

## ADDENDUM 1: QUESTIONS AND ANSWERS

### Massachusetts School Building Authority

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<b>RFR File Name/Title:</b>	Addendum 1 to the Request for Responses to Provide Technical Review Services
<b>RFR File Number:</b>	MSBA-RFR-TechRevSrvs-2012
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1. Q) Since the respondent pool may get wider with the issuance of Technical Review Services RFR 2012 following Technical Review Service 2011, can those who responded to the 2011 RFR supplement their responses prior to the submission deadline?

A) Firms that submitted a response to the 2011 RFR may supplement their response prior to the deadline for the 2012 RFR, although no such supplementation is required.
2. Q) Why has the MSBA decided to re-issue the RFR for Technical Review Services?

A) As stated in the MSBA's advertisement on the Central Register, the MSBA would like to expand the number of potentially qualified respondents, so it has re-issued the RFR and modified the conflict of interest requirements in Section III.A.5. Please note that the modification to the conflict of interest requirements does not change the requirement that all respondents comply with the provisions of M.G.L. 268A.
3. Q) Do you have a list of architects who are certified under the MCPPO program?

A) We do not have a list of all architects certified under the MCPPO program. The MCPPO program is run by the Office of the Inspector General. However, you can find on our website the various designers that are working on current MSBA-funded projects; all designers on MSBA-funded projects must be MCPPO certified. See the "Master District Status List" at the following link:  
[http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/2011%20Board%20Meetings/November%2016,%202011/Project\\_Overview\\_Report\\_11\\_16\\_11.pdf](http://www.massschoolbuildings.org/sites/default/files/edit-contentfile/2011%20Board%20Meetings/November%2016,%202011/Project_Overview_Report_11_16_11.pdf)
4. Q) Would a firm that is either (a) part of the pre-qualified commissioning consultant team for the MSBA; (b) providing cost estimating services on MSBA-funded school construction projects; or, (c) providing OPM services on MSBA-funded school

construction projects, be disqualified from providing technical services to the MSBA pursuant to this RFR?

A) Any respondent(s) selected by the MSBA pursuant to this RFR must be able to certify that it is, and shall remain, in compliance with the conflict of interest laws, M.G.L. c. 268A. **Please see section 13 of the Master Services Agreement, the current version of which is attached hereto as Addendum 2, for more detail.** Firms that are able to provide such a certification would be eligible for selection by the MSBA. Please note, however, that the MSBA would not assign a firm to provide technical review services to the MSBA on a project for which that firm is also providing any of the above-listed services.

5. Q) The RFR states under Section IV, Item 3a) Responses should be printed double-sided and Section IV, Item 3b) it states “must be limited to 10 pages”. Does this mean 10 sheets of paper (total 20 pages of information) or 5 sheets of paper (total 10 pages of information)?

A) The RFR is intended to limit the responses to 5 double-sided pages, totaling 10 pages of information. Item 3(b) further explains the parts of the submission excluded from this limit.

6. Q) If a firm submits a response to this RFR, is that firm prohibited from putting in one for designer services on an MSBA-funded school project at a later date? Or is the firm only prohibited if that firm is awarded the services?

A) If a design firm is selected to provide technical review services for the MSBA, that firm will forfeit the opportunity to apply to provide design services on MSBA-funded school construction projects for the duration of the firm’s contract with the MSBA. Chapter 268A also may impose some additional restrictions beyond the duration of the firm’s contract with the MSBA.

7. Q) Attachment D, Supplier Diversity Program Plan, Part III asks for inclusion of one of the following: Subcontract (include written copy); Ancillary (Include copy of written agreement); and/or Growth & Development. Because this Contract will contain Work Orders for varying assignments, which we do not yet know the full scope of, how would we provide any of the above? The above items, particularly Subcontract and Ancillary, would be based on a scope of defined services. Is this just simply asking for a signed agreement between two parties that they will work together on this project for particular services?

A) Respondents that clearly demonstrate the intent to further the development of MBE’s or WBE’s or the existence of a relationship which does further those goals will receive favorable consideration. However, Supplier Diversity is just one of many factors that the MSBA will consider during its evaluation of Responses to this RFR.

The possible scope of work for any potential work order can be found in Section B of the RFR. Please complete Attachment D accordingly, with the assistance of the Supplier Diversity Program Plan Form Instructions on the reverse side of Attachment D.

8. (Q) Attachment D, Part IV asks for a committed amount or percentage of the respondents gross revenue derived from the contract. We do not know the amount of the contract yet, and Work Orders under the contract will vary in amounts. The scope of services under any Work Order is not yet defined. How do we assign a financial commitment without knowing the scope of a Contract, Work Order or fee associated with such?

A) The possible scope of work for any potential work order can be found in Section B of the RFR. Please complete Attachment D accordingly, with the assistance of the Supplier Diversity Program Plan Form Instructions on the reverse side of Attachment D. Note that where there is not an exact number, a percentage of potential work can be used to complete the Form.