



W278
REHABILITATION OF RUNWAY 11-29
WORCESTER REGIONAL AIRPORT
WORCSTER, MASSACHUSETTS

RESPONSES TO QUESTIONS

April 4, 2022

The attention of consultants submitting proposals for the RFQ is called to the following Responses to Questions to the subject RFQ. The items set forth herein, whether of omission, addition, substitution, or clarifications are all to be included in and form a part of the proposal submitted.

Responses to Questions:

- 1. Please clarify whether there is a need for 8 or 15 copies of the qualification submission.**

Please refer to page 6 of the RFQ supplemental package for this project that states in part: "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 disc, or thumb drive..."

- 2. Please confirm the submittal is limited to an SF330 (cover letter, SF330, SDO/Mass UCP certification letters, covers, and dividers, and litigation and legal proceedings) or is the submittal to include an SF330 in addition to our Statement of Qualifications?**

Standard Form SF330 is your statement of qualifications. Part I has a specific format that includes sections A through H. The limitations of the sections are as follows:

*"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 criteria (except for the litigation and legal proceedings history), and
5) no more than 2 sheets (4 pages) of other relevant material not including a 2 page (max.) cover letter, SDO/Mass UCP certification letters, covers, dividers, and other required information."*

- 3. Under submission requirements can the Consultants use the 2 sheets (4 pages) to further address the evaluation criteria in Section H? If so, should we include these sheets within Section H?**

The selection criteria should be addressed in Section H if possible. If it cannot be addressed there, you would need to continue to address the criteria in a separate section indicated as Other

Information immediately following Section H. No more than 2 sheets (4 pages) are allowed for Other Information.

- 4. Under submission requirements can the Consultants use the 2 sheets (4 pages) to provide additional projects noted in Section F?**

Section F should contain all information listed and may not exceed a single sheet per project. The additional 2 sheets of Other Information can contain any information the consultant feels is relevant.

- 5. Are the Consultants to address the evaluation criteria in two separate sections or is Section H and the Statement of Qualifications one in the same? If the Consultant has to submit a separate “Statement of Qualifications”, is there a page limit?**

Refer to response 2 above.

- 6. Please confirm the requirements of the Consultants submittal only needs to include: Cover letter, SF330, SDO/Mass UCP certification letters, covers, and dividers, along with the litigation and legal proceedings in a separate envelope?**

Refer to the response to question 2 above and the supplemental package that is posted on the Massport website.

- 7. Does the Consultant need to provide insurance certificates at this time of the submission?**

No, insurance certificates are not part of the submission. The Consultant only needs to attest in its cover letter that it has the ability to obtain requisite insurance coverage. Insurance certificates will be required from the selected consultant during contract preparation.

- 8. Per the RFQ page 7, the litigation and legal proceedings history is noted to be due on Thursday, April 21st; however, page 1 indicates the submission, including the litigation and legal proceedings history, is due on April 27th. Can you please confirm the due date for the litigation and legal proceedings history?**

The due date for the litigation and legal proceedings shall be WEDNESDAY, APRIL 27, 2022 at 12:00PM (noon).

Please note the attendance list from the briefing held on March 24th as well as the briefing materials have been posted on the Massport web-site.

END OF QUESTIONS AND RESPONSES
