEDULE It is noted that the University will post its responses to these questions on May 20th, one week before the submittal deadline. Noting that the responses to these questions, and other questions received, may significantly alter the respondents’ approaches to their proposals, would the University consider extending the response deadline beyond May 27th? **Yes. Proposal will be extended to June 3, 2022. Short-list will be released on June 20, 2022.**
33. XVII. RFP SCHEDULE This section notes the date for “virtual oral presentations” as June 28th. Elsewhere in the RFP, the date is given as June 21st. Please clarify. **June 28th is the correct date.**