



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

MPA PROJECT NO. L1830

DANVERS LOGAN EXPRESS BUILDING

100 INDEPENDENCE WAY, DANVERS, MA 01923



SUPPLEMENTAL INFORMATION PACKAGE



LEGAL NOTICE
REQUEST FOR QUALIFICATIONS

The MASSACHUSETTS PORT AUTHORITY (Authority) is soliciting consulting services for **MPA CONTRACT NO. L1830, DANVERS LOGAN EXPRESS, 100 INDEPENDENCE WAY, DANVERS, MASSACHUSETTS 01923**. The Authority is seeking qualified multidiscipline consulting firms or teams, with proven experience to provide professional services including planning, design, and construction related services including resident inspection relative to programming, design and construction of a ticketing & information building approximately 6,100 square feet in size. 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, Civil, Structural, Mechanical, Electrical, IT/Communications/Security, Fire Protection, Plumbing, Horizontal Transportation, Geotechnical, Code Compliance, Lean Design and Construction, Virtual Design and Construction, Cost Estimating, Construction Phasing, Climate Resiliency, Sustainable Design, and Energy Efficiency.

The contract will be work order based, and that Consultant's fee for each work order shall be negotiated; however, the total fee for the contract shall not exceed **\$3,000,000**.

A Supplemental Information Package will be available, on **Wednesday, May 1, 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 **4:00PM on Tuesday, May 14, 2024**.
<https://massport.zoom.us/j/85907351640> Meeting ID: 859 0735 1640 One tap mobile +12678310333, ,85907351640# US (Philadelphia)

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, Director of Capital Programs and Environmental Affairs and received no later than **12:00 Noon on Thursday, June 20, 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
INTERM CEO & EXECUTIVE DIRECTOR



SCOPE OF WORK:

The Authority is seeking qualified multidiscipline consulting firm or team, with proven experience to provide professional services including planning, design, and construction oversight related services including resident engineering & inspection relative to the programming, design, and construction of an approximately 6,100 square foot ticketing & information building. The intent of this project is to program, design and construct the new Danvers Logan Express Building in the identified footprint as shown below in Figure 1. 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 primary function of this building will be customer service and ticketing building for the Danvers Logan Express. Elements to be programmed as follows but not limited to a public waiting area, public men’s and women’s restrooms, ticketing & information office, manager’s office, employee restroom, mother’s room, employee breakroom w/ kitchenette, storage room, janitorial closet, and utility rooms for communications, electrical, fire protection, and plumbing.

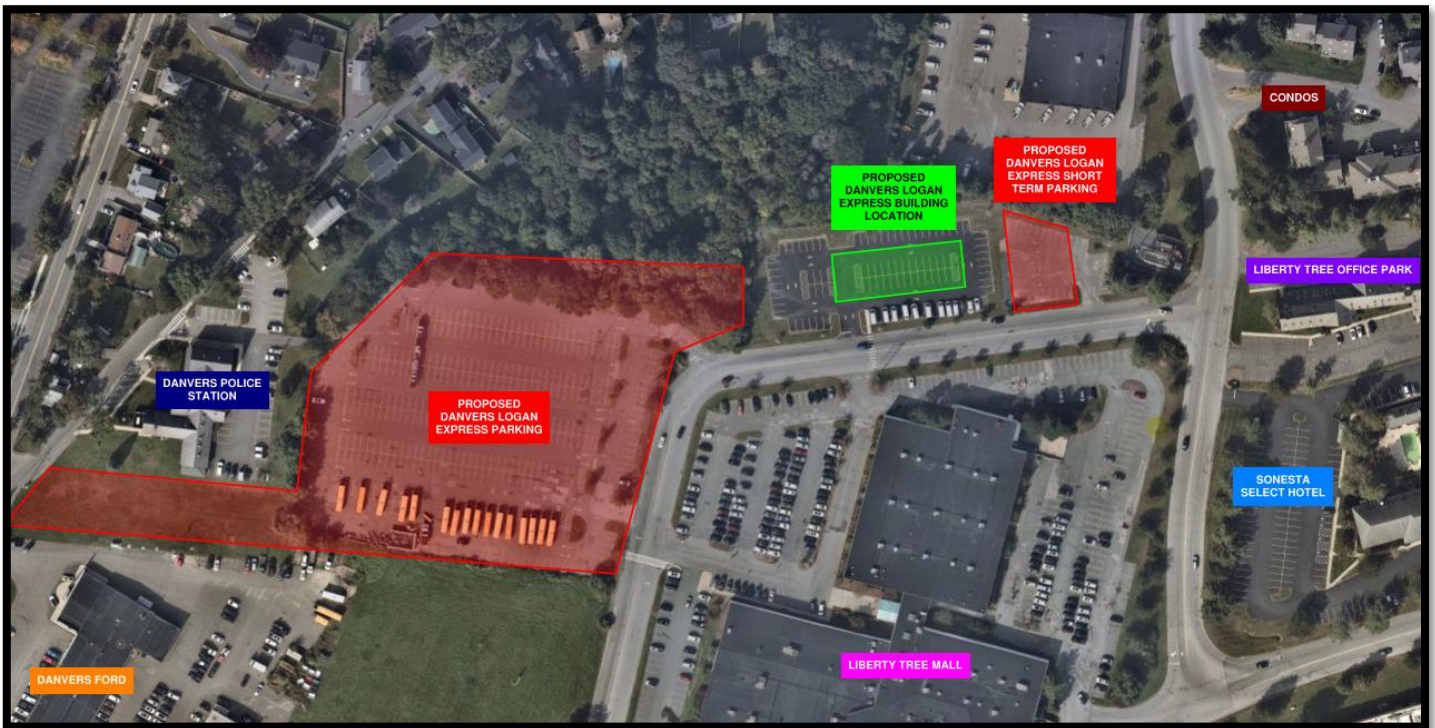


Figure 1: General Vicinity Aerial View of Future Danvers Logan Express

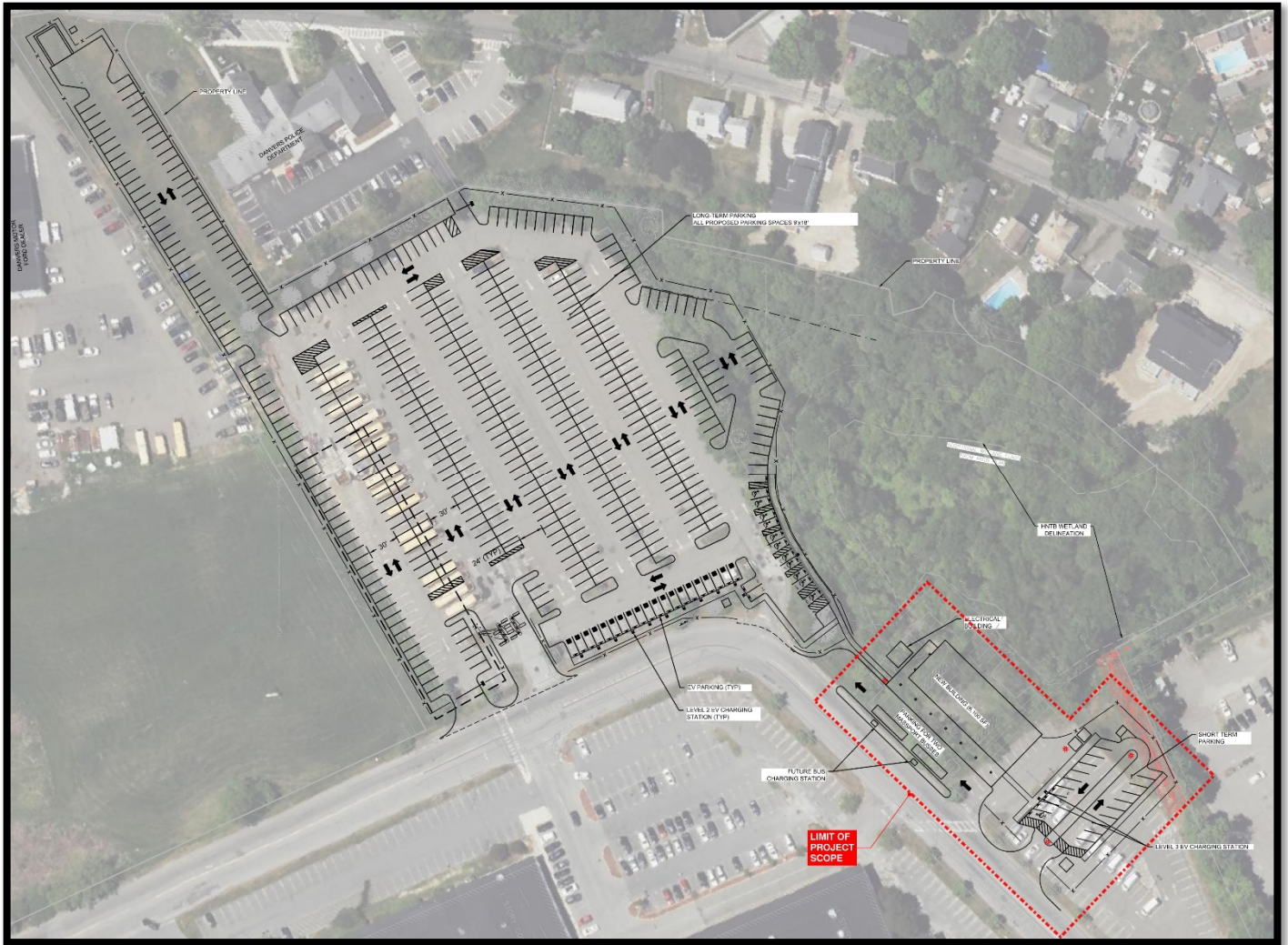


Figure 2: General Vicinity Map of Future Danvers Logan Express Building with Proposed Parking Lot Layout

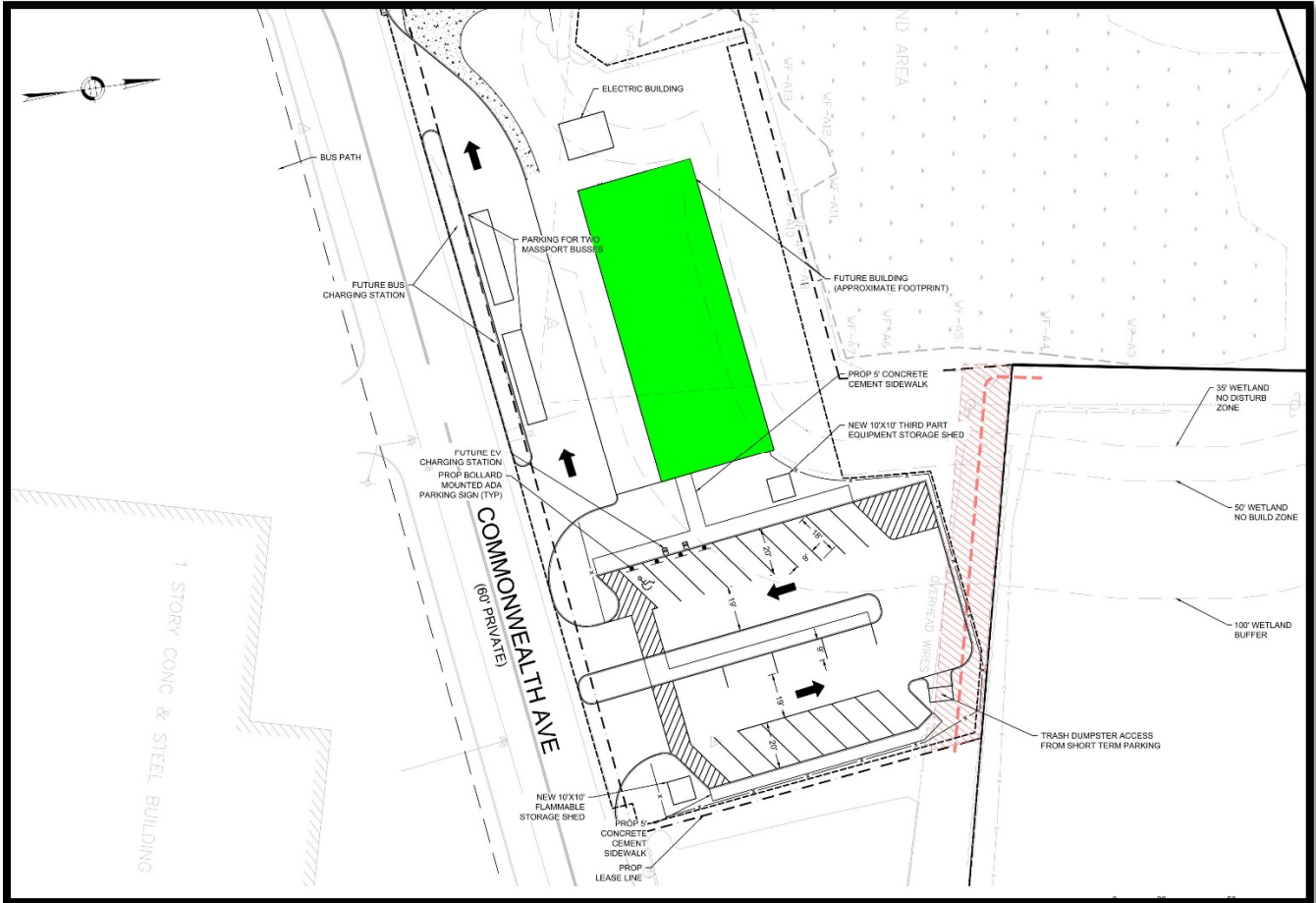


Figure 3: Future Danvers Logan Express Building with Proposed Future EV Bus Charging Locations Shown and Previously Designed Short-Term Parking Lot

The consultant shall demonstrate experience in several disciplines including but not limited to Architectural, Civil, Structural, Mechanical, Electrical, Communications/IT/Security, Plumbing, Fire Protection, Vertical Transportation, Geotechnical, Code Compliance, Cost Estimating, Construction Phasing, Climate Resiliency and Sustainable Design, Lean Design and Construction and VDC experience, and Resident Engineering Services.

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

Develop concepts for Danvers Logan Express operation; prepare program schematic designs, prepare design documents and bid documents, prepare a BIM model; prepare engineering cost estimates; provide construction support services, field inspections and qualified resident engineering during construction to ensure contractor's compliance; manage commissioning of the systems and closeout of the construction contract. The duration of these services for the Danvers Logan Express Facility will be approximately 18 months.

- (1) **Programming:** The Authority seeks to design and construct the Danvers Logan Express Building in the general vicinity as noted on the site plan of the lot off of Commonwealth Ave in Danvers, MA on the leased property of Liberty Tree Mall (*see Figure 1 above*). The ultimate function of the building will be a customer service and ticketing facility for people utilizing the Danvers Logan Express bus services. The approximate location of the future building has been provided in the planning and layout of the **temporary** site conditions. The prospective



Consultant will work with Capital Programs to determine the final configuration based on input from the Ground Transportation Department and other stakeholders.

- (2) **Design and Specifications:** The Consultant shall prepare design submissions showing the progression of the work at stages determined by the Authority. An existing topographical survey exists of the existing site conditions for the use of the selected Consultant. The Consultant will be responsible for verifying all existing conditions information. BIM/VDC models shall be the basis of design for the Danvers Logan Express Building.
- (3) **Sustainable Design, Resiliency, and Net-Zero Emissions:** The Authority places high value in sustainable design and resiliency, and actively strives to achieve net-zero emissions. Therefore, the prospective consultant(s) will be expected to consider a creative approach to the development of the design of this project so as to optimize energy efficiency, innovative elimination of carbon emissions and indoor air quality improvements and management, building infrastructure resiliency and sustainability. Furthermore, as bus services operating at Logan Express Facilities are expected to migrate to utilizing electrified ground service equipment (eGSEs) in their operations, it is probable that this building will require the appropriate amenities and infrastructure to support such equipment (*e.g. Figure 3 Above – dual chargers for electrified ground service equipment*).
- (4) **Constructability and Phasing:** The construction phase of the project will be developed to ensure constructability in coordination with ongoing facility operations. The Consultant shall have expertise in phasing techniques and in Lean Design & Construction Methodology in order to provide an overall construction duration and durations for specific construction activities. The Consultant shall be capable of preparing schedules with sufficient detail to advise the Authority and other Stakeholders of durations for activities that may result in impacts to temporary facility operations and/or surrounding business operations. This information will be utilized to identify potential project milestone completion dates and other long-term operational planning.
- (5) **Cost Management & Estimating:** The Consultant will prepare cost estimates for each design submission with appropriate design contingency included for the level of completion. The Consultant shall be prepared to participate in Target Value Design (TVD) exercises to identify causes of potential cost over-runs, and areas to contain costs, and should be capable of working with Target Value Delivery as a cost control measure. The prospective consultant(s) should note that PMWeb is the Authority's Project Management Information System and all parties associated with the Project will be expected to make use of it.
- (6) **Procurement:** The Consultant shall provide services related to Construction Manager-at-Risk or General Contractor procurement to be determined by Massport as well as developing trade partner procurement packages. Such procurement will include, but is not limited to, response to bidders' inquiries, participation at the Pre-bid Meeting, and analysis of bid results in comparison to the Engineer's Estimate.
- (7) **Construction Administration:** The Consultant shall support the Authority with performance of construction phase duties to maintain the pace and schedule of the project as well as the highest quality. The Consultant shall pay special attention to long lead items and partner with the Authority and Contractor to seek ways to streamline the acquisition of materials or structures.
- (8) **Resident Engineering:** The Resident Engineering Team will potentially be on-site Full Time and will need to work closely with the Authority, Design Consultant(s), and Contractor(s)



concerning, at a minimum, Operational impacts, stakeholder management, utility cut-overs/tie-ins, construction QA/QC, and Contractor adherence to the Contract Documents.

- (9) **Code Compliance:** As customer service and ticketing building, the detailed review of all building elements from a code perspective and the development of a detailed plan for code compliance will be fundamental to the successful completion of this project.
- (10) **Security:** The consideration of security will be a primary consideration in each project phase. Also, the consideration of security in the end condition of the facility will be a factor in decision-making.
- (11) **Project Closeout:** The Consultant shall perform a thorough reconciliation of all required closeout documents and financial obligations in order to avoid a protracted closeout phase. A final BIM model will be required for this project. In addition, the prospective consultant(s) will be required to collect, package, and submit the conformed record documents upon the final close out of the 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 at 4:00PM on Tuesday, May 14, 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.

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 BIM/VDC in the planning, design and construction. Experience of utilizing Lean Design & Construction (Last Planner System®, Scrum or other 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 proposed 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 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

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, June 20, 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. 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, May 1, 2024
Consultant Briefing ZOOM https://massport.zoom.us/j/85907351640 Meeting ID: 859 0735 1640	Tuesday, May 14, 2024 at 4:00PM
Deadline for submission of written questions	Thursday, May 23, 2024 at 12:00PM
Official answers published (Estimated)	Thursday, May 30, 2024
Solicitation: Close Date / Submission Deadline	Thursday, June 20, 2024 at 12:00PM

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 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 as set forth in the 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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