MASSACHUSETTS PORT AUTHORITY

Request for Qualifications
Supplemental Information Package

for

FY 20-22 Baggage Handling Systems Operations and Maintenance
Logan International Airport and Worcester Regional Airport
East Boston and Worcester, Massachusetts

MASSPORT
AVIATION DEPARTMENT
and
CAPITAL PROGRAMS DEPARTMENT

March 13, 2019
MPA CONTRACT NO. LP1702-C2
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1 BACKGROUND

The Massachusetts Port Authority (Massport) will be seeking proposals for the operations, maintenance and repair of Baggage Handling Systems (BHS) at Terminals B, C and E at Logan International Airport and the BHS at Worcester Regional Airport.

Massport will utilize a two-step process including the prequalification and shortlisting of BHS Contractors pursuant to M.G.L. c. 149 Section 44D1/2(b)(2) based on an evaluation of the Statement of Qualifications received in response to the solicitation, followed by an Invitation to Bid which will only be issued to the shortlisted BHS Contractors.

As a first step in this selection process, Massport is issuing this Request for Qualifications (RFQ) to pre-qualify and short-list Contractors capable of providing these services. Once the pre-qualified Contractors are short-listed, the Invitation to Bid will be issued including drawings and specifications that describe in detail the technical and management requirements for the performance of these services.

A minimum of three (3) qualified Contractors will be shortlisted as a result of this RFQ, however, Massport reserves the right to shortlist any number if it is deemed in the best interest of the Project. Massport may choose to conduct interviews of the Contractors prior to the shortlisting.

In order to be shortlisted, a BHS Contractor must have a demonstrated expertise in the management and implementation of BHS systems operations, maintenance and repair of similar systems in terms of scale and complexity, a demonstrated ability to provide and retain high levels of quality employees and a demonstrated ability to manage and protect Sensitive Security Information (SSI).

The Contractor shall be able to maintain, operate and repair the BHS in accordance with requirements of the original equipment manufacturers and the Transportation Security Administration (TSA) for such systems. The Contractor will be responsible for the maintenance of all BHS hardware and software, with the exception of the L3 Examiner EDS screening devices.

The contract is anticipated to be for a period of three years with options to extend the contract for two additional years and is estimated at approximately $5,400,000 per year.

Due to the fact that the plans and specifications for this Project contain sensitive security information, Massport is planning to implement this Project in accordance with its SSI Designated Project Procedures. This RFQ will be utilized to prequalify and shortlist BHS Contractors capable and experienced in providing BHS Systems operations, maintenance and repairs, and managing SSI.

The baggage handling system equipment that will be within the scope of Massport Contract LP1702-C2 is generally summarized as follows below. These descriptions and estimated linear footages indicated below are intended only to provide a general order of magnitude for this effort. Further details will be provided to the short-listed bidders within the upcoming Invitation to Bid.

Logan Airport:
Terminal B:
The baggage systems in Terminal B are located in four separate bagroom areas. In these bagrooms, the scope of the contract will be limited to the baggage screening-related portions of the systems and will include the envelope of the CBIS and CBRA. All bagrooms meet PGDS 4.1 standards and are each equipped with a new CBRA with re-insert and out of gauge functionality.

Bagroom B2 consists of three screening lines and a total of approximately 1,320 linear feet of conveyor equipment which includes power turns, merges and HCDs.

Bagroom B3.4 consists of four screening lines and a total of approximately 800 linear feet of conveyor equipment which includes power turns, merges and HSDs.

Bagroom B6 consists of three screening lines and a total of approximately 800 linear feet of conveyor equipment which includes power turns, merges and HCDs.

Bagroom B7 consists of two screening lines and a total of approximately 500 linear feet of conveyor equipment which includes power turns, merges and HCDs.

Terminal C:
The baggage system in Terminal C is located in one main bag room with a primary sortation system that delivers bags to three separate locations in the Terminal. In this bagroom, the scope of the contract will be limited to the baggage screening-related portions of the systems. The main bagroom consists of five screening lines and a total of approximately 2700 linear feet of conveyor equipment which includes power turns, merges and HCDs. This bagroom meets PGDS 4.1 standards and is equipped with a new CBRA with re-insert and out of gauge functionality.

Terminal E:
The baggage systems in Terminal E are located in two separate bagroom areas and includes approximately 12,000 linear feet of conveyor equipment. Both inbound and outbound areas will be included in the scope; this will also include the envelope of the CBIS and CBRA. All bagrooms meet PGDS 4.1 standards with a fully compliant in line screening system and sortation area on the east side of the Terminal and an updated system with a sortation area and PGDS 4.1 compliant CBRA with re-insert capabilities on the west side of the Terminal. The inbound system consists of seven claim carousels and associated main feed conveyor lines, which totals approximately 3100 linear feet. The outbound system is fed by 96 common use ticket counters with one curbside line and one re-check line that carries and delivers bags to two separate bagrooms. The outbound systems are broken down into the following areas:

West Screening Room/West Make-Up Room consists of three ticket counter transport lines which total approximately 2,820 linear feet of conveyor equipment, including feeder belts, power turns and merges. The system also has one odd-size check-in line terminating in a dedicated screening room with a total of approximately 285 linear feet of conveyor equipment that includes power turns. The room has four screening lines with a total of approximately 1,550 linear feet of conveyor equipment which includes power turns, merges, HSDs and VSUs. The West Make-Up Room consists of four make-up carousels that total approximately 400 linear feet.
East Screening Room/North Make-Up Room/South Make-Up Room consists of two main ticket counter transport lines, a Curbside line and a short/secondary ticket counter line fed by approximately 1,650 linear feet of conveyor equipment including feeder belts, power turns and merges. The system also has one odd-size check-in line terminating with an indexing belt in the North & East Bagrooms with a total of approximately 1,025 linear feet of conveyor equipment that includes power turns. The East Screening system consists of four screening lines and a primary sortation system that delivers bags to 3 separate locations in the Terminal. The North Make-Up Room consists of two make-up carousels that are approximately 150 linear feet each. The South Make-Up Room consists of one make up carousel that is approximately 300 linear feet.

Re-Check consists of one main ticket counter transport line feeding the East Bag Room totaling approximately 640 linear feet of conveyor equipment including power turns and merges. This system also has make-up carousel that totals approximately 200 linear feet.

Worcester Regional Airport:
All inbound and outbound baggage handling systems in Worcester Airport will be included in the scope of Massport Contract LP1702-C2, as follows:

Inbound Systems:
The subject inbound systems in Worcester Airport will consist of two flat plate carousels (total of approx. 400 linear feet) and four roll up security doors.

Outbound Systems:
The subject outbound systems consist of four check-in conveyors and related equipment that is associated with one bagroom.

Bagroom related systems generally include the following:
Four Ticket Counter and transport lines (1T1 – 1T3, 2T1 – 2T3, 3T1 – 3T3, 4T1-4T2) fed by a total of four one-segment feeder belts (total of approx. 48 linear feet of conveyor equipment (including feeder belts, power turns, transfers, four security doors, four fire doors, etc.).

2 SCOPE OF WORK
The scope of Massport Contract LP1702-C2 will generally consist of the following:

- Assume responsibility for the BHS Systems management, operations, maintenance and repair of the specified Baggage Handling System equipment, including transport, merge and metering conveyors, high speed diverters, vertical sortation units, power turns, fire / security doors, etc.;
- Assume responsibility for all preventative maintenance tasks;
- Assume responsibility for all non-scheduled repair maintenance tasks;
- Assume responsibility for responding to and rectifying all fault conditions (which may or may not have been caused by operational personnel). Examples of these types of faults include baggage jams, motor overloads, E-stop conditions, etc.;
Assume responsibility for the procurement of all tools and equipment required to perform the preventive maintenance and repair functions;

Assume responsibility to be solely accountable for employees including interviewing, hiring, airport security badging, parking, taxes, salaries, etc.;

Provide weekly and monthly status reports to Massport;

Accurately record the labor time and any purchases made for spare parts, as required, to obtain labor and spare parts reimbursement under the terms of the Warranty Agreement(s) for the BHS equipment;

Assume responsibility to cooperate in and coordinate all respects of the Project with Massport, TSA, user airlines and/or their representatives. Preventative Maintenance (PM) and non-scheduled maintenance tasks, for example, shall be coordinated with and scheduled around the requirements of the TSA and user airlines’ operation;

Assume responsibility to provide and maintain all necessary vehicles that may be required to perform these services including but not limited to scissor lifts, fork-lift trucks, golf carts, etc.;

Assume responsibility to acquire the proper insurance and Airport permits for all vehicles that are owned and operated at the site by the employee;

Assume responsibility for staffing of the system to eliminate jams at the entrance tunnels of EDS machines;

Assume responsibility at Terminal E to obtain, maintain, retrieve and restock baggage tubs as needed;

Assume responsibility for training air carrier staff on use of all systems at all associated Terminals (i.e. placement of bags on belts, removal of straps from bags prior to placing on belt, etc.);

Assume responsibility for the production, management and execution of contingency plans to provide 100% availability of BHS;

Assume responsibility to staff the BHS systems during all hours of operation, seven days per week to perform management, operations, maintenance and repairs with full time, on-site staff;

Prepare monthly, quarterly and annual audits and reports on supply and stock of spare parts;

Assume responsibility at Terminal E, to coordinate with the air carriers to manage and optimize the effectiveness of the available conveyor systems to match the scheduled arrival and departure times;

Assume responsibility to upgrade and adjust control systems and software; and

Assume responsibility to monitor product bulletins issued by the manufacturer or others for all system components and advise Massport of all material matters contained therein.
3 Submission Process and Schedule

The Request for Qualifications is being used to solicit qualifications from qualified Contractors for the maintenance and operations of BHS systems at Terminals B, C and E, at Logan International Airport and at Worcester Regional Airport as described above.

Massport is utilizing the RFQ process to pre-qualify and shortlist competent BHS Systems Contractors who are capable of providing the services required for the operations, maintenance and repair of BHS Systems at Logan Airport and Worcester Airport. Massport has identified a Prequalification Committee for the purpose of reviewing and evaluating submittals received in response to the RFQ. The Prequalification Committee shall be comprised of a minimum of five (5) Massport personnel including the Massport Project Manager, and a Facility Representative and the Director of Capital Programs, or designee, shall serve as the Chairman of the Prequalification Committee. Upon receipt of the Qualification Statements submitted in response to the RFQ, a copy of each submittal shall be delivered to each member of the Prequalification Committee who will be responsible for reviewing the documents independently. Then, the Prequalification Committee will meet to discuss each submittal and will then vote to create a shortlist.

The shortlisted Contractors will be eligible to participate in Phase 2 of the process and submit bids for the Project. The BHS Systems Contractors who are shortlisted shall be invited to submit a bid on the proposed Project pursuant to an Invitation for Bids, which shall include the bid documents for the Project. Bids shall be opened publicly by Massport and the contract may be awarded to the lowest bidder. The BHS Systems Contractor selected by Massport shall execute a contract and provide the required performance and payment bonds and insurance certificates. Only those shortlisted as a result of the RFQ process will receive the Invitation to Bid documents, including construction drawings and specifications.

The schedule for creation of the shortlist for this effort is as follows. All times indicated are in Eastern Time.

- RFQ Advertised: Thursday, February 28, 2019
- Supplemental Information Package Available: Wednesday March 13, 2019
- Project Briefing: Thursday, March 21, 2019, 1 p.m.
- Qualifications Due: Thursday, April 4, 2019, 12 p.m.
- Final Shortlist Announced: approximately Thursday, April 18, 2019

A Project Briefing will take place at 1:00 PM on Thursday, March 21, 2019, in the Authority’s Logan Office Center, Capital Programs East Conference Room, One Harborside Drive, Suite 209S, East Boston, MA. Although attendance at the Project Briefing is not mandatory, participation is strongly encouraged in order to best familiarize the firm with the Project details and the selection process.

Seven (7) bound copies of the Statement of Qualifications, along with one (1) copy of the firm’s financial information which shall be provided in a separate sealed envelope, must be sealed and clearly marked in large letters “STATEMENT OF QUALIFICATIONS FOR BHS SYSTEM OPERATIONS AND MAINTENANCE”, and should be submitted to the following contact no later
than 12:00 NOON on Thursday, April 4, 2019:

Mr. Houssam H. Sleiman, PE, CCM  
Director of Capital Programs and Environmental Affairs  
Massachusetts Port Authority  
Capital Programs Department  
Logan Office Center  
One Harborside Drive  
Suite 209S  
East Boston, MA 02128-2909

Responses to the RFQ are limited to a maximum of ten (10) 8½” x 11” sheets of double-sided paper for a total of 20 pages, exclusive of covers, dividers, financial information in a separate envelope and resumes. All 20 pages must be numbered sequentially. Any submittal which exceeds the page limit, or is not received in the Capital Programs Department by the deadline, may be rejected as non-responsive. Additional details about the format and content of Submissions is provided in Section 4 below.

Firms responding to the RFQ are responsible for the costs associated with the development and submission of a response.

Questions regarding the RFQ process and procedures should be directed to cpbidquestions@massport.com. Questions are due by Monday, March 25, 2019 at 12 p.m. (Noon). Answers to the submitted questions will be furnished to all contractors by Friday, March 29, 2019 at close of business.

4 REQUIREMENTS AND FORMAT OF THE SUBMITTAL

Submissions in response to this RFQ shall be organized and presented as outlined below. Please note that no price information is being requested at this time and therefore should not be submitted.

Section 1 – Cover Letter

Part 1 of the Submission shall consist of a cover letter signed by an individual authorized to contractually bind the Respondent. It shall include, at a minimum, the following:

♦ Clearly state the name of the RFQ (“RFQ FOR BHS SYSTEM OPERATIONS AND MAINTENANCE, LOGAN INTERNATIONAL AIRPORT AND WORCESTER REGIONAL AIRPORT”) and the contract number (LP1702-C2) for the solicitation;

♦ Concisely summarize the content of the Submission and establish why your firm is the best qualified to undertake this assignment; and

♦ Include the name, title, address, telephone number(s) and email address of one or more individuals who are the lead contact on this submission and are authorized to sign a contract.
Section 2 – Summary of Qualifications, Credentials and Recent Relevant Experience

Describe recent relevant experience with providing BHS Systems Operations and Maintenance Contracts within the last five (5) years and any previous experience specifically with Massport.

The descriptions shall include a summary of the Project, the scope of work performed, the Projects’ schedule and budget (original and final), and any unusual or unique aspects of the Project. Provide examples of the company’s ability to recruit, promote and retain key personnel. Staff turnover percentages of employees should be provided on all projects included in submission. On all listed project examples, please provide one example of a success and one example of a challenge in that project and how the company worked to resolve it. Any examples of projects that were staffing based and/or performance based are encouraged.

Section 3 – List of References

Provide references for at least three of the projects listed above in Section 2, and indicate the project, the client name, client address, contact person’s name, current address and current telephone number, and role of the contact in the provided work. Respondents may submit Massport contacts as references but they should be in addition to the three references requested above.

Section 4 – Company Overview

Provide an overview of your company including ownership, date founded, organization chart, special classifications (e.g. MBE, WBE, DBE, etc.), locations, and number and location of employees by job category. Note if the firm has obtained ISO 9001 or a similar certification as well as the level of commitment to and compliance with Equal Employment, Anti-Discrimination and Affirmative Action requirements.

Section 5 – Proposed Project Team Structure

Provide an overview of your proposed team structure for this Project. Resumes for the specific staff members who will be proposed for this assignment should be included. At a minimum, resumes for a Site Manager, 3 Terminal Supervisors, a PLC technician with all relevant certifications and trainings and any electricians that will be assigned to the team should be provided. Any teaming partners or sub-contractors shall be clearly identified, including a description of experience working together on past projects. Resumes shall be limited to one (1) page and must include the geographic location of the individual, reference to relevant qualifications, show previous experience on completed comparable projects within the past five (5) years, and detail educational background, and any relevant certifications and security clearances held. Resumes are not included in the maximum page count and need not be numbered.

Provide a detailed organization chart illustrating how your team will be structured and indicating the overall organization and reporting structure of all personal that will be required to meet the objectives of this assignment.

If applicable, provide a detailed organization chart of the Prime Contractor and Sub-contractor relationships and responsibilities.

Confirm that resources are available to begin the Project immediately upon issuance of a Notice to Proceed.
Section 6 – Project Approach

Prepare a detailed Project Approach to demonstrate an understanding of the complexity of the management and execution of the Project by listing and describing the activities, level of effort, required staffing by classification and/or job function, as well as a description of the tasks and steps you feel will be necessary to accomplish this effort.

Summarize the key issues and challenges related to the successful completion of these services, and why your company is best suited to provide these services.

Describe how your firm will coordinate efforts with the activities and responsibilities of Massport, TSA and Air Carriers involved in the Project.

Describe the firms’ understanding of the Project, and capabilities to manage, operate, maintain and repair BHS systems and software installed by FKI, Webb, Brock, Siemens and Vanderlande to effectively upgrade and adjust the controls and mechanical systems as may be required.

Section 7 – Summary of Firm’s Financial Stability

Provide your firm’s most recent audited balance sheets, income statements and any other relevant financial statements demonstrating the solvency of the firm in a separate sealed envelope and clearly marked with your company name. Provide Dun & Bradstreet (or similar) identification number and stock exchange symbol (if publicly traded).

Provide a detailed summary of current levels of insurance coverages and note the ability to comply with a requirement to carry a performance bond for the Project, which has a total estimated budget of $5,400,000 per year.

Section 8 – Approach to Managing and Protecting SSI

Provide a detailed description of the approach to managing and protecting sensitive security information (SSI) involved with this contract. The description shall include an overview of electronic and paper-based document management systems to be utilized, and the firm’s standards for completing background checks on employees who will have access to SSI. The discussion shall include how SSI will be managed both with the Respondent’s firm and any teaming partners.

Respondents must clearly demonstrate an ability to protect the SSI contained in the documents in order to be pre-qualified and shortlisted.

Section 9 – Litigation History

Provide a list of lawsuits and arbitrations to which the firm is or was a party relative to construction or service contracts within the last three (3) years including, if applicable, any convictions or fines for violations of state or federal law including OSHA regulations; as well as an explanation of any projects on which the firm was terminated, failed to complete the work, or paid liquidated damages to the owner.

Section 10 – Bonding Capability

Provide a letter from a surety company confirming the Contractor’s ability to provide a bid bond for 5% of the Project Budget estimated at $16,200,000 (3 years x $5.40 million per year) as well as
performance and payment bonds in the full amount of the Project Budget. Note that the shortlisted Contractors which are invited to bid will have to provide a bid bond for 5% of the bid and the Contractor awarded the contract will have to provide performance and payment bonds for the full amount of the contract price.

Section 11 – Prevailing Wage

The construction portion of the Project is subject to the Massachusetts Prevailing Wage Law, M.G.L. c. 149, Section 26 and 27, and the Contractor shall be required to pay all workers performing construction work under the Contract the wage rates established by the Massachusetts Department of Labor Standards for the Contract.

Section 12 - Safety Record

Provide a three-year history of the firm’s workers compensation experience modifier.

Section 13 - Business Diversity

The Authority is committed to ensure full participation of diverse businesses in all of the Authority’s economic activities, including its goods and services. The Authority supports and encourages the hiring of a diverse and inclusive workforce throughout its economic activities, and believes that Minority Business Enterprises (“MBEs”) and Woman Business Enterprises (“WBEs”) should have equal opportunity to participate in contracts. The terms MBE and WBE refer to businesses that meet the certification criteria of, and are certified by, the Massachusetts Supplier Diversity Office (“SDO”), formerly known as the Massachusetts State Office of Minority and Women Business Assistance, as set forth in 425 CMR Section 2.00 et seq. or that meet the certification criteria of, and are certified by, the Greater New England Minority Supplier Development Council (“GNEMSDC”).

5 EVALUATION CRITERIA

The Selection Committee will evaluate Submissions and create a shortlist based upon the Respondents’ response to the evaluation criteria including, but not limited to, a combination of the following factors:

1. Qualifications, credentials and recent relevant experience on similar projects;
2. Experience, geographic location and availability of the proposed Project Manager(s) and other Key Staff;
3. Corporate ownership, history, financial stability, and long-term viability of the Contractor and its sub-contractors, if any;
4. Quality of references from similar work performed in the past five (5) years;
5. Minority/Women Business Enterprise participation and commitment to diversity;
6. Commitment and capacity to implement the contract over the full term of the work;
7. Depth of recent relative airport experience providing O&M contracts on similar airport BHS systems, and maintaining air carrier operations as work is being conducted;
8. Past performance and ability to execute on Massport projects and contracts;
9. Ability to provide qualified staff to execute the Project; and
10. Demonstrated ability to manage a sensitive security project and protect SSI.

The selection shall involve the creation of a shortlist based on the evaluation of the Submittals received. Massport reserves the right to conduct interviews if it deems necessary.

6 PUBLIC RECORDS REQUIREMENT

Massport shall seek to hold all financial information in confidence, to the extent consistent with applicable law. Respondents are advised, however, that pursuant to M.G.L. c. 66, all materials received by Massport which fall within the definition of “public record” as set forth in M.G.L. c. 4, § 7, cl.(26), shall be disclosed by Massport upon request.