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ADDENDUM 1 RFQ AA12-JM-4432 On Call Services Academic & Instructional Space Utilization & Assessment Services

Vendor Questions & University Responses

The following information is to be used to respond to University RFQ AA12-JM-4432. Failure to incorporate this information into your response will be grounds for rejection of a vendor's bid at the sole discretion of the University.

Q1. Is it possible to arrange for a tour of the campus?

A1. The campus is not providing tours as a part of this request for qualifications process. Although not required, firms are permitted to visit the campus on their own. Visitor information can be located at the following website: [http:// www.imass.edu/umhome.visitcampus.html](http://www.imass.edu/umhome.visitcampus.html)

Q2. On page 5 of 10 in the Potential efforts in the first year of the contract, there is reference to the "UMass standards" which will serve as guidelines for instructional technology. Are these available for review at this time?

A2. Yes. The UMass Classroom AV Guidelines that are referenced in the RFQ can be viewed on our Facilities Planning website. Go to [http:// www.umass.edu/fp](http://www.umass.edu/fp) and you will find the AV Guidelines in the folder called "FOR CONTRACTORS" / "Design Guidelines"

Q3. The RFQ identifies a list of possible projects that would be further defined in future requests for services to be completed under the contract. The submittal requires identification of all team members and roles (Prime and Sub-consultants) at the time the proposal is submitted. Is it possible to just provide the qualifications for the prime firm and identify the possible sub consultants that could be added to the team based on the specific project at the time the work orders are issued?

A3. Yes. Submission requirements as presented in items 1-8 of section VI of the RFQ must be completed for the prime consultant. Qualifications for subconsultants shall be included as described in items 1-8 of section VI for the subconsultant firm(s) but not for the individuals in the subconsultant firm. Since work order needs will vary, not all subcontractors will be required for each work order. Refer also to Q12.

Q4. If sub consultants are included in the proposal, do we include the same information for each firm as identified under the RFQ Submission Requirements on pp 7 and 8?

A4. As described in items 1-8 in section VI of the RFQ, full firm qualifications and relevant experience for subcontractors including projects jointly implemented by the prime and sub shall be submitted. Given the uncertain nature of the assignments that may not include all subcontractors for all assignments, it is not necessary to include individual personnel qualifications for subcontractor personnel. Refer also to Q12.

Q5. Can you further clarify the fee schedule? Do we need to submit an hourly rate for each team member based on their role/job title or do you want the hourly rate associated by specific task?

A5. The fee schedule should provide a complete listing of types and classifications of employees in the firm with the current 2011 range of fully loaded billing rates for each. The employees listed as team members for the UMass project should be identified with corresponding classifications. e.g. Principal, Project Manager, Data Manager, etc.

Q6. Do you have a Bidder Affirmation Form that is available in a format that can be completed electronically?

A6. No.

Q7. Focus on Instructional Spaces – While the RFQ clearly focuses on instructional spaces, is it likely that other space types will be studied also? If yes, what other space types are possible?

A7. As stated in the RFQ, the firms will provide professional consulting and related services for academic and instructional space utilization analysis. The work of this contract may include a full range of university space types.

Q8. Campus Master Plan – The UMass website contains information about updating the 2007 Master Plan. What is the status of the update? Will the Master Plan be completed prior to initiating the proposed space study?

A8. Although the campus plan may not be completed by the time we initiate the space utilization study, the Campus Master Plan will be completed by early 2012. Draft and final versions of the Master Plan as well as underlying databases will be fully available to the finalist(s).

Q9. Multiple Teams – The RFQ reserves the right for UMass to issue more than one contract. Has UMass outlined a scenario for how the study tasks may be subdivided among multiple teams?

A9. The University reserves the right to issue multiple contracts, but has no prepared plan for subdividing tasks among possible multiple contracts.

Q10. Space Database – The RFQ stipulates “developing a new and more detailed database” as the first task listed. Is the proposed database intended to modify an existing database or to start from scratch? Has UMass developed its criteria for facility data collection?

A10. Some projects that will be included in this contract will develop a new database that draws from new data that the Contractor will collect as well as incorporating and / or updating existing data. The University has developed many databases as well as prior studies that contain space and user data in more than one format. Relevant existing databases and studies will be made available for use.

Q11. Peer Institutions – What peer institutions are intended for benchmarking purposes?

A11. The University of Massachusetts Amherst develops peer institution benchmarking lists that vary depending upon the issue being analyzed. No such list has been developed to date for the work of this contract. In general, the types of institutions that would be considered peers are large Tier I Research Universities and are generally public, although not exclusively so.

Q12. Is it Possible to submit qualifications for this contract as a joint venture or as a partnership among prime consultants?

A12. No. The university will write a contract with a single prime consultant. The prime is free to submit qualifications listing any subconsultants chosen by the prime to form a proposed team. Note also that the university has reserved the right to select more than one prime for this project.

END OF ADDENDUM #1