



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

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## **REQUEST FOR QUALIFICATIONS**

**MPA CONTRACT NO. A476-S1,**  
**CONSTRUCTION ESCORT SUPPORT SERVICES FOR**  
**BOSTON-LOGAN INTERNATIONAL AIRPORT,**  
**EAST BOSTON, MASSACHUSETTS**

**SUPPLEMENTAL INFORMATION PACKAGE**



## **LEGAL NOTICE**

### **REQUEST FOR QUALIFICATIONS**

The MASSACHUSETTS PORT AUTHORITY (Authority) is soliciting consulting services for MPA CONTRACT NO. **MPA CONTRACT NO. A476-S1, CONSTRUCTION ESCORT SUPPORT SERVICES FOR BOSTON-LOGAN INTERNATIONAL AIRPORT, BOSTON, MASSACHUSETTS**. The Authority is seeking multiple qualified consulting firms or teams, with proven experience to provide professional services capable of escorting persons and vehicles on to the Non-Movement Areas of the Aircraft Operations Area (AOA) at Logan Airport on an on-call, as needed basis. These services are expected to be provided throughout all Logan's secured facilities. The Consultant/s 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/s shall demonstrate experience in several disciplines including but not limited to Construction Escorting.

The Authority expects to select multiple 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 **\$5,000,000**.

The services shall be authorized on a work order basis.

A Supplemental Information Package will be available, on **April 23, 2025** 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. If you have problems finding it, please contact Susan Brace at Capital Programs [SBrace@massport.com](mailto:SBrace@massport.com). The Supplemental Information Package will provide detailed information about Scope of Work, Selection Criteria and Submission Requirements.

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, Chief Infrastructure Officer of Capital Programs and received no later than **12:00 Noon on May 15, 2025** 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**

**Richard A. Davey**

**CEO & Executive Director**



## **SCOPE OF WORK:**

The Authority is seeking qualified consulting firms or teams, with proven experience to provide professional personnel capable of escorting persons and vehicles on to the Non-Movement Areas of the Aircraft Operations Area (AOA) at Logan Airport. on an on-call, as needed basis. These services are expected to be provided at throughout all Logan's secured facilities. The Consultant/s 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/s shall demonstrate experience in several disciplines including but not limited to Construction Escorting.

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

- (1) The Authority is seeking a qualified Consultant to provide personnel and equipment capable of escorting persons and vehicles on to the Non-movement areas of the Aircraft Operations Area (AOA) at Logan Airport's as well as Sterile Areas. These services are expected to be provided at Logan Airport, only. 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.
- (2) Aviation Facilities require that all personnel undergo security clearance to obtain a Security Identification Display Area (SIDA) badge. If the Escort will be required to transport construction vehicles and equipment, driving privileges within the non-movement areas of the AOA will be part of the training to obtain the SIDA badge. Each Escort shall be trained and able to obtain a Massport Aerodrome Vehicle Operators badge having completed AOA driver safety and security training. In addition, all badges within the Customs and Border Protection (CBP) area (i.e., International Terminal E) shall require a Customs Seal issued by the CBP.
- (3) Escort drivers shall be, at a minimum, a Yellow (Class 1) badged Escort and eligible to obtain a Red/Yellow (Class 2) badge. The Consultant must have implemented its own Escort Driver Training Program for review and approval by the Authority.
- (4) Each Consultant's Escort vehicle shall be a late model full size pickup truck or SUV in good operating condition; it shall be equipped with air conditioning and shall be subject to the approval of the Authority. All Escorts, whether pedestrian or driver, shall be given a Massport two-way radio. The Authority will assign a "call sign" for each Consultant Escort. The call sign of the Escort vehicle shall either be painted on or in decal form, in a contrasting color to the vehicle color, on both front side doors, the tailgate, and on the roof of the vehicle. The fonts shall be 12" high. In addition, each Consultant's escort vehicle entering the airfield shall be equipped with a yellow flashing beacon and a 3 foot square flag consisting of international orange and white squares not less than one foot square displayed in full view above the vehicles.
- (5) The Escort shall also have communication equipment (e.g., radio, CB, cell phone, etc.) to be able to communicate directly to each assigned Contractor; communicating for coordination purposes with the Contractor shall not be on the Massport frequency. These radios shall be used in the Consultant's radio escort vehicles for the duration of the contract.
- (6) No escort drivers shall work in excess of either twelve (12) consecutive hours or sixteen (16) hours in any 24 hour period without a minimum of eight hours rest prior to returning to escort duties.



(7) Other requirements of Consultant and Construction Escorts include:

- a. escort all assigned Contractor's vehicles to and from the North Gate and the work site.
- b. requirement to carry with them a list of those individuals being escorted and always have them in sight and close proximity.
- c. regularly check the workers to ensure that their badges are current and are being worn appropriately and by the right person.
- d. all escorts must remain with the escorted person until the escorted person's departure from the SIDA. All vehicles and workers destined to or from the North Gate or from the work area shall be escorted by a Consultant's vehicle specifically assigned for the purpose.
- e. All Consultant provided escorts actively participating in the Authority's Construction Escort Program shall be required to attend assigned Contractor conducted daily "Safety Huddles" prior to the start of each shift as well as participate in the 20/20/20 Program.
- f. All Consultant provided escorts actively participating in the Authority's Escort Program shall be required to participate in assigned Contractor's weekly safety ("tool box") meetings and Authority approved escort drivers shall provide driver safety awareness briefings to all in attendance.
- g. All escort drivers eligible to participate in the Authority's Escort Program shall be subject to pre-employment, post-accident, reasonable suspicion and random drug and alcohol testing pursuant to procedures and a testing facility to be approved by the Authority at no additional cost to the Authority. It is understood that Consultant may impose its own drug and alcohol testing requirements as a matter of company policy. The Authority's testing requirements for its Escort Program are independent of such Consultant testing and cannot not serve as a substitute for a Consultant testing requirement nor can a Consultant testing requirement serve as a substitute for the Authority's testing requirements for its Escort Program.
- h. A minimum of one (1) radio escort shall be assigned to each active work area. Escorts shall not simultaneously be assigned to multiple active work areas. Escorts shall continuously monitor all construction activities within the assigned work area and ensure that all personnel and equipment remain within the approved designated areas. When activities in any given work area are such that they cannot be satisfactorily monitored by one escort, the Consultant shall provide additional escorts as directed by the Authority.
- i. It is expected that the Consultant abide by all current procedures listed under the Governor's Mandate regarding COVID-19 as referenced in the State's website (<https://www.mass.gov/covid-19-guidelines-and-procedures-for-all-construction-sites-and-workers-at-all-public-work>)
- j. It is expected that the Consultant adhere to Massport's Construction Escorting Guidelines Process, attached herein as Attachment A



- k. Consultant must be able to document the Training Program for their employees who are also expected to have OSHA 10 Certification.
- (8) No separate payment will be made for operating and maintaining Massport provided radios or Contractor provided communication equipment, providing escort vehicles, and compliance with related security measures, all of which are considered a subsidiary obligation of the Consultant and shall be included in the contract prices for the various items.
- (9) The Authority will be willing to reimburse the Consultant for a full time project manager along with a maximum of ten (10) trucks per month @ \$1,000/month inclusive of fuel, maintenance, insurance, and all incidentals. The Authority will be willing to reimburse the Consultant for a full time project manager along with a maximum of ten (10) trucks per month @ \$1,000/month inclusive of fuel, maintenance, insurance, and all incidentals.
- (10) The consultant will be able to charge a minimum of 4 hours for requests less than 4 hours, thereafter Consultant will be reimbursed by the actual number of hours worked.

In recognition of the unique nature of the project and the services required to support it, the Authority has scheduled a Consultant Briefing on zoom **9:00AM on April 30, 2025. To attend this briefing use the following link: <https://massport.zoom.us/j/3228766679?omn=81745009441>. Meeting ID: 322 876 6679.** 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) current level of experience for the proposed team members including MPA issued badges
- (2) communication skills for the proposed team members
- (3) OSHA 10 certification for the proposed team members
- (4) hourly rates for the proposed team members. These rates should separately list actual personnel rates, fringe benefits, profit
- (5) geographic location and availability of key personnel to be assigned to the project
- (6) current level of work with the Authority,
- (7) past performance for the Authority, if any.

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 the shortlisting 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 ([gsa.gov/reference/forms/architectengineer-qualifications](https://gsa.gov/reference/forms/architectengineer-qualifications)) with the appropriate number of Part IIs.

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 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 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.

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This submission, shall be addressed to Luciana Burdi, Intl. Assoc. AIA, CCM, MCPPO, NCA, Chief Infrastructure Officer of Capital Programs and received no later than **12:00 Noon on May 15, 2025** 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
<b>Solicitation: Release Date and Supplemental Package Available</b>	<b>April 23, 2025</b>
<b>Consultant Briefing</b>	<b>April 30, 2025 at 9:00AM</b>
<b>Deadline for submission of written questions</b>	<b>May 8, 2025 at 12:00PM (noon)</b>
<b>Official answers published (Estimated)</b>	<b>May 12, 2025</b>
<b>Solicitation: Close Date / Submission Deadline</b>	<b>May 15, 2025 at 12:00PM (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 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](http://www.commbuys.com)) in the listings for this project.

### **PROJECT REQUIREMENTS:**

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.

Project requirements include, but are not limited to:

### **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 Guidelines and Standards that can be found on the Authority's web page at <http://www.massport.com/massport/business/capital-improvements/important-documents/>.



### **Non-Discrimination**

Massport is committed to ensuring non-discrimination in its contracting. Minority-owned Business Enterprises (“MBEs”), Woman-owned Business Enterprises (“WBEs”), and small businesses are encouraged to participate for Prime or Sub Consultants for these RFQ. The terms MBEs and WBEs refer to businesses that meet the certification criteria of 425 CMR Section 2.00 et seq., and/or are certified by the Massachusetts Supplier Diversity Office (“SDO”) as such.

## **MASSACHUSETTS PORT AUTHORITY**

**Richard A. Davey**  
**CEO & Executive Director**