



**A456, FY 24-26 PROJECT AND PROGRAM MANAGEMENT SUPPORT SERVICES
AT ALL MASSPORT FACILITIES**

**ADDENDA
&
RESPONSES TO QUESTIONS**

5/6/2024

The attention of consultants submitting proposals for the RFQ is called to the following Addenda No. 01 & 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 1:

Please substitute:

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 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.”

With:

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Addenda 2:

Please substitute:

SUBMISSION REQUIREMENTS:

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.

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Responses to Questions:

1. **SUMMARY QUESTION** – Could you please confirm which SF330 forms are to be submitted? The link that was provided within the RFQ is not working.

Response: Please refer to the Addenda 1 above.

2. **SUMMARY QUESTION** – Please confirm the total number of pages required for the response. Are the pages mentioned in the section below a minimum or maximum required?

“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.”

Response: Page limit referenced are the “Maximum” required.

3. **SUMMARY QUESTION** – Could you please explain the statement below found in the **Submission Requirements** section and its relevance to OPMs responding to these qualifications? Is registration necessary for submitting a response?

“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.

Response: Please refer to Addendum 2 above.

4. **SUMMARY QUESTION** – Will the OPM and/or Program Manager be expected to be onsite 100%? If yes, where is the office located where they will be sitting?

Response: As noted in the RFQ, 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.

5. **SUMMARY QUESTION** – Do you have an idea of the number of OPMs you need to support these projects overall?

Response: As noted in the RFQ, 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.

6. **SUMMARY QUESTION** – Are the projects they will potentially be working on also bid out publicly like this or is that only privy to internal Massport?

Response: The projects that the Consultants are expected to work on may involve Chapter 30, Chapter 149, Chapter 149A and Chapter 25A projects, each of which will have its own bidding requirements.

7. **SUMMARY QUESTION** – Are you open to considering younger professional OPMs or are you solely interested in experts i.e. 8+ years direct OPM experience for Capital Projects?

Response: As noted in the RFQ, Massport is seeking the services of a qualified multidiscipline consulting team with proven experience to provide professional services in Project and Program Management Support Services. It is up to the Consultant to propose your staffing plan.

8. **SUMMARY QUESTION** – Will sub consultants on the successful team be precluded from proposing on future design opportunities?

Response: The Prime Consultant and/or Sub consultant on the team will be precluded from proposing only on those projects that they are managing or directly or overseeing.

9. **SUMMARY QUESTION** – Does the project manager and/or the lead of Program Management Support Services require to have any specific licensing or registration in Massachusetts? (RFQ language only states that 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.)

Response: Please refer to the Response to Question No. 2 above

- 10. SUMMARY QUESTION – The RFQ A456 states a Design-Build Team will fully develop design of project(s) under Chapter 25A, please clarify what specific services and qualifications is Massport seeking and requiring under the RFQ A456?**

Response: Please refer to the RFQ for the scope of work for Project Management Services and Program Management Support Services as part of this contract. For Chapter 25A, the A456 Team will support Massport in develop & managing the D-B Team selected via Chapter 25A.