



L1833- Cargo Throughput Facility

**ADDENDA
&
RESPONSES TO QUESTIONS
November 22, 2023**

The attention of consultants submitting proposals for the RFQ is called to the following Addenda & 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.

Addenda: Within the Legal Notice and Supplemental Package (page 8)

Please substitute:

Submissions shall be printed on both sides of the sheet (8 1/2" x 11"). One (1) original and fourteen (14) 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 Thursday, December 7, 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.

With:

RFQ Instructions for Electronic Submission:

Electronic submissions will be via <https://www.bidexpress.com/businesses/27137/home>. Please refer to <https://www.massport.com/massport/business/bids-opportunities/capital-bids/> website for instructions on how to submit an electronic RFQ submittal.

1. Download RFQ documents in Bid Express and fully review them before submitting your electronic Statement of Qualifications.
2. Upload ALL required documents listed below in accordance with the instructions on Bid Express and those in the RFQ. Failure to include all required materials or to provide materials in a format different than that specified may have a negative effect on the evaluation or result in disqualification.
3. Click the “Submit” button in Bid Express to review your response for completeness and to encrypt/submit your response electronically.

File Naming Convention:

MPA project #_Company Name-YY-MM-DD.pdf

Example: L2302_Massport-23-04-24.pdf

Files submitted via Bid Express must follow the above filing naming convention specific in the “Description” field for each document in the “Required Document Upload” table in Bid Express. The file name and description entered during the file upload process ensures each file can be readily identified by Massport.

All submissions must be in .pdf format and must be in such a way that they can be read on a computer and printed on 8 ½” x 11” paper, unless otherwise specified.

Please consider the number of pages being submitted, including the following:

- Resumes of the top 10 key individuals, each limited to one (1) page under SF 330, Section E,
- No more than ten (10) projects each limited to one (1) page under SF 330, Section F,
- No more than ten pages (5 sheets) between SF 330 Section H and “other relevant materials” section of the submission

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Responses to Questions:

- 1. Will the respondent be responsible for UPS’s building, or UPS be bringing in their own design team?**

The proposed Throughput Facility is envisioned as a multi-tenant facility with UPS as one of the major users. In addition to moving the UPS cargo through the building, it should facilitate movement of belly cargo from international airlines that serve Terminal E. The respondent will be

required to work with key UPS staff, Massport staff and other key stakeholders to define the overall program for the building.

- 2. In the pre-bid meeting it was stated the proposal be submitted via an online portal which is NOT mentioned in the RFQ. Please confirm how the proposal should be submitted. Confirm if printed and bound hard copies are required of the submittal and, if so, in what quantity. In the pre-bid meeting it was suggested that Environmental analysis of the site will be required. Will this be provided by Massport?**

*Printed and bound copies are **NOT** required and please refer to addenda above for clarification of instructions for responding on BidExpress. The authority will not be performing the environmental analysis of the proposed site seeks a qualified consultant that will be able to demonstrate experience and expertise in the process and selection of civil, geotechnical and environmental engineers to perform necessary testing such as soil sampling and borings to make recommendations that ensure that the building can be built on the proposed site. The respondent will be required to work with key Massport staff and other key stakeholders to define the overall siting and programming requirements for the building.*