

Massachusetts School Building Authority
Request for Responses for Post Occupancy Evaluation Program House Doctor Services
MSBA-RFR-POEHD-2025
Addendum No. 1: Questions and Answers
November 25, 2025

1. **Question:** Do this RFR preclude a firm from doing design work at a particular site or other sites?

Answer: No. As stated in the RFR, Respondent(s) will not be eligible to participate in Post Occupancy Evaluations and/or components of Post Occupancy Evaluations for which the Respondent(s) had direct involvement with the renovation and/or construction of the school building projects being evaluated.

2. **Question:** Can an architect meet the qualifications of this architect, or is a full consultant team necessary, for example, to evaluate technical building system details/performance?

Answer: As stated in the RFR, the MSBA is seeking Responses from architectural and/or engineering firms or individuals interested in providing professional (“House Doctor”) services to assist the MSBA in supporting and maintaining the MSBA’s Post Occupancy Evaluation Program. A full consultant team is not a requirement.

3. **Question:** The RFR includes language about looking at water usage, electrical usage, natural gas usage, and overall energy efficiency; is the RFR looking to enlist A&E firms who can provide engineering capabilities? Is the technical services contract referenced above open, and if not, when will MSBA procure for that work again?

Answer: Not necessarily. Engineering capabilities and experience could be helpful but are not a requirement of the anticipated scope of the work associated with this RFR. MSBA staff is interested in further understanding of how the energy usage data we collect compares to national, regional, and state trends. This could include a comparison of energy models established in the early design phases, construction documents, and building occupancy. The MSBA is seeking Respondent(s) capable of high-level analysis, not necessarily calculating the size or capacity of systems. The MSBA’s current technical services contract extends through June 2027, with the option to extend these services through June 2028. This timing will have us looking to reprocure technical services in the Fall of 2026 or 2027, for contracts beginning in July 2027 or July 2028.

4. **Question:** We currently have work on MSBA Accelerated Repair Projects and Core Projects. Can we submit for this RFR?

Answer: Yes.

5. **Question:** After the pre-proposal meeting, we were hoping to gain some more clarity on what this contract will entail – It seems there is another ongoing contract where consulting firms are performing the physical condition assessments at the schools – is this a correct assumption?

Answer: Correct. The MSBA currently maintains Technical Services contracts with multiple consultants assigned to perform post occupancy evaluations in accordance with Module 9 of the MSBA Guidelines for previously funded MSBA Core Program projects.

6. **Question:** As a follow-up to that question, is the intent of this specific contract to engage a firm to review the reporting, software elements, etc. and provide feedback on how we can improve it? This contract will not include the awarded firms actually performing the physical evaluations correct?

Answer: As stated in the RFR, Respondent(s) are expected to deliver professional (“House Doctor”) services to provide guidance as needed on general post occupancy evaluation processes, data analysis and reporting best practices, and other related topics and tasks. For the purposes of gaining a more thorough understanding of the MSBA’s Pos Occupancy Evaluation process, Respondent(s) will be expected to assist the MSBA in performing at least two (2) post occupancy evaluations of MSBA-funded school buildings in a format acceptable to the MSBA per fiscal year. Respondent(s) are expected to participate in one evaluation each Fall and Spring to gain and maintain a more direct understanding of how information collected before and during evaluations translates to reporting.

7. **Question:** It was noted during the pre-proposal meeting that there is an existing contract for firms that are performing the actual condition assessments. Can you clarify when that contract expires, and will there be another solicitation posted for that work in the future?

Answer: The MSBA currently maintains Technical Services contracts with multiple consultants assigned to perform post occupancy evaluations in accordance with Module 9 of the MSBA Guidelines for previously funded MSBA Core Program projects. The MSBA’s current Technical Services contract extends through June 2027, with the option to extend these services through June 2028. This timing will have us looking to reprocur technical services in the Fall of 2026 or 2027, for contracts beginning in July 2027 or July 2028.

8. **Question:** Additionally, if you are awarded one of the POE contracts, will it preclude you from receiving awards for future design work or condition assessment work?

Answer: No. As stated in the RFR, Respondent(s) will not be eligible to participate in Post Occupancy Evaluations and/or components of Post Occupancy Evaluations for which the Respondent(s) had direct involvement with the renovation and/or construction of the school building projects being evaluated.

9. **Question:** Under B. Scope of services bullet #3 indicates: *Identify design, construction, and commissioning industry trends with the goal of proposing and implementing updates to the Program to maintain the relevance of information shared and reported.* Can you please clarify if we need a Commissioning specialist to provide commissioning services?

Answer: No. Providing commissioning services is beyond the scope of work associated with the RFR. However, Respondent(s) would not be precluded from employing the services of subconsultants that would contribute to the experience of the Respondent’s key personnel for any area of work.

10. **Question:** Can MSBA provide a list of firms who registered for the pre-proposal meeting?

Answer: The following firms registered for the pre-proposal meeting: Accenture, Adaptiv, AECOM, AIR, Arcadis, Architectural Consulting Group, Inc., Atlantic Construction & Management, Inc., Austin Design Cooperative, B2Q Associates, Better Together Brain Trust, Browne, Richardson, + Rowe: Landscape Architects + Planners, Building Evolution, BWA Architecture, Caolo & Bieniek Associates, Inc., CHA Consulting, Inc., City Seal Coating, CMTA, Colliers, CSL Consulting, D21 Architects, LLC, Derby Square Architects, Design Civic, Fielding International, Finegold Alexander Architects, Fitzmeyer & Tocci Associates, Inc., Gannett Fleming Engineers & Architects, P.C., Gienapp Architects, LLC, Jacobs, JCJ Architecture, JM Consulting Inc., Jones Whitsett Architects, KBA Architects, KMA Architecture + Accessibility, Lamoureux Pagano Associates | Architects, LeftField Project Management, LiRo-Hill GIS Consulting Group Company, Mabbett & Associates, Matz Collaborative Architects, Inc., MLP Integrated Design, MVS Welding, Next Level Owner's Project Management, NV5, Perkins & Will, Pristine Engineers, Saam Architecture, Skanska, Smart Security Partners, SMMA, STEM Learning Design, LLC, Studio 26 Design Collaborative, LLC, Studio G Architects, STV, Ted Gentry Associates, Inc., TSKP STUDIO, Turner & Townsend Heery, LLC, Turowski2 Architecture, Inc., Vaysen Studio, and Watermark Environmental Inc.

Please note that the virtual information session held on November 19, 2025, was held for informational purposes only. Registration and/or attendance does not affect eligibility to respond to this RFR.

11. **Question:** Does MSBA have an anticipated dollar amount for this contract?

Answer: No. However, as stated in the RFR, the MSBA will select the Response(s) that demonstrate the “Best Value” overall, including proposed alternatives that will achieve the procurement goals of the MSBA.

12. **Question:** Can MSBA please clarify what is required to submit for the Cost Proposal? From the RFP it sounds like you are looking for a breakdown of tasks and costs; however, there are many variables at play in these scenarios without knowing specifics. Is it acceptable to just submit hourly rates for staff?

Answer: The cost proposals should be based on good faith estimates. Respondent(s) should provide hourly billing rates for all proposed personnel and roles, broken out by the potential tasks/services as described in Section V of the RFR. Respondent(s) must provide a detailed spreadsheet that itemizes the type of fees or expenses expected to be incurred and the basis for the fee or expense (i.e., hourly rate, daily rate, flat fee, etc.). Following the selection of a Respondent, the MSBA and Selected Respondent(s) will establish a final scope of work and a not-to-exceed amount based on the agreed upon rates and anticipated level of effort. Additionally, hourly rates for all personnel should be provided for work that is additional or may fall outside of the Scope of the RFR.

13. **Question:** Please clarify what MSBA means by providing Hourly Rates for Special Studies? Does MSBA have an idea of the additional types of studies they are looking to have completed?

Answer: As stated in the RFR, the type of work for Special Studies could involve researching and documenting how national, regional, and/or local energy compares to energy use data for MSBA-funded schools and researching and documenting how post occupancy programs developed by other entities compare to the process that MSBA has developed for the purposes of applying lessons-learned to MSBA's Module 9. The MSBA expects to receive hourly rates for the research, analysis, documenting, and reporting associated with such tasks.

14. **Question:** We saw one mention of reviewing the project sites in the RFR. Are assessments of the exterior site areas, landscaping, sidewalks, and roadways included in this contract?

Answer: Understanding the associated site components of a school building project is an integral part of MSBA's Post Occupancy Evaluation Program. As stated in the RFR, for the purposes of gaining a more thorough understanding of the MSBA's Post Occupancy Evaluation process, Respondent(s) will be expected to assist the MSBA in performing at least two (2) post occupancy evaluations of MSBA-funded school buildings in a format acceptable to the MSBA per fiscal year. Respondent(s) are expected to participate in one evaluation each Fall and Spring to gain and maintain a more direct understanding of how information collected before and during evaluations translates to reporting.

15. **Question:** What are the names of the firms that currently have this same contract w/ MSBA?

Answer: None. The MSBA does not currently have a consultant under an Agreement for Post Occupancy Evaluation House Doctor services.

16. **Question:** Could you please tell me if the required Org Chart is considered part of the Resumes section and therefore excluded from the page count? Are Covers and Tabs also excluded?

Answer: The organizational chart is not excluded from the page count. Covers and tabs will be excluded from the page count.