



RFP#939580 ISPM Planning Services Q&A

1. Should we submit three different case studies for each Package?

Answer: You should provide a total of three (3) case studies that collectively demonstrate your firm's capability to perform the scope of work. If you are bidding on multiple packages, your case studies should ideally reflect a mix of those service areas. You do not need to provide three separate case studies for every individual package.

2. The RFP list 3 packages. Are we to present three separate case study examples for each package? Or are you only looking for a total of 3 examples, one case study per package?

Answer: You should provide a total of three (3) case studies that collectively demonstrate your firm's capability to perform the scope of work. If you are bidding on multiple packages, your case studies should ideally reflect a mix of those service areas. You do not need to provide three separate case studies for every individual package.

3. After reviewing the RFP, we have noted a number of Typical Services that our firm does not perform in-house, including: classroom utilization analysis; instructional capacity modeling and forecasting; et al. Will MSU provide a list of preferred firms for the Typical Services called out in this section that have completed work under these scope items in the past so we can most effectively augment our team?

Answer: MSU will not provide a list of preferred firms or subconsultants for the Typical Services identified in the RFP. Proposing firms are responsible for assembling teams with the qualifications and capabilities appropriate to their proposed approach, including engaging qualified subconsultants where needed. The Typical Services are illustrative of the services that may be requested; not every service will be required for every future planning study. Firms are not expected to perform every listed service in-house.

4. After reviewing the RFP, we have noted a number of Typical Services that our firm does not perform in-house, including: high-level space program assumptions and program summary (planning level) and concept evaluation matrix; strategic research facilities planning report; test-fit diagrams; planning scenarios; et al. Will MSU provide a list of preferred firms for the Typical Services called out in this section that have completed work under these scope items in the past so we can most effectively augment our team?

Answer: MSU will not provide a list of preferred firms or subconsultants for the Typical Services identified in the RFP. Proposing firms are responsible for assembling teams with the qualifications and capabilities appropriate to their proposed approach, including engaging qualified subconsultants where needed. The Typical Services are illustrative of the services that may be requested; not every service will be required for every future planning study. Firms are not expected to perform every listed service in-house.

5. After reviewing the RFP, we have noted a number of Typical Services that our firm does not perform in-house, including: administrative office utilization analysis; departmental co-location and consolidation modeling; space governance framework development; cost-efficiency and footprint target modeling; space performance dashboards; et al. Will MSU provide a list of preferred firms for the Typical Services called out in this section that have completed work under these scope items in the past so we can most effectively augment our team?

Answer: MSU will not provide a list of preferred firms or subconsultants for the Typical Services identified in the RFP. Proposing firms are responsible for assembling teams with the qualifications and capabilities appropriate to their proposed approach, including engaging qualified subconsultants where needed. The Typical Services are



illustrative of the services that may be requested; not every service will be required for every future planning study. Firms are not expected to perform every listed service in-house.

6. *If bidding on all three packages, are we submit three separate bid responses (including all items listed in Scope of Work, item 2. 'RFP Response Format')?*

Answer: You do not need to submit three separate proposal documents. Proposers bidding on multiple packages should submit one single consolidated PDF response.

To eliminate redundancies, you may utilize a single Executive Summary, Firm Profile, and Key Personnel/Resumes section. However, your Project Approach & Methodology must be organized into clearly labeled chapters or sections corresponding directly to each specific package you are bidding on. Additionally, you must submit a separate, clearly labeled Pricing Proposal for each package.

7. *Per the RFP, there are three separate packages to submit a proposal on. If we are submitting a response on all three, can we provide one proposal package with three distinct separate chapters/sections, one for each type? Or do you still prefer three separate proposals? Just trying to eliminate redundancies in our response.*

Answer: You do not need to submit three separate proposal documents. Proposers bidding on multiple packages should submit one single consolidated PDF response.

To eliminate redundancies, you may utilize a single Executive Summary, Firm Profile, and Key Personnel/Resumes section. However, your Project Approach & Methodology must be organized into clearly labeled chapters or sections corresponding directly to each specific package you are bidding on. Additionally, you must submit a separate, clearly labeled Pricing Proposal for each package.

8. *Please confirm proposers can submit on more than one package. How should proposers submit on more than one package? Is a separate response for each package or one response that covers all packages?*

Answer: You do not need to submit three separate proposal documents. Proposers bidding on multiple packages should submit one single consolidated PDF response.

To eliminate redundancies, you may utilize a single Executive Summary, Firm Profile, and Key Personnel/Resumes section. However, your Project Approach & Methodology must be organized into clearly labeled chapters or sections corresponding directly to each specific package you are bidding on. Additionally, you must submit a separate, clearly labeled Pricing Proposal for each package.

9. *Please confirm one proposer can be selected for multiple package categories.*

Answer: Yes, one proposer can be selected for multiple package categories.

10. *Please confirm how many firms will be selected for each package.*

Answer: MSU does not have a set number of firms that will be awarded for each package.

11. *For firms that intend to submit on more than one package, should the firm submit the materials listed under "2. RFP Response Format (page 9)", with each one tailored for each package? If so, should these multiple*



submittals be formatted as separate responses? If separate responses, should they be consolidated into a single PDF?

Answer: You do not need to submit three separate proposal documents. Proposers bidding on multiple packages should submit one single consolidated PDF response.

To eliminate redundancies, you may utilize a single Executive Summary, Firm Profile, and Key Personnel/Resumes section. However, your Project Approach & Methodology must be organized into clearly labeled chapters or sections corresponding directly to each specific package you are bidding on. Additionally, you must submit a separate, clearly labeled Pricing Proposal for each package.

12. If our final PDF is too large for email, can we send it via a shared link in an email?

Answer: Yes