

## QUESTIONS AND ANSWERS

### Massachusetts School Building Authority

**RFR File Name/Title:** Post Occupancy Review Guidelines Request for Responses

**RFR File Number:** MSBA-RFR-PostOccupancy-2018

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**Date:** September 26, 2018

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The MSBA received seven (7) questions to the Post Occupancy Review Guidelines Request for Responses.

1. **Question:** The Post-Occupancy Guidelines Request for Responses does not specify which types of firms are eligible to submit a response. Can an Owners Project Management firm submit a response?

**Answer:** Yes. Owners Project Management firms and other firms with Post-Occupancy Evaluation experience are encouraged to submit a response. There are no professional architectural or engineering pre-requisites required to submit a response.

2. **Question:** What web-based post-occupancy collection tool was used in the FY18 Post-Occupancy Review Pilot?

**Answer:** Internal web-based application developed by MSBA.

3. **Question:** Do the 170 questions in the FY18 Post-Occupancy survey refer to a questionnaire type survey?

**Answer:** The FY18 questions were similar to a questionnaire-type format; however, the School District's response to these questions were documented by MSBA staff during visit briefings and building walk-throughs. Districts were not obligated to self-complete a questionnaire in the FY18 Pilot effort.

4. **Question:** Section B: Scope of Work, 1b: *Review the requirements and components of each submission to determine potential to inform a post occupancy evaluation.* Does this section refer to the Module 1-8 review or any actual on site Building Reviews?

**Answer:** Modules 1-8.

5. **Question:** Section B: Scope of Work, 2b: *Prepare a modified version of potential survey questions and criteria that would apply to a one-day, non-invasive School District*

*meeting and building walk-through; What format is expected for the survey questions and criteria? Are you open for a recommendation for this scope of work?*

**Answer:** The MSBA prefers continued utilization of a web-based application as the survey format. However, the MSBA anticipates ideas and suggestions associated with the criteria from the awarded respondent and is open to discussing recommendations for this scope of work.

6. **Question:** Section B: Scope of Work, 2c: *Create a standard summary report using collected information anticipated to be distributed to the MSBA and each building owner following post-occupancy efforts.* Is the “standard summary report” a template only or does it involve data analysis/formatting of the FY18 Post-Occupancy information and/or other materials?

**Answer:** It is anticipated that the awarded respondent will work to develop a standard summary report. However, the format and content of such a report is dependent upon any adjustments to survey questions and further development of the post-occupancy process.

7. **Question:** Has a date been established for the final deliverable?

**Answer:** Approximately early Summer of 2019.