



**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**

# **A456, FY24-26 PROJECT AND PROGRAM MANAGEMENT SUPPORT SERVICES AT ALL MPA FACILITIES**

## **SUPPLEMENTAL INFORMATION PACKAGE**



**LEGAL NOTICE**  
**REQUEST FOR QUALIFICATIONS**

The MASSACHUSETTS PORT AUTHORITY (Authority) is soliciting consulting services for **MPA CONTRACT NO. A456, FY24–26 PROJECT AND PROGRAM MANAGEMENT SUPPORT SERVICES AT ALL MPA FACILITIES**. The Authority is seeking qualified multidiscipline consulting firms or teams, with proven experience to provide professional services in two areas of expertise. First, **Project Manager** on design and construction projects relative to budget and schedule development/management; design oversight and review; construction coordination and monitoring; and punch list and closeout management. Second, **Program Management Support Services** consisting but not limited to the following: estimating including life cycle and benefit cost analysis, scheduling including CPM, change management, and overall general support including capital planning, data management, risk assessment, owner representative services and other miscellaneous requests. 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 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. Each contract will be work order based, and Consultant's fee for each work order shall be negotiated; however, the total fee for each contract shall not exceed \$3,000,000.

A Supplemental Information Package will be available, on **WEDNESDAY APRIL 17, 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](http://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/81853882587> **Meeting ID: 818 5388 2587 at 2:00 PM on Tuesday, April 23, 2024**. 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 MAY 30, 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**

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## **SCOPE OF WORK:**

The Authority is seeking qualified multidiscipline consulting firm or team, with proven experience to provide professional services including project management and program controls support. These services shall be provided for all Authority 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 Authority reserves the right to approve any Consultant employee proposed for assignment under this contract. Individuals proposed by Consultants shall provide services to the Authority on-site at the Logan Office Center in the Capital Programs and Environmental Affairs Department. Said individuals shall devote a minimum of fifty percent (50%) of their chargeable time to any assignment undertaken as a Project Manager or in Program Management. In the event that a Consultant requires a substitution for an assigned individual within a ninety (90) - day period, said individual training from the original assigned employee shall be at the Consultant's expense.

In addition, Massport might select to use these teams to lead Chapter 25A design and construction projects. This project is for energy and water efficiency retrofits and upgrades to infrastructure items, including (but not limited to) low carbon HVAC systems, envelope improvements, a geo-exchange borefield, and other associated equipment and site work, as set forth below and as will be fully developed by the selected Design-Build Team during design and preconstruction.

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

(1) In the role of Project Manager, a qualified Consultant employee to provide planning assistance, design review, construction oversight, budget management, and project closeout services for capital improvement projects as required at all Authority sites. In addition, as required, the Project Manager will assist in training Authority staff in project management strategies and techniques. The assigned Project Manager will act in full capacity as an Authority Project Manager for selected, assigned capital improvement projects. Assigned Project Manager will report directly to either the Assistant Director of Vertical Projects or the Assistant Director of Horizontal Projects.

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

1. Budgeting and scheduling
    - a. Assist with budget development for projects, providing options for best value and efficiency
    - b. Budget control including avoidance of unnecessary costs
    - c. proactive schedule management to avoid delays and promote timely completion of projects
  2. Design oversight and review
    - a. Oversee and review project designs by Design Consultants to ensure the Authority's needs are being met
    - b. Ensure that applicable codes and regulations are being followed
  3. Construction coordination and monitoring
    - a. Manage contractor procurement and pre-qualification as required
    - b. Constant communication with Construction Manager/General Contractor; Resident Engineer, Commissioning Agent, and Authority Program Manager to ensure that all construction proceeds as designed
    - c. On-site visits as necessary
    - d. Prepare construction risk assessments as may be necessary for protection of budget, schedule, safety, and environmental requirements
  4. Punch list and closeout management
    - a. Work closely with the Commissioning Agent during construction to ensure that all commissioning and asset management requirements are met
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- b. Prepare all Authority required punch list and closeout documentation for the project
5. Project Manager Training
- a. Using the Project Delivery Guidelines for project management training as developed by the Authority, assist in the training of Project Managers who are new staff of the Authority with the various aspects of project delivery from planning, to design, through construction, and for closeout, as needed

(2) In the role of Program Management Support Services, the Authority is seeking a qualified Consultant to provide program controls support services consisting but not limited to the following: estimating including life cycle and benefit cost analysis, scheduling including CPM, change management, and overall general support including capital planning, data management, risk assessment, owner representative services and other miscellaneous requests.

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

- 1. Estimating
    - a. Develop conceptual estimates
    - b. Review consultant and GC/CM estimates
    - c. Reconcile project estimates
    - d. Perform Life Cycle Cost Analysis
    - e. Provide benchmarks for various project types
    - f. Assist with the development of a cost database
    - g. Perform cost trend analysis
  - 2. Scheduling
    - a. Develop executive schedules
    - b. Develop detailed project schedules
    - c. Review project schedules
    - d. Monitor program schedules and cost
    - e. Recommend corrective actions
  - 3. Change Management
    - a. Review GC/CM construction changes
    - b. Maintain changes log
    - c. Negotiate Changes
    - d. Claims Analysis
  - 4. General Support
    - a. Provide "As Needed" staff to be assigned on both CM@ Risk and design-bid-build projects
    - b. Review of Consultant Invoices
    - c. Design Fee Analysis
    - d. Capital Planning
    - e. Risk Assessment and Mitigation
    - f. Cost Trend Analysis to identify Existing and Anticipated Costs
    - g. Variance Analysis
    - h. Project Costs Reconciliation
    - i. Assist with Project Closeouts
    - j. Labor Rate Review
    - k. Process Enhancements
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- l. Development of dashboards
  - m. Training
  - n. Other Miscellaneous Requests
5. Data Management
- a. Data Quality
  - b. Data Integrity
  - c. Data Analytics
  - d. Data Integration

**EVALUATION CRITERIA:**

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

- (1) Demonstrated experience and knowledge of the team for similar projects of similar size and complexity for both Project Manager and Project Controls assistance, particularly for public entities. It is particularly important to demonstrate this for the proposed key staff who are to act as Project Managers Geographical location and proposed percent allocation to this project should be mentioned as well. Familiarity with MGL, Ch. 149, Ch. 149A & Ch. 25A including filed sub-bid experience, is a necessity. Demonstrated experience in integrating and managing Project Management services in the planning, design and construction of capital projects, and
- (2) Demonstrated experience in integrating and managing BIM/VDC in 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. Experience and ability in managing BIM projects, and
- (3) 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), and

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 shortlisting based on an evaluation of the Statements of Qualifications received in response to this solicitation, followed immediately by a final selection of the consultants 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](http://www.gsa.gov/portal/forms/download/116486)) with the appropriate number of Part IIs. M/WBE certification of the prime and sub-consultants 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.

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 Consultant shall specify in its cover letter that it has the ability to obtain requisite insurance coverage.

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*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.*

**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 from 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.pdf

**Example: L2302\_Massport.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 (10) pages 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.

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

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

Times are Eastern Standard Time (US).

Questions may be sent via email to [CPBidQuestions@massport.com](mailto: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](http://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 for 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 and DBE in the Commonwealth of Massachusetts be credited toward meeting Project M/WBE or DBE goals.

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