



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

A471- FLAGGING AND TRAFFIC CONTROL

SERVICES AT ALL MASSACHUSETTS PORT

AUTHORITY FACILITIES

SUPPLEMENTAL INFORMATION PACKAGE



LEGAL NOTICE

REQUEST FOR QUALIFICATIONS

The MASSACHUSETTS PORT AUTHORITY (Authority) is soliciting consulting services for **MPA CONTRACT NO. A471 FY-25-30 - FLAGGING AND TRAFFIC CONTROL SERVICES AT ALL MASSACHUSETTS PORT AUTHORITY FACILITIES**. The Authority is seeking qualified multidiscipline consulting firm or team, with proven experience to provide professional services of flagging and traffic control services at various Massport locations on an as-needed and when required basis. 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: Traffic Zone setup, Job Site Flagging, Traffic Control, Lane Closures and Detours.

The Authority expects to select 2 (two) 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 **Wednesday April 2nd 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) in the listings for this project. If you have problems finding it, please contact Susan Brace at Capital Programs 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 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 multidiscipline consulting firm or team, 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 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 scope of work shall include, but not be limited to the following:

The Authority is seeking a qualified company/contractor for the provision of flagging and traffic control services at various locations on as and when required basis. The company must be able to work closely with the Authority and other interested parties in order to provide such services in a timely and effective matter.

The Authority will provide a separate contractor for the set-up of the Traffic Management Plan. The Service under this contract is for personnel to manage the Traffic Management Plan and direct traffic to the required detours.

The scope of the Services will include, but is not limited to, working with the contractor to set-up the provision of temporary traffic control services generally consisting of the following categories:

- a) Traffic zone setup
- b) Job site flagging
- c) Traffic Control Supervisor (as and when required)
- d) Lane closures
- e) Vehicle, bicycle, and pedestrian detours

The Consultant is to provide traffic control services on an “as and when required” basis [24/7/365] for various job sites for Massport construction projects which include but are not limited to all aspects of road construction, utility work, maintenance services and local emergencies. The Consultant will provide all labor, supervision, management facilities, tools, equipment, supplies, fuel, and materials necessary, appropriate, or incidental to the proper and complete execution of the Services.

a) Minimum Requirements:

As a minimum requirement, all proposed staff need to be former LE Officers that had training in traffic management and traffic laws and regulations. Provide high visibility safety apparel and/or uniforms and able to cover between 1 to 20 flaggers at one time.

Emergency Services and Response: Time Except as otherwise authorized by Massport, the Contractor shall provide a guaranteed on-site emergency mobilization and response time of twenty-four (24) hours and a general mobilization response time as directed by Massport [24/7/365] including Statutory holidays with qualified and experienced response personnel, materials, and equipment necessary to commence and sustain a substantial portion of an adequate response.

Transportation: Flaggers must have their own, or company supplied, transportation which shall be available all day should there be a need to change job locations.

Flaggers must demonstrate the following abilities:

- a) Ability to receive and communicate specific instructions clearly, firmly and courteously;
- b) Ability to move and maneuver quickly in order to avoid danger from errant vehicles;
- c) Ability to control signaling devices (such as paddles and flags) in order to provide clear and



- positive guidance to drivers approaching a construction zone;
- d) Ability to understand and apply safe traffic control practices, sometimes in stressful or emergency situations;
- e) Ability to recognize dangerous traffic situations and warn workers in sufficient time to avoid injury; and
- f) Ability to communicate through radio to LEO having jurisdiction.

Professionalism: Flaggers shall be courteous but firm in their mannerisms and professional in their activities. Flaggers must be able to clearly and effectively communicate with fellow workers, the traveling public and Massport representatives.

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 at **10:00am on Wednesday April 9th 2025. To attend this briefing use the following link:** <https://massport.zoom.us/j/3228766679?omn=81708994824>. 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 and knowledge of the team members,
- (2) Communication skills for the proposed team members,
- (3) Hourly rates for the proposed team members. These rates should be all inclusive of insurance, supervision, taxes, escalation, overhead and profit, as highlighted in the proposal form.
- (4) Hourly rates of vehicles if not included as part of fringe benefits listed under item (3),
- (5) Geographic location and availability of key personnel to be assigned to the project,
- (6) Supervisory structure of the program, availability of staff,
- (7) Overall quality of the submission elements, as elaborated in the Proposal Form attached to this document, and
- (8) Current level of work with the Authority, and past performance for the Authority.

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 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 one 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 (<https://www.gsa.gov/system/files/SF330-21.pdf>) 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 in the Cover Letter you mention the Insurance requirements.

Submissions shall be printed on both sides of the sheet (8 1/2" x 11"). One (1) original and eight (8) copies of a bound document AND one PDF version on a thumb drive each limited to:

- 1) an SF 330 including the appropriate number of Part IIs,
- 2) resumes of key individuals only each limited to one (1) page under SF 330, Section E,
- 3) no more than ten (10) projects each limited to one (1) page under SF 330, Section F,
- 4) no more than 3 sheets (6 pages) of information contained under SF 330 Section H addressing the evaluation criteria, and
- 5) no more than 2 sheets (4 pages) of other relevant material not including a 2 page (max.) cover letter, SDO certification letters, covers, dividers, and other required information.

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 1/2" 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 and received no later than **12:00 Noon on Thursday 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
Solicitation: Release Date and Supplemental Package Available	Wednesday, April 2, 2025
Briefing	Wednesday, April 9, 2025 10am Zoom
Deadline for submission of written questions	Monday, April 14, 2025
Official answers published (Estimated)	Friday, April 18, 2025
Solicitation: Close Date / Submission Deadline	Thursday, May 15, 2025 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 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:

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 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/>.

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 submit proposals for this RFP. 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.

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Richard A. Davey

CEO & Executive Director