



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

REQUEST FOR QUALIFICATIONS

MPA CONTRACT NO. A461

BUILDING SUSTAINABILITY & EFFICIENCY

IMPROVEMENTS



SUPPLEMENTAL INFORMATION PACKAGE



LEGAL NOTICE
REQUEST FOR QUALIFICATIONS

The MASSACHUSETTS PORT AUTHORITY (Authority) is soliciting consulting services for MPA CONTRACT NO. **A461 BUILDING SUSTAINABILITY & EFFICIENCY IMPROVEMENTS**. The Authority is seeking three (3) qualified multidiscipline consulting firms or teams, with proven experience to provide professional 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 at all Massport Facilities. 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 shall demonstrate experience in several disciplines including but not limited to Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Protection, Metering, Photovoltaics, Code Compliance, Cost Estimating, Construction Phasing, Climate Resiliency and Sustainable Design.

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 FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000.00)**. The services shall be authorized on a work order basis.

A Supplemental Information Package will be available, on **Wednesday, March 13, 2024** 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.

In recognition of the unique nature of the project and the services required to support it, the Authority has scheduled a Consultant Briefing to be held **via Zoom <https://massport.zoom.us/j/86727439062> on March 21, 2024 at 4:00PM. The Consultant Briefing can also be attended via Zoom at 1-646-518-9805, or 1-267-831-0333 with Meeting ID: 867 2743 9062.** At this session, an overview of the project will be provided, the services requested by the Authority will be described, and questions will be answered.

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/>. 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, NAC, Director of Capital Programs and Environmental Affairs and received no later than **12:00 Noon on Thursday April 25, 2024** Via **Bid Express** <https://www.bidexpress.com/businesses/27137/home>. Any submission which is not received by the deadline shall be rejected by the Authority as non-responsive.

MASSACHUSETTS PORT AUTHORITY
EDWARD C. FRENI
INTERIM CEO & DIRECTOR OF AVIATION



SCOPE OF WORK:

The Authority is seeking three (3) qualified multidiscipline consulting firms or teams, with proven experience to provide professional services with an emphasis in Architectural, Mechanical, Electrical, Plumbing and Fire Protection Engineering. The services shall include planning, design, and construction oversight related services, including resident inspection, on an on-call, as-needed basis. These services are expected to be provided across various Massport facilities. The Consultant(s) must be able to work closely with the Authority and other interested parties to provide such services in a timely and effective manner.

The Massachusetts Port Authority has recently completed a Building Condition Assessment Audit as well as an ASHRAE (American Society of Heating, Refrigerating and Air Conditioning Engineers) audit of hundreds of Massport-owned buildings. As a result of these efforts, the Authority has developed a database of findings, with varying degrees of urgency that the Authority is required to address. The prospective Consultant(s) will support the Authority in the design-related and construction oversight needs to execute the necessary building improvements.

The consultant shall demonstrate experience in several disciplines including but not limited to Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Protection, Metering, Photovoltaics, Code Compliance, Cost Estimating, Construction Phasing, Climate Resiliency and Sustainable Design.

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

The Scope of Work comprises of two general components:

- (a) Improvements to existing Massport buildings based on the findings from already completed MICA and ASHRAE studies, and
- (b) Provide photovoltaic (“PV”) panel and associated electrical component design, complete with structural design and load calculations for PV panel installation.

More specifically, as part of this project’s scope of work the consultant(s) will be expected to:

- Confirm there are no major technical barriers to the proposed building improvement recommendations.
- Design various scopes of work in a manner that produces the least amount of impact to current operations occurring in operational facilities.
- Provide multiple sets of Construction Documents, based on location of recommended improvements and Scopes of Work.
- Provide building metering design for electrical, mechanical and water equipment and systems, as per Massport standards.

In addition, the scope of work may include improvements, alterations, or additions to various facilities such as: airline terminals, aircraft hangars, maritime shipping terminals, office buildings, maintenance facilities, garages, sheds, warehouses, electrical substations, pump houses, elevators, escalators, and security systems. Building system improvements will include heating, chilled water and high temperature hot water and steam supply, air conditioning and ventilation, automatic temperature controls, fire protection and fire alarm systems, plumbing systems, high and low voltage electrical systems and building metering. The consultant shall also provide assistance with the Authority’s implementation of Energy Efficiency Initiatives including LED lighting retrofits and occupancy sensors, Photovoltaics, Demand Control Ventilation, HVAC retro-commissioning, high voltage transmission and distribution infrastructure system design and configuration and cogeneration. Services may include but shall not be limited to conceptual or schematic drawings and outline specifications, design development or construction drawings and specifications, construction services, resident inspection services, cost estimates and analyses, investigations, reports, value



engineering, and energy audits. Identification and abatement of hazardous or contaminated materials is not anticipated as part of the project's scope of work.

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EVALUATION CRITERIA:

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

- (1) Demonstrated experience and knowledge of the team for similar projects of similar size and complexity particularly important to demonstrate for the proposed Project Manager. Highlight the experience and expertise for major sub-consultants and their assigned staff. Familiarity with MGL, including filed sub-bid experience, and
- (2) Project understanding and proposed technical approach including QA/QC process during document preparation, cost management and scheduling capabilities, construction oversight, ability to plan and perform work with minimal disruption to operations, and
- (3) Demonstrated experience in integrating and managing VDC in the planning, design and construction. Experience of utilizing Lean Design & Construction (Last Planner System®, Scrum or others tools) to increase the reliability and significantly improve projects and teams' performance, and
- (4) Demonstrated project experience in sustainable and resilient high performance building and infrastructure design and construction, including experience with low, net zero ready or net zero emissions, water, and waste, lifecycle analysis including embodied carbon, innovative renewable energy strategies, and building and infrastructure sustainability certification schemes relevant to this proposal. Firms are encouraged to demonstrate "outside of the box" thinking for examples of inclusion of sustainable practices into its projects, and specify how those practices may be applied to this project proposal. Firms must demonstrate the capability to incorporate design features into any project type that reflect best practices in environmental stewardship, and
- (5) 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 recommend 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.

In order to be eligible for selection, all aspects of Chapter 7C, Section 44 of the General Laws of the Commonwealth of Massachusetts shall be satisfied including the CEO/President and majority of the firm's Board of Directors or ownership shall be registered in the Commonwealth of Massachusetts in accordance with the applicable provisions of the statute. Consultants shall furnish professional registration status of the firm's board of directors or ownership. 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, Registration of the Prime "Designer" as defined in MGL Chapter 7C Section 44, 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 Requirements and Registration of the Prime "Designer" as defined in MGL Chapter 7C Section 44 in the Cover Letter itself.

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 #_Company Name-YY-MM-DD.pdf

Example: L2302_Massport-23-04-24.pdf

****Limit filename to 50 characters (this includes underscores and all letters and numbers)****

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.

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, NAC, Director of Capital Programs and Environmental Affairs and received no later than **12:00 Noon on Thursday April 25, 2024 Bid Express** <https://www.bidexpress.com/businesses/27137/home>. 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, March 13, 2024
Consultant Briefing ZOOM	https://massport.zoom.us/j/86727439062 on March 21, 2024 at 4:00PM.
Deadline for submission of written questions	Monday, March 25, 2024 at 12:00PM (noon)
Official answers published (Estimated)	Friday March 29, 2024
Solicitation: Close Date / Submission Deadline	Thursday, April 25, 2024 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 on Bid Express <https://www.bidexpress.com/> and 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:

Project requirements include, but are not limited to:

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.

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 various 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 M/WBE 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 M/WBE 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 in the Commonwealth of Massachusetts be credited toward meeting Project M/WBE goals.

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