

DATE: September 13, 2024

SUBJECT: **Addendum No. 1**  
Request for Qualifications (RFQ)  
Form of Agreement 1-U

TO: Architectural & Engineering (A/E) Firms

The following information shall be incorporated into the Request for Qualifications for the 1-U program advertised on August 28<sup>th</sup>, 2024.

**Questions & Answers:**

- Q1.** Is the 1-U program for A/E Teams or will there be a separate program for individual engineering disciplines, or other services, offered by the University?
- a. The 1-U program, as advertised on 8/28/2024, is for A/E Teams providing the following required services: Architectural, Mechanical, Electrical, Structural and Civil design services. Teams may be comprised of various companies to provide the minimum level of service.*
- The University reserves the right to expand the program in the future for individual engineering disciplines, or other services, as we deem necessary to best serve the University's needs.*
- Q2.** Are you requiring "teams" providing the following services: architectural, MEP, structural & civil design and consulting services?
- a. Yes, the intent is the Lead Firm and/or various subconsultants provide the requested services listed in the RFQ as part of their "Team".*
- Additional services may be proposed, within your A/E Team, beyond the minimum requirements.*
- Q3.** Can an engineering firm submit as the "Lead Firm"?
- a. The Lead Firm, as defined in the 1-U agreement, must be an architectural or full-service design firm.*
- Q4.** What if the project only requires electrical design services?



- a. *This type of scenario will most likely occur, numerous times, throughout the term of the agreement. The University Project Leader and the Lead Firm shall clearly define the expectations of the Program Manager, and other team members, during their scoping meeting.*

*Every task order will vary in scope but it is anticipated that the Program Manager's involvement would be greatly reduced, and administrative in nature, for this type of project scope.*

- Q5.** Can architectural firms list options for engineering firms that they may use during the term of this agreement?

- a. *No, the goal of the program is to expedite design and consulting services on smaller projects. The Lead Firm shall clearly define any proposed sub-consultants within their RFQ response. Any change of sub-consultants, during the term of this agreement, must be communicated in writing and agreed to by the University.*

*The intent of this program is to have defined teams ready to immediately engage on task orders. While it's understood that team makeup may change during the term of this agreement it's not anticipated to occur frequently or on a per task order basis.*

*The Selection Committee will evaluate each A/E Team RFQ response based upon their proposed composition.*

- Q6.** Is the lead program manager able to replace A/E Team members, sub-consultants, over the term of this agreement?

- a. *Yes, the University anticipates that Team member changes may occur during the term of this agreement. See Q5 for additional information.*

- Q7.** What is the anticipated contract value for each firm responding to this RFQ?

- a. *As noted in the Form of Agreement 1-U, this is a zero-dollar agreement and there is no guarantee of any work or fee for being part of this program.*

- Q8.** Is there a program "Cap" on the amount of the work that can be performed under this agreement?

- a. *There is no defined maximum amount that can be earned by any A/E Team during the term of this Agreement. However, task orders are expected to be less than \$100,000 per project for professional services.*

- Q9.** Is performance criteria, for past work at the University, part of the evaluation process?

- a. *The University will evaluate A/E Team past performance based upon their response to the RFQ. A/E Team's may highlight past performance for projects at the University, or the Commonwealth Campuses, within their response.*
- Q10.** Is past experiences utilizing University processes, knowledge of University design standards and your PMIS system part of the evaluation process?
- a. *A/E Teams may highlight their knowledge of University design standards, background with PMIS (e-Builder) and past University project experience in their RFQ response. A/E Teams will need to utilize these University processes immediately upon acceptance into the program.*
- Q11.** Are A/E Teams required to use e-Builder in their design and consulting work for the University?
- a. *The University has implemented an electronic project management information system (PMIS), "e-Builder", that allows the entire project team to collaborate in a centralized and secured repository for all projects. All Task Orders, project specific correspondence, workflow processes (e.g. design submissions, bidding, construction reviews, submittals, etc.) and documentation will be stored and routed within the PMIS using the University's file naming conventions. A/E Teams will be utilizing the University's PMIS system for each task order.*
- Q12.** Can you clarify the role of the Program Manager?
- a. *Each A/E Team shall define a Program Manager, from the Lead Firm, in their RFQ submission. This person will serve as the main point of contact for the University. This person will be notified of potential projects, to schedule and coordinate scoping meetings, to manage and coordinate with other Team members and to ensure timely submittal of proposals, or other deliverables. The Program Manager may serve in other roles on the A/E Team.*
- Q13.** Can you provide an example of the types of projects that may fall within the Form of Agreement 1-U scope of services?
- a. *Projects will typically involve designs associated with the renovation of existing facilities or equipment. Examples could include, but are not limited to, classroom, office or lab renovations, flooring replacements, athletic facility updates, mechanical system improvements, controls updates, lighting or electrical improvements, structural concerns and exterior site improvements.*
- Q14.** Will this program include planning or feasibility studies?

- a. This program is not intended for planning or feasibility review on larger or new construction projects. However, there may be instances where this occurs for renovations or to review mechanical system issues.*
- Q15.** Will this program include Commonwealth campus projects? If not are there plans to expand in the future?
- a. This RFQ and 1-U program is limited to the University Park campus. There are currently no plans to expand this program beyond University Park.*
- Q16.** Is the billable rate schedule form included as an A3 and with the single .pdf submission?
- a. This shall be included as part of the single submission .pdf. However, the billable rate schedule shall be submitted in 8.5" x 11" letter format.*
- Q17.** The sample billable rate schedule doesn't have a section for structural engineering services. Can we add additional services to the form?
- a. Yes, the attached form was provided as a sample to help guide interested Teams. Please create your own billable rate schedule that clearly defines the roles, rates and services offered within your Team composition.*
- Q18.** Can the awarded firms decline task orders (e.g. projects) from the University?
- a. The 1-U program is a performance-based agreement. Failure to adequately respond, or to decline projects, may impact consideration for future task orders.*
- Q19.** Are we required to list individual Architect/Engineer/Designer names in the billable rate schedule?
- a. The sample billable rate form does ask you to provide detail on your proposed Team Members for each role classification. This may help in evaluating your A/E team's qualifications. It is not required and if certain members are unknown you may list "TBD".*
- Q20.** Are hourly rates for subconsultants required in the billable rate schedule?
- a. The University is requesting that you define, at a minimum, the hourly rates for the required design services (e.g. Architectural, Mechanical, Electrical, Civil and Structural).*
- Q21.** What if an outside service, for example geotechnical design services, is required from our A/E Team?



*a. A/E Team's may propose services from 3<sup>rd</sup> Party Service providers. Depending on the fee, or the Project Leader's requirements, more than one quote may be required from multiple service providers.*

**Q22.** As an engineering firm can we be listed on multiple A/E Teams?

*a. Yes, however your team must address how your firm plans to manage its workload. The 1-U is a performance-based agreement. Poor performance of a subconsultant may negatively impact the entire A/E Team.*

**Q23.** Are landscape architecture services needed as part of this RFQ?

*a. This is not a required service, as part of this RFQ, but you may incorporate this service within your Team.*

**Q24.** How will the University distribute task orders to A/E Teams?

*a. The University reserves the right to select the A/E Team that best meets the needs of the project. Teams may be selected based upon various factors that include current University workload, proposed Team Members, past facility or site experience, performance within the program, etc.*

**Q25.** How many firms will be accepted into the 1-U program?

*a. As stated in the RFQ, the University intends to take a minimum of three (3) firms into the program.*

**Q26.** Can we include project references that are currently in design or under construction?

*a. You may include projects that are currently in design or under construction.*

**Q27.** The RFQ speaks to an accelerated response from A/E Teams. How quick will firms need to respond to a project request?

*a. The initial request will notify your A/E Team of a potential project. A scoping meeting will be scheduled and after that meeting your firm is expected to supply a proposal within ten (10) calendar days. The University representative may request proposals sooner based upon project demands. Once the proposal has been approved a task order will be issued and you may immediately begin work. Design services shall be completed within the timeframes of the University approved schedule.*

**Q28.** Does being out of state, or over 120 miles away from Centre County, disqualify our firm from being considered "regional" as stated in the RFQ?

- a. *This doesn't disqualify your team from submitting an RFQ response but it could be viewed negatively from the Selection Committee. The primary goal of this program is to expedite design & consulting services on smaller projects at the University Park Campus. Please demonstrate in your response how you intend to meet those needs and adequately respond to project requests.*

**End of Addendum No. 1.**

If you have any questions regarding this Addendum, or the RFQ, please contact me via email prior to the deadline listed in the advertisement.

Sincerely,

*Jason Little*

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cc: J. Bechtel; T. Webber; 1-U Selection Committee