

Massachusetts School Building Authority
Request for Responses to Conduct a School Survey
Addendum No. 3: Questions and Answers
MSBA-RFR-SchoolSurvey2025
February 27, 2024

1. **Question:** If an OPM firm has an affiliation with a design firm, such as same ownership, would pursuing or being selected for the School Survey work (design firm/group) prevent the OPM (firm/group) from being selected by the MSBA to be on-call for ARP projects?

Answer: In this situation, the OPM firm will be allowed to be selected for OPM services on ARP projects if such an OPM firm complies with the provisions of M.G.L. c. 268A and meets the other qualifications to conduct OPM services on ARP projects. The MSBA reserves the right to request that the OPM seek an opinion from the States Ethics Commission certifying that there is not a conflict of interest pursuant to M.G. L. c. 268A prior to being selected as an OPM on an ARP project.

2. **Question:** This appears to be a short timeframe to conduct on-site surveys over the Fall-Winter seasons. Can you please advise on the anticipated support the MSBA will provide to the Consultant Team in the form of schedule planning, site access and communications with on-site personnel, and chaperones while Consultant staff are on site?

Answer: See Section I.B.Planning Phase.14 and 16. The MSBA anticipates that limited support will be provided to the Consultant for schedule planning and site access. The MSBA is understanding of the level of effort needed to assess the number of schools identified in that time and will work with the successful respondent to develop a communications plan and schedule cognizant of the level of effort needed. The MSBA will not provide chaperones. MSBA staff may elect to join assessments at their discretion.

3. **Question:** What is the expected amount of time that teams will have access to a particular site / building per day? How many days on site has the MSBA assumed Consultants will require for individual surveys (per survey estimate based on 2016 data)?

Answer: See Section I.B.Survey Phase.1. The MSBA anticipates a typical site visit to last approximately four to six hours, depending on the complexity and size of the school. The MSBA does not anticipate a site visit to last longer than one day.

4. **Question:** What percentage of the survey work is expected to be conducted via desktop review/research versus on the site survey activities? How much data can be collected remotely versus required to be collected on site?

Answer: The majority of the data gathered will require site surveys. The physical inspection of the building and any associated data on the systems will be input during these visits. Where there are opportunities for remote data gathering, the MSBA is open

to opportunities to promote efficient data-gathering via remote tools.

5. **Question:** How quickly will the MSBA be able to turn around data and information at the onset of the program? What is the anticipated timeframe?

Answer: The MSBA looks forward to a productive on-boarding process upon consultant finalization and will be prepared to hand off all needed data and information at the onset of contract commencement. Data and information will include but not be limited to access to 2016 School Survey Data (Section I.B.Planning Phase.2.) and MSBA's legacy web-based proprietary software application used to gather data for the 2016 School Survey and 2010 Needs Survey (Section I.B.Planning Phase.4.).

If a consultant chooses to leverage the MSBA's digital survey platform:

6. **Question:** What is provided to the Consultant in the form of technical resources?

Answer: The MSBA will provide end-user support during MSBA defined working hours on the MSBA School Survey application to address any technical questions related to the application. The MSBA will not provide technical assistance on hardware related issues.

7. **Question:** Is a fully built and proven/tested application provided to the Consultant and available for download onto the Consultant's devices?

Answer: A fully built and tested application will be provided for the Consultant to complete the assessments. Additional information will be provided to the selected respondent.

8. **Question:** Are application/survey outline frameworks, asset/data field structures, and other details in the 2016 formats?

Answer: The MSBA has been undergoing a process to update the 2016 application to incorporate new questions needed for the upcoming School Survey. The application used for this upcoming survey will be updated to incorporate these new questions.

9. **Question:** Will the Consultant be able to modify the above to meet 2024 School Survey standards?

Answer: Once selected, the MSBA will work with the successful respondent to complete any additional updates to the School Survey application as deemed appropriate by the MSBA.

10. **Question:** How will the Consultant's IT/digital staff need to engage the MSBA's IT/digital staff during the application calibration/configuration and survey processes if using MSBA's survey application?

Answer: The MSBA's IT staff will be available to work with the Consultants' IT staff as

needed. The MSBA does not anticipate a significant engagement with the Consultants IT staff for an assessor to utilize the MSBA's application. Hardware support will be provided by the Consultants IT staff.

11. **Question:** Is it public knowledge for us to see who else has downloaded the files? We are trying to join a project team and want to know what options we have.

Answer: No, a list will not be provided.

12. **Question:** To what degree were each of the components assessed for building condition?

Answer: The physical components of the building were assessed via a visual inspection coupled with discussions with school maintenance staff to understand performance to arrive at a condition rating for the building components.

Can you provide more information on the web-based proprietary software application used to gather survey data:

13. **Question:** What is the platform, or can you describe the architecture of it?

Answer: The MSBA School Survey application is a web-based proprietary software application. The application is developed in .Net with a SQL backend.

14. **Question:** [Respondent] has its own custom software but would intend to use your tool unless there was a concern about performance for the assessment team. Is there a way for us to evaluate the performance of this tool?

Answer: Performance testing is not currently available to respondents prior to the engagement. There are a series of pilot assessments for the selected respondent which occur later in the schedule.

15. **Question:** What is the process for adding additional data collection survey points?

Answer: See Section I.B.Planning Phase.3. and Section I.B.Planning Phase.12. The MSBA will provide an updated assessment application to the successful respondent with all of the intended questions programmed into the application. The MSBA will work with the consultant during the planning phase to review any potential questions the consultant may propose including.

16. **Question:** How is access to the tool's data provided for the analysis phase of this project?

Answer: For the analysis phase, the MSBA will provide the data in an agreed upon format. Additional information will be provided to the selected respondents.

17. **Question:** There is a reference to exporting data to a MSBA Acceptable format if we used an outside tool (pg 3. of RFR), what formats are accepted?

Answer See RFR Page 8, Item 4.

18. **Question:** Page 5 section 19 of the RFR document refers to MSBA protocols for devices using this tool. Is that information available for reference?

Answer: The MSBA protocols for entering assessment data refer to secure, accurate methods including an encrypted hard drive. Devices need to be able to connect to wi-fi, and run a web based application. The recommended hardware should include a minimum of 1GB of RAM, 25 GB of free and encrypted storage and a 2 GHz or above processor. Additional information will be provided to the selected respondent.

19. **Question:** Page 5 section 20 refers to a proposal for a platform that allows for calculations. Are there known limitations to the platform that we propose? The respondent typically uses Power BI or ESRI ArcGIS Pro for this sort of information but can accommodate most platforms.

Answer: The MSBA will review proposals for various platforms. The MSBA currently utilizes Power BI and Tableau reporting platforms.

20. **Question:** Page 6 Section 1 refers to a survey sent out for additional building information from projects in the current pipeline. Can you describe the development of this survey? Who will be developing it, and do we assume there is involvement for us to include additional questions based on the scoring rubric developed?

Answer: The MSBA will be developing an online survey for school projects currently in the pipeline to gather information about their proposed or designed building systems. There will be involvement for the consultant to propose additional questions prior to deployment of the survey to the designers of the schools in the pipeline. Schools in the pipeline will not be evaluated using the scoring rubric as construction of the school will not yet be complete and no site visit will be performed.

END OF ADDENDUM NO. 3