

**Massport Contract No. A456  
FY24–26 PROJECT AND PROGRAM  
MANAGEMENT SUPPORT SERVICES**

**Consultant Briefing**

April 23, 2024



## MPA# A456 FY24–26 PROJECT AND PROGRAM MANAGEMENT SUPPORT SERVICES Consultant Briefing

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### Introduction

- Please enter your contact information in the Zoom Meeting chat window:
  - First and Last Name
  - Company
  - Email

# MPA# A456 FY24–26 PROJECT AND PROGRAM MANAGEMENT SUPPORT SERVICES Consultant Briefing

Welcome to the new Massport.com!

OUR PROPERTIES ▾ ABOUT MASSPORT BUSINESS CAREERS CONTACT ▾ ALERTS 🔍

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Bids and Opportunities ▾ Real Estate and Leasing ▾ Capital Improvements ▾ Forms and Procedures ▾ Finance ▾

BUSINESS  
Capital Bids

Massport has introduced online bidding

All new bids for C.149 and C.30 projects Consultant Professional Services can be found on the [Massport Bid Express website](#). The construction projects listed below under Advertised Contracts that are C.149 or C.30 have already been advertised. No hard copies of the bidding information, Proposal, Plans and Specifications, Addenda, or other material is available. Nor will Massport accept hard copy bids for these projects. Bidding on these projects is completely online.

All bidders need to be registered with Bid Express to submit or respond to Bids. Please refer to the new [Bid Express New Vendor Instructions](#).

**BID EXPRESS NEW VENDOR INSTRUCTIONS**

Advertised Contracts

Select An Opportunity Type ▾

PROJECT #	OPPORTUNITY TYPE	PROJECT TITLE	DUE DATE *	ESTIMATE
M707-C2 General Bid Express	Construction 149/30	VARIABLE MESSAGING SIGN, WORLD TRADE CENTER AVENUE AND SUMMER STREET, SOUTH BOSTON, MASSACHUSETTS	01/10/2024	\$805,000
W297-C1 General Bid Express	Construction 149/30	W297-C1 WORCESTER AIRPORT SECURITY CHECKPOINT IMPROVEMENTS, WORCESTER REGIONAL AIRPORT, WORCESTER, MASSACHUSETTS.	01/10/2024	\$2,050,000

- Massport has introduced online bidding for all C.149, C.149a and C.30 projects
- Consultant Professional Services RFQs for Projects Advertised after May 10, 2023 will be submitted through online bidding (Bid Express).
- No hard copies of the bidding information, Proposal, Plans and Specifications, Addenda, or other material is available. Nor will Massport accept hard copy bids for these projects. Bidding on these projects is completely online.
- [Online Bidding Project Information](#)
- All new bids for C.149, C.149a and C.30 projects and Consultant Professional Services can be found on Bid Express  
<https://www.bidexpress.com/>



# MPA# A456 FY24–26 PROJECT AND PROGRAM MANAGEMENT SUPPORT SERVICES Consultant Briefing

The screenshot shows the Massport website's 'Capital Bids' page. At the top, there is a navigation bar with links for 'OUR PROJECTS', 'ABOUT MASSPORT', 'BUSINESS', 'CAREERS', 'CONTACT', and 'ALERTS'. Below the navigation is a header image of a construction site with the text 'Capital Bids'. A main text block titled 'Massport has introduced online bidding' explains that all new bids for C-149 and C-30 projects are now on the Massport Bid Express website. Below this is a section for 'Advised Contracts' with a dropdown menu to 'Select An Opportunity Type'. A table lists various projects with columns for Project #, Opportunity Type, Project Title, Due Date, and Estimate.

PROJECT #	OPPORTUNITY TYPE	PROJECT TITLE	DUPLICATE	ESTIMATE
W07-C2 General Bid Express	Construction 149/30	VARIABLE MESSAGE BOARD, WORLD TRADE CENTER AVENUE AND SUMNER STREET, SOUTH BOSTON, MASSACHUSETTS	01/10/2024	\$85,000
W07-C1 General Bid Express	Construction 149/30	W07-C1 WORCESTER AIRPORT SECURITY CHECKPOINT IMPROVEMENTS, WORCESTER REGIONAL AIRPORT, WORCESTER, MASSACHUSETTS	01/10/2024	\$1,050,000
L1746	Professional Consultant	FREE BOAT DOCK AND FERRY TERMINAL DOCK REHABILITATION AND ELECTRICAL UPGRADES	01/04/2024	\$100
L1746	Professional Consultant	FREE BOAT DOCK AND FERRY TERMINAL DOCK REHABILITATION AND ELECTRICAL UPGRADES	01/04/2024	\$100
A450	Professional Consultant	AUTHORITY-WISE ELEVATOR, ESCALATOR AND MOVING WALKWAY MODERNIZATION PROGRAM, BOSTON, BEDFORD AND WORCESTER, MASSACHUSETTS	10/21/2023	\$2,000,000
W07-C1 SUB Bid Express	Construction 149/30	WORCESTER AIRPORT SECURITY CHECKPOINT IMPROVEMENTS, WORCESTER REGIONAL AIRPORT, WORCESTER, MASSACHUSETTS	10/20/2023	\$2,050,000
A450-C1 Bid Express	Construction 149/30	PARKING FACILITIES, COUNTERTOP AND SIGNAGE, LOGAN AIRPORT EAST BOSTON, MASSACHUSETTS	10/20/2023	\$4,100,000
W704	Professional Consultant	WORLD BERTHS 10, 11 & 12 ENHANCEMENT AND RELATED LOW-PROFILE STS (SHELF) PROGRAM, COLLETT TERMINAL, 700 SUMNER STREET, SOUTH BOSTON, MASSACHUSETTS	10/14/2023	\$50,000,000
L1750	Professional Consultant	LOGAN HVAC REPLACEMENT PROGRAM, LOGAN INTERNATIONAL AIRPORT, BOSTON, MASSACHUSETTS	10/14/2023	\$5,000,000
W07-C2 SUB Bid Express	Construction 149/30	VARIABLE MESSAGE BOARD, WORLD TRADE CENTER AVENUE AND SUMNER STREET, SOUTH BOSTON, MASSACHUSETTS	10/13/2023	\$136,000
L1800	Construction Manager At Risk Bid Express	AIR TRAFFIC CONTROL TOWER LIFT-UP IMPROVEMENTS, AT BOSTON LOGAN INTERNATIONAL AIRPORT	10/07/2023	\$50,000,000
L1801	Professional Consultant	CARGO THROUGHPUT FACILITY, BOSTON/LOGAN INTERNATIONAL AIRPORT, EAST BOSTON, MASSACHUSETTS	10/07/2023	\$30,000,000
L1801-C1 Bid Express	Construction 149/30	FOSSA-0001: WALLED TRUCKS MAINTENANCE CONTRACT FOR CARGO BUILDING NO. 36, 37, 38, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000		

- The Professional Consultant RFQ's will be listed under the appropriate project # and Project title on the Massport website:  
<https://www.massport.com/massport/business/bids-opportunities/capital-bids/>
- Please submit qualification via Bid Express  
<https://www.bidexpress.com/>





# MPA# A456 FY24–26 PROJECT AND PROGRAM MANAGEMENT SUPPORT SERVICES Consultant Briefing

**infotech**

Welcome to Infotech® registration  
Infotech is the home of valuable services for construction contracting for only the services you need and get access from any computer, any time.

**My Info**

First Name  
Last Name  
Email  
Email Confirmation  
prackowisk@massport.com  
Time Zone  
(GMT-05:00) Eastern Time (US & Canada)

Password  
Password Confirmation  
Question  
Answer

If you forget your password we'll ask you to verify this.

**My Business**

Name  
City  
Phone  
(508) 666-6666  
State  
Address1  
Address2

I have read and agreed to [Privacy Policy](#), [Terms of Use](#), and [DMCA Policy](#), and acknowledge that I understand how Infotech uses any personal information I supply to Infotech, and I approve of these uses.  No

Keep me updated on the latest Infotech new product releases and promotional offerings.  No

- All bidders need to be registered with Bid Express to submit or respond to Bids.

<https://www.infotechexpress.com/registration/new>

- Please refer to the new [Bid Express New Vendor Instructions](https://infotechinc.zendesk.com/hc/en-us/sections/12044610308375-Bid-Express-Vendors):  
<https://infotechinc.zendesk.com/hc/en-us/sections/12044610308375-Bid-Express-Vendors>



# MPA# A456 FY24-26 PROJECT AND PROGRAM MANAGEMENT SUPPORT SERVICES Consultant Briefing

A456 RFQ listed below in Bid Express

The screenshot shows the Bid Express website interface. At the top, there is a navigation bar with 'Home', 'Our Solicitations', 'Public Solicitations', 'My Profile', 'Stats', and 'Contact Us'. Below the navigation bar is a search bar with the text 'Search for Number, Code or Description' and a 'Reset Search' link. A 'Create Solicitation' button is visible on the left. The main content area is a table of solicitations with columns for 'Solicitation', 'Status', and 'Due'. A blue arrow points to the first row, which is 'A447 RFQ PROFESSIONAL SERVICES' with a status of 'Draft' and a due date of '06/22/2023'.

Solicitation	Status	Due
A447 RFQ PROFESSIONAL SERVICES Professional Consultant Services A447 TERM ROOF AND BUILDING EN...	Draft	06/22/2023
LP2301 LP2301 FY 24-27 PASSENGER BOARDING BRIDGES MAINTENANCE ...	Advertised	05/25/2023
AP2302-C1 (TERM) AP2302-C1 TERM INTERIOR BUILDING REPAIRS, BOSTON, BEDFOR...	Draft	05/24/2023
AP2305-C1 (TERM) AP2305-C1, TERM CAULKING/SEALANT REPAIRS, BOSTON, BEDFOR...	Advertised	05/03/2023
L1740-C1 (GENERAL) L1740-C1 (GENERAL) LOC CRAC UNIT REPLACEMENT, ONE HARBO...	Closed	04/26/2023
L1738-C1 L1738-C1 ENERGY OPTIMIZATION PROGRAM - LOGAN AIRSIDE CHA...	Closed	04/19/2023
L1740-C1 (SUB) L1740-C1 (SUB) LOC CRAC UNIT REPLACEMENT, ONE HARBORSIDE ...	Closed	04/12/2023
W308-C1 W308-C1 RUNWAY 11-29 REHABILITATION FROM STATION 48+20 TO ...	Closed	03/22/2023
L1709-C1 L1709-C1 2023 MISCELLANEOUS AIRFIELD PAVEMENT IMPROVEMEN...	Closed	03/22/2023
H288-C1 H288-C1 RUNWAY 5-23 (SOUTH OF RW 11-29) REHAB, LIGHTING AND...	Closed	03/08/2023
AP2209-C1 (TERM) AP2209-C1 FY2023-2026 TERM CONTRACT FOR ON-CALL AND EMER...	Closed	03/08/2023
MP2301-C1 (TERM) MP2301-C1 (TERM) MARITIME PAVEMENT REPAIRS - TERM CONTRA...	Closed	03/08/2023
AP2304-C1R-(TERM) AP2304-C1R TERM DOOR REPLACEMENT BOSTON, BEDFORD, AND ...	Closed	02/22/2023
L1645-C1	Closed	02/08/2023

Submit Qualifications under Required Document List

The screenshot shows the details for the 'A447 RFQ PROFESSIONAL SERVICES' solicitation. The page includes a navigation bar, a 'Status: Draft' indicator, and a 'Attachments List' section. The 'General Info' section contains the following details:

- Number: A447 RFQ PROFESSIONAL SERVICES
- Deadline: 06/22/2023 12:00 PM EDT
- Auto Advertise: 05/16/2023 09:00 AM EDT
- Description: Professional Consultant Services A447 TERM ROOF AND BUILDING ENVELOP ALL MASSPORT FACILITIES BOSTON, BEDFORD & WORCESTER MASSACHUSETTS
- MAV: 2023
- State: Massachusetts
- County: Suffolk

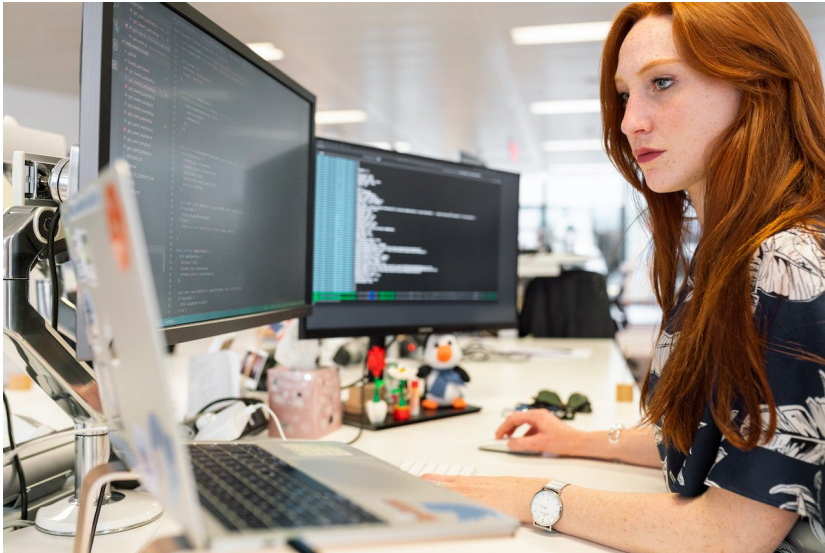
Below the general info is a map of the project location in Suffolk County, Massachusetts. The 'Project Solicitation Documents' section is currently empty.



## MPA# A456 FY24–26 PROJECT AND PROGRAM MANAGEMENT SUPPORT SERVICES Consultant Briefing

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### Project Management Services



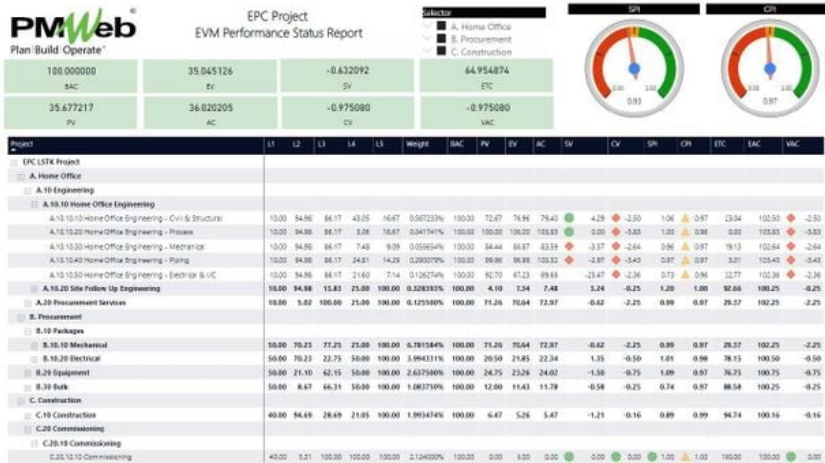
### Project Management

- Acts as MPA PM on select projects
- Prepares project budgeting in conjunction with Designer
- Design oversight – schedule and budget using PM Web
- Construction monitoring with MPA Construction Admin group, Resident, Contractor
- Construction closeout – directing Designer and CxA – Punch list, Asset Management, Commissioning
- Project manager training – using MPA Project Delivery Guidelines

# MPA# A456 FY24–26 PROJECT AND PROGRAM MANAGEMENT SUPPORT SERVICES

## Consultant Briefing

### Program Management Services



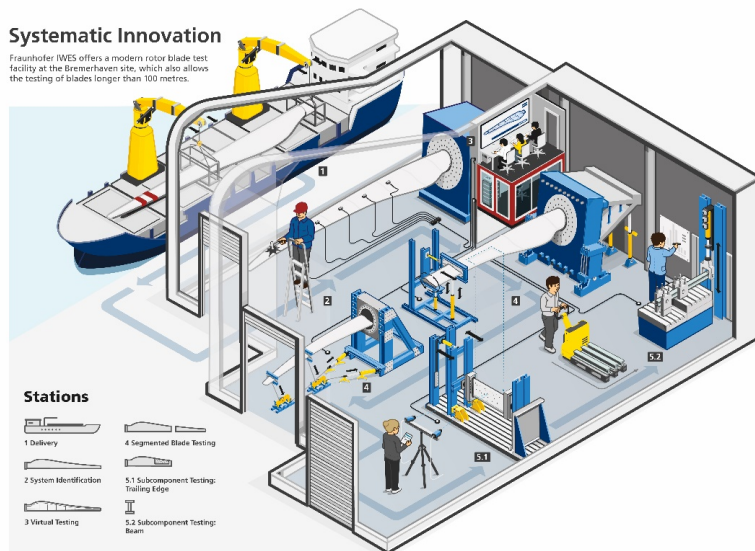
### Program Controls Support

- Estimating – review and reconcile project estimates
- Scheduling – monitor and adjust project and program schedules
- Change management – review and adjust COs, evaluate project impacts
- General support – assist in Capital Improvements Plan in program development, adjustment, dashboards, training
- Data management – quality, integrity, analytics, integration in support of CIP



# MPA# A456 FY24–26 PROJECT AND PROGRAM MANAGEMENT SUPPORT SERVICES Consultant Briefing

## Ch. 25A Design-Build Oversight



## Chapter 25A Design and Construction Oversight for Design-Build

- Energy and water efficiency retrofits
- May include: low carbon HVAC systems, envelope improvements, geo-exchange borefields, etc.
- Acts as OPM for:
  - Design oversight – schedule and budget using PM Web
  - Construction monitoring with MPA Construction Admin group, Resident, Designer, Contractor
  - Construction closeout – directing Designer and CxA – Punch list, Asset Management, Commissioning

## MPA# A456 FY24–26 PROJECT AND PROGRAM MANAGEMENT SUPPORT SERVICES Consultant Briefing

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### Special Provisions for Key Personnel



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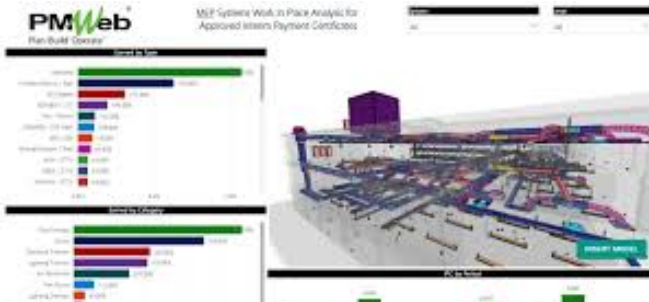
### Contractual Provisions to be Included

- ALL personnel proposed for assignment to this project are subject to approval by MPA
- Services under this agreement will be performed on site at MPA facilities
- Assigned key personnel (managers) must devote a minimum of 50 % of her time to MPA project/program to which she is assigned
- Assigned key personnel are required to provide a minimum of 90 consecutive business days on MPA assignments – retraining costs for early replacements will be borne by Consultant



# MPA# A456 FY24–26 PROJECT AND PROGRAM MANAGEMENT SUPPORT SERVICES Consultant Briefing

## Evaluation Criteria



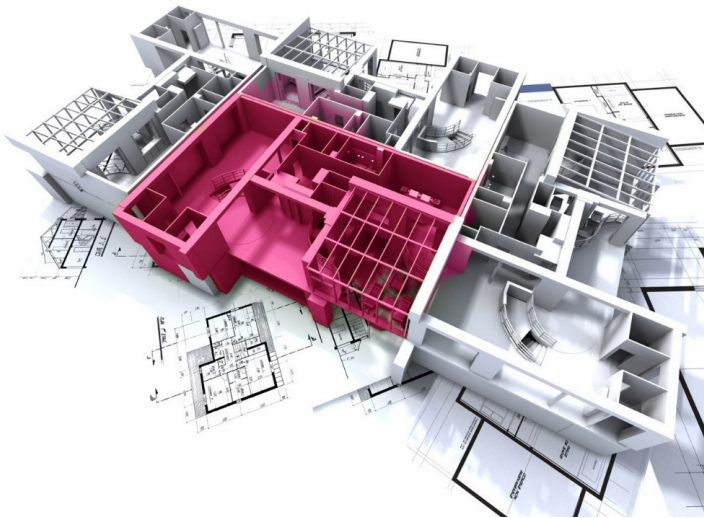
## 1. Demonstrated experience

- Team on similar projects
- Project Management and Program Controls proposed Project Managers – similar projects in size and complexity
- Ch. 25A – must be as OPM for these projects. Other non-Ch. 25A DB projects are not acceptable substitutes.
- Key staff acting as Project Managers must have familiarity with Ch. 149A, 149, 30, and 25A for Project Management component of this project and must have PM Web experience for the Project Controls component

# MPA# A456 FY24–26 PROJECT AND PROGRAM MANAGEMENT SUPPORT SERVICES Consultant Briefing

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## Evaluation Criteria



## 2. Experience in BIM/VDC

- Integration and management during design and construction
- Experience in Lean Design & Construction (e.g., Last Planner, Scrum)
- Management of BIM projects





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## Evaluation Criteria



## 3. Diversity and Inclusion

- Approach proposed to enhance D&I
- Roles and amount of responsibilities

## MPA# A456 FY24–26 PROJECT AND PROGRAM MANAGEMENT SUPPORT SERVICES Consultant Briefing

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### Key pre-selection dates

EVENT	DATE/TIME
Solicitation: Release Date and Supplemental Package Available	WEDNESDAY, APRIL 17, 2024
Consultant Briefing	TUESDAY, APRIL 23, 2024 @ 2PM
Deadline for submission of written questions	MONDAY APRIL 29, 2024 @ 12PM (noon)
Official answers published (Estimated)	FRIDAY, MAY 3, 2024
Solicitation: Close Date / Submission Deadline	THURSDAY MAY 30, 2024 @ 12PM (noon)

# MPA# A456 FY24–26 PROJECT AND PROGRAM MANAGEMENT SUPPORT SERVICES Consultant Briefing

## Submission in Bid Express

The image shows two screenshots. The top one is a resume form titled 'E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT'. It includes fields for name, role, years of experience, firm name, education, and professional registration. The bottom screenshot shows the Bid Express website interface, displaying a list of solicitations with columns for Solicitation, Project, Status, and Due date.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT			
12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. CURRENT FIRM
HB&A	Project Manager	20	20
15. FIRM NAME AND LOCATION (City and State) HB&A, LLC - Colorado Springs, CO			
16. EDUCATION (degree and specialization) Bachelor of Architecture - University of Florida		17. CURRENT PROFESSIONAL REGISTRATION (State and discipline) Architecture - State of Florida	
18. OTHER PROFESSIONAL QUALIFICATIONS Key Skills: Sustainable Design, Urban Design, Concept Studies, Planning, Urbanism, Design Charismas, Condition Assessment, Environmental, Sustainability, etc.			

Solicitation	Project	Status	Due
A457 RFQ PROFESSIONAL CONSULTANT SERVICES		Draft	05/23/2024
M712 RFQ PROFESSIONAL CONSULTANT SERVICES		Advertised	05/09/2024
L1633 RFQ DESIGN-BUILD		Advertised	05/02/2024
L1821-C1 CM@R TRADE RFQ		Advertised	05/02/2024
A490 PROFESSIONAL CONSULTANT SERVICES		Advertised	05/02/2024
A461 RFQ PROFESSIONAL CONSULTANT SERVICES		Advertised	04/25/2024
L1653-C1			

## Submission Requirements

- Use Form SF 330
- Include M/WBE Certifications
- Cover Letter information in Supplemental Package
- Electronic submission in Bid Express
  - Download required forms
  - Upload at same location to submit
- Reviewers tend to look unfavorably when:
  - More than 10 resumes are included
  - More than 10 pages are submitted for Other Relevant Material
- Qualifications Statements are rejected when:
  - Cover letter not included
  - Acknowledgment of required insurance is not provided
  - Part IIs for Prime and ALL subs are missing
  - Professional registration requirement as delineated in MGL Ch. 7C, Section 44 is not met

## MPA# A456 FY24–26 PROJECT AND PROGRAM MANAGEMENT SUPPORT SERVICES Consultant Briefing

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### Required Information That Must Be Included in Submission

*The Authority may reject any application if any of the required information is not provided: Cover Letter, Insurance Requirements and SF330 Part IIs for the Prime and every sub-consultant.*

*Make sure that the Cover Letter is signed “Under the pains and penalties of perjury”, and that you mention the Insurance in the Cover Letter itself.*