



MASSACHUSETTS PORT AUTHORITY
CAPITAL PROGRAMS AND ENVIRONMENTAL AFFAIRS DEPARTMENT
SUITE 209S – LOGAN OFFICE CENTER SUITE 209S
ONE HARBORSIDE DRIVE
EAST BOSTON MA 02128-2909

REQUEST FOR QUALIFICATIONS

A443 -THIRD PARTY COMMISSIONING CONSULTING

SERVICES - FY23-FY25

ALL MASSPORT OWNED AND OPERATED FACILITIES

SUPPLEMENTAL INFORMATION PACKAGE



LEGAL NOTICE
REQUEST FOR QUALIFICATIONS

The MASSACHUSETTS PORT AUTHORITY (Authority) is soliciting consulting services for **MPA CONTRACT NO. A443 THIRD PARTY COMMISSIONING CONSULTING SERVICES**. The Authority is seeking qualified consulting firm or team, with proven experience to provide professional commissioning services. These services are expected to be provided at Logan International Airport, Hanscom Field, Worcester Regional Airport, Conley Terminal, Flynn Cruiseport Boston, and Logan Express locations in Framingham, Braintree, Woburn, and Peabody. The Consultant/s must be able to work closely with the Authority and other interested parties in order to provide such services in a timely and effective manner.

The consultant(s) shall demonstrate experience in several disciplines including but not limited to commissioning services for mechanical, electrical, plumbing, fire alarm and fire protection, building system controls, and building envelopes.

The Authority expects to select three (3) consultants. However, the Authority reserves the right to select a different number if it is deemed in its best interest to do so. Each consultant shall be issued a contract in an amount not to exceed **One Million Dollars (\$1,000,000)**. The services shall be authorized on a work order basis.

A Supplemental Information Package will be available, on **Wednesday, April 19, 2023** on the Capital Bid Opportunities webpage of Massport <http://www.massport.com/massport/business/bids-opportunities/capital-bids> as an attachment to the original Legal Notice, and on COMMBUYS (www.commbuys.com) in the listings for this project. If you have problems finding it, please contact Susan Brace at Capital Programs SBrace@massport.com. The Supplemental Information Package will provide detailed information about Scope of Work, Selection Criteria and Submission Requirements.

By responding to this solicitation, consultants agree to accept the terms and conditions of Massport's standard work order agreement, a copy of the Authority's standard agreement can be found on the Authority's web page at <http://www.massport.com/massport/business/capital-improvements/important-documents/> . The Consultant shall specify in its cover letter that it has the ability to obtain requisite insurance coverage.

This submission shall be addressed to Luciana Burdi, Intl. Assoc. AIA, CCM, MCPPO, Director of Capital Programs and Environmental Affairs and received no later than **12:00 Noon on Friday, May 26, 2023**, at the Massachusetts Port Authority, Logan Office Center, One Harborside Drive, Suite 209S, Logan International Airport, East Boston, MA 02128-2909. Any submission which is not received by the deadline, shall be rejected by the Authority as non-responsive. Any information provided to the Authority in any Proposal or other written or oral communication between the Proposer and the Authority will not be, or deemed to have been, proprietary or confidential, although the Authority will use reasonable efforts not to disclose such information to persons who are not employees or consultants retained by the Authority except as may be required by M.G.L. c.66.

MASSACHUSETTS PORT AUTHORITY
LISA S. WIELAND
CEO & EXECUTIVE DIRECTOR



SCOPE OF WORK:

The MASSACHUSETTS PORT AUTHORITY (Authority) is soliciting consulting services for **MPA CONTRACT NO. A443 THIRD PARTY COMMISSIONING CONSULTING SERVICES**. The Authority is seeking qualified multidisciplined consulting firm or team, with proven experience to provide professional commissioning services including planning, design, and construction related services including resident inspection, on an on-call, as needed basis. These services are expected to be provided for all Massport properties. The Consultant must be able to work closely with the Authority and other interested parties in order to provide such services in a timely and effective manner.

The consultant/s shall demonstrate experience in several disciplines including but not limited to ensuring that all building systems are completely installed and functioning properly, and that facility staff has adequate system documentation and training. Projects under this contract may be for initial commissioning of new construction, additions, or major renovations. Retro-Commissioning of existing facilities experiencing issues/systems failures and re-commissioning previously commissioned buildings and systems. There is a potential that the contract(s) may be utilized by other Massport departments, as approved by the Capital Programs Department. The quantity and duration of projects will depend on Massport's project requirements and needs for these services. The projects may range from small and simple to large and complex.

Depending on the project, the Commissioning Agent (CxA) can be involved from the design phase, construction phase through the warranty or post-construction phase. The CxA shall review the design. During construction, the CxA coordinates the execution of a testing plan, which includes observing and documenting all systems' performance to ensure that the systems are functioning in accordance with the Owner's Project Requirements and the contract documents. The CxA is not responsible for design or general construction scheduling, cost estimating, or construction management, but may assist with problem-solving or resolving nonconformance issues or deficiencies.

The scope of work shall include, but not be limited to the following:

A. Systems to be commissioned are, but are not limited to:

- 1) HVAC Systems/Equipment
 - a. Chillers
 - b. Chilled water systems
 - c. Boilers
 - d. Hot water system and pumps
 - e. Cooling towers
 - f. Condenser water system and pumps
 - g. Fans
 - h. Rooftop units
 - i. Make-up air units
 - j. Computer room AC units
 - k. VAV terminal units
- 2) Building Automation System
 - a. Control panels, operator station, graphic displays
 - b. Data alarming and trending
 - c. Field sensors and equipment interfaces
 - d. Operating sequences and controls
- 3) Plumbing Systems
 - a. Domestic water heaters
 - b. Domestic hot water system and pump



4) Electric Systems

- a. Lighting Controls including occupancy & daylight sensors, and interface with building automation systems
- b. Emergency power system including generator, switchgear, transfer switches and controls
- c. Fire alarm systems
- d. Duress and other security /safety alarm systems
- e. Plumbing controls

B. All services of the Commissioning Authority (CxA) shall be performed by or under the supervision of a Licensed Professional Engineer.

C. The CxA shall have documented commissioning authority experience in at least five building projects of equivalent size and complexity in the same EPA climate zone as the proposed project location.

D. The CxA shall, without limitation to Massport's right to require other services not listed herein, carry out the responsibilities defined in the scope of services set forth below. Such services shall be performed consistent with the highest standard of care for professionals performing similar scopes of services. The Cx Agent shall, as a minimum, undertake the responsibilities necessary and customarily provided by Cx Agent Firms conducting business in the Commonwealth of Massachusetts to ensure that all of Massport's goals, standards, policies and procedures are adhered to over the course of assignments. The Cx Services shall be governed by MGL requirements of the Consultant (Commissioning) Services Agreement between Massport and CxA. Such requirements include, but are not limited to, the following:

- a. Systematic documentation that specified components and systems have been designed, installed and started up properly, and functionally tested to verify and document proper operation through all modes and conditions.
- b. Verification that training of Massport personnel is properly completed.
- c. Review of final Operations & Maintenance (O&M) documents for completeness.
- d. Performance of CxA Services during the Preconstruction Period.
- e. Performance of CxA Services during the Construction Period.
- f. Performance of CxA Services during the Post-construction Period.
- g. Performance of all CxA Services in accordance with the Consultant (Commissioning) Services Agreement between Massport and CxA.

In addition, Cx Agent shall:

- a. Consult, as necessary, with Massport employees and Massport consultants such as the architect and general contractor, regulatory agencies, and/or representatives of the Commonwealth regarding the Cx Services.
- b. Attend meetings with Massport employees and Massport consultants such as the architect, general contractor, and/or other professionals from the Commonwealth of Massachusetts, local, and regional agencies as needed or directed in order to properly perform the Cx Services.
- c. Provide a professional level of review of all deliverables to ensure quality, technical accuracy, and the coordination of all documents furnished by Cx Agent.
- d. Cx Agent shall, without additional compensation, correct or revise any errors in its documents and services.



EVALUATION CRITERIA:

The submission shall be evaluated on the basis of the following equally weighted criteria:

- (1) Demonstrated experience and knowledge of the team with the commissioning of projects, particularly important to demonstrate for the Project Manager. Highlight the experience and expertise for major sub-consultants and their assigned staff.
- (2) Project understanding and proposed technical approach including the commissioning process during construction, document preparation, cost management, scheduling capabilities, and the ability to plan and perform work with minimal disruption to operations, and
- (3) Demonstrated experience of projects where the use of Lean Design & Construction (Last Planner System®, Scrum or other tools) was incorporated to increase the reliability and significantly improve projects and teams' performance, and
- (4) Proposed approach to enhance diversity and inclusion of the project team to increase the pool of consultants working on the Authority's projects. For those M/WBE firms proposed, please describe type and/or category of work (i.e. architecture, structural, Lean, etc.); include the specific roles to be played by M/WBE and the extent to which such M/WBE involvement is anticipated as of date of the proposal submission, (% goal)

The Authority recommends that each evaluation criteria is addressed in the response as a separate section.

The selection shall involve a two-step process including the shortlisting of a minimum of three firms based on an evaluation of the Statements of Qualifications received in response to this solicitation, followed immediately by a final selection of the consultant by the Authority. The Authority reserves the right to interview the firms prior to final selection, if deemed appropriate.

SUBMISSION REQUIREMENTS:

Each submission shall include a Statement of Qualifications that provides detailed information in response to the evaluation criteria set forth below and include Architect/Engineer & Related Services questionnaires SF 330 (www.gsa.gov/portal/forms/download/116486) with the appropriate number of Part IIs. M/WBE certification of the prime and subconsultants shall be current at the time of submittal and the Consultant shall provide a copy of the M/WBE certification letter from the Supplier Diversity Office for M/WBE and from the MassUCP for DBE, within its submittal.

All individuals responsible for technical disciplines shall, upon commencement of the project, be registered Architects or Engineers, in that discipline, in the Commonwealth of Massachusetts.

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 in the Cover Letter you mention the Insurance requirements.

Submissions shall be printed on both sides of the sheet (8 1/2" x 11"). One (1) original and eight (8) copies of a bound document AND one PDF version on a thumb drive each limited to:

- 1) an SF 330 including the appropriate number of Part IIs,
- 2) resumes of key individuals only each limited to one (1) page under SF 330, Section E,
- 3) no more than ten (10) projects each limited to one (1) page under SF 330, Section F,
- 4) no more than 3 sheets (6 pages) of information contained under SF 330 Section H addressing the evaluation items, and
- 5) no more than 2 sheets (4 pages) of other relevant material not including a 2-page (max.) cover letter, SDO certification letters, covers, dividers, and other required information.



By responding to this solicitation, consultants agree to accept the terms and conditions of Massport’s standard work order agreement, a copy of the Authority’s standard agreement can be found on the Authority’s web page at <http://www.massport.com/massport/business/capital-improvements/important-documents/>. The Consultant shall specify in its cover letter that it has the ability to obtain requisite insurance coverage.

This submission, shall be addressed to Luciana Burdi, Intl. Assoc. AIA, CCM, MCPPO, Director of Capital Programs and Environmental Affairs and received no later than **12:00 Noon on May 26, 2023**, at the Massachusetts Port Authority, Logan Office Center, One Harborside Drive, Suite 209S, Logan International Airport, East Boston, MA 02128-2909. Any submission which is not received by the deadline shall be rejected by the Authority as non-responsive. Any information provided to the Authority in any Proposal or other written or oral communication between the Proposer and the Authority will not be, or deemed to have been, proprietary or confidential, although the Authority will use reasonable efforts not to disclose such information to persons who are not employees or consultants retained by the Authority except as may be required by M.G.L. c.66.

The procurement process for these services will proceed according to the following anticipated schedule:

EVENT	DATE/TIME
Solicitation: Release Date and Supplemental Package Available	Wednesday April 19, 2023
Deadline for submission of written questions	Thursday, May 4, 2023, at 12:00PM (noon)
Official answers published (Estimated)	Thursday, May 11, 2023,
Solicitation: Close Date / Submission Deadline	Friday, May 26, 2023, at 12:00PM (noon)

Times are Eastern Standard Time (US).

Questions may be sent via email to CPBidQuestions@massport.com subject to the deadline for receipt stated in the timetable above. *In the subject lines of your email, please reference the MPA Project Name and Number.* Questions and their responses will be posted on Capital Bid Opportunities webpage of Massport <http://www.massport.com/massport/business/bids-opportunities/capital-bids> as an attachment to the original Legal Notice and on COMMBUYS (www.commbuys.com) in the listings for this project.

PROJECT REQUIREMENTS:

Massport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, all bidders/proposers will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

Project requirements include, but are not limited to:

Terms & Conditions:

By responding to this solicitation, consultants agree to accept the terms and conditions of Massport’s standard agreement, a copy of the Authority’s standard agreement can be found on the Authority’s web page at <http://www.massport.com/massport/business/capital-improvements/important-documents/>.



Additional Requirements and Guidelines:

As deemed appropriate and required by the Authority or the project's needs, the consultant agrees to follow the requirements set forth in the Guidelines and Standards that can be found on the Authority's web page at <http://www.massport.com/massport/business/capital-improvements/important-documents>.

M/WBE Participation:

The Authority is committed to helping address the disparity in the participation of minorities and women in design. Along with the MWBE commitments which reflect ownership status set forth below, the Authority's Designer Selection Panel are interested in learning about the applicant firm's approach and commitment to diversity in its HR policy, its overall business practices and in assembling this Project team. Firms are encouraged to be creative in assembling their teams by considering dividing the work of a particular discipline, when appropriate, including work it would typically provide in house, partnering, offering opportunities to qualified firms with which it or its consultants have not previously worked or firms that may have less experience working on public projects, and other means that provide additional opportunities for MWBE firms in new ways.

Applicants, as prime firm and team lead, in their application, should directly address their approach to enhancing diversity in assembling the team for this Project, including a clear description of each working relationship, and in their overall HR and business practices. The Authority strongly encourages teams composed of firms that expand the overall breadth of different firms working on Authority Projects.

The Commonwealth of Massachusetts establishes combined M/WBE participation goals of 21.6% for design of state-funded and state-assisted projects. Massport will be highly interested in those proposals whose strategy and approach exceed the stated goal.

Applications from M/WBE firms as prime consultant are encouraged. Applicants that are themselves M/WBE certified may use their participation toward meeting the determined work order goal for the certification they hold and will be required to bring participation by additional firm(s) that holds the necessary certifications to meet or exceed the goals assigned. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet the M/WBE goals. Consultants to the prime can team within their disciplines in order to meet the M/WBE goals, but must state this relationship.

Please note that only firms that are currently certified as M/WBE and DBE in the Commonwealth of Massachusetts be credited toward meeting Project M/WBE or DBE goals.

**MASSACHUSETTS PORT AUTHORITY
LISA S. WIELAND
CEO & EXECUTIVE DIRECTOR**