



QUESTIONS AND ANSWERS

Responses are below in **BLUE**

Section 1.10 Response Documents

1. What specific information should be included in the “Information for Evaluation”? Should it consist of the five items listed on page 9 of the Technical Response Packet or the “Submission Documents” outlined on page 8, section 2.3 of the RFQ package?
Proposals should include a table of contents, with responses tabbed (no plastic tabs permitted) and organized in the following order.

Qualifications

Organizational chart for the design team and all consultants.

Current office size and workload.

List of projects currently under contract with state agencies or educational institutions.

Technical capability and understanding of the university’s needs.

Experience – Higher Education

Specific project experience (within the past five years) with higher education or other large organizations that have a similar scope of work, scale, and program.

Experience – Renovation and Adaptive Reuse

Specific project experience (within the past five years) with major renovations and adaptive reuse of existing buildings. 3. Experience construction projects under nationally recognized sustainable rating systems.

Approach

Respondents are to present their design approach to address the university’s needs including project development, design, project management, and communication.

Insurance and Licensure

Proof of current professional liability insurance coverage.

Proof of Licensure or Eligibility.

Additional Required Documents

Statement of workforce diversity, if applicable.

Documented use of women-owned or minority-owned businesses.

Recommended Documents

Prospective Supplier's Equal Employment Opportunity Policy.
Completed Contract Grant and Disclosure Form (EO 98-04).

2. For the redacted version (both hard copy and PDF), should the following documents omit the company name:
 - Signature Proposal Page | **Not part of redacted packet**
 - Certification for Boycott, Illegal Immigrant, etc. form | **Not part of redacted packet**
 - Proposed Subcontracts Form | **Not part of redacted packet**
 - EEO Policy | **Redact**
 - Contract & Grant Disclosure Form | **Not part of redacted packet**
 - Proof of Insurance and Licensure | **Redact**

The Redacted Technical Response Packet should include the following:

Qualifications**Experience – Higher Education****Experience – Renovation and Adaptive Reuse****Approach****Insurance and Licensure****Additional Required Documents**

3. In the redacted version, in addition to the company name and logo, should personnel names and photos of individuals in our firm (e.g., images on pages such as "office size and current workload" or "design approach") also be redacted? **Redacted submissions must be free of company name and logo. No other information is required to be redacted for FB-25-016.**
4. Do consultant firm names and personnel names need to be redacted, or does this requirement apply only to the primary architectural firm? **Redacted submissions must be free of the prospective supplier's company name and logo. No other information is required to be redacted for FB-25-016.**
5. If consultant information must be redacted, does this include full redaction of the organizational chart requested under section 2.3.A.a? **Redacted submissions must be free of the prospective supplier's company name and logo. No other information is required to be redacted for FB-25-016.**
6. Is the required printed hard copy intended to be the Original version or the Redacted version of the Technical Response Packet? **Suppliers should submit one printed copy of the Original Technical Response Packet, one printed copy of the redacted version, and a thumb drive containing both the original PDF file and the redacted PDF file.**

7. Do you require one printed copy of the Original Technical Response Packet, one printed copy of the redacted version, and a thumb drive containing both the original PDF file and the redacted PDF file? [Yes](#).