

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

REQUEST FOR QUALIFICATIONS

A453, ON-CALL SUSTAINABILITY PROJECT SERVICES,
MASSACHUSETTS PORT AUTHORITY,
1 HARBORSIDE DRIVE, EAST BOSTON MA 02128



SUPPLEMENTAL INFORMATION PACKAGE

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS

The MASSACHUSETTS PORT AUTHORITY (Authority) is soliciting consulting services for MPA CONTRACT NO. **A453 ON-CALL SUSTAINABILITY PROJECT SERVICES**. The Authority is seeking up to two qualified multidiscipline consulting firms or teams, with proven experience, to provide professional services on an on-call, as needed basis. These services are expected to be provided at all Authority properties. The Consultant/s must be able to work closely with the Authority and other interested parties to provide such services in a timely and effective manner.

The consultant/s shall demonstrate experience in several disciplines including but not limited to sustainability planning, research and analysis, data management, creative content development, waste management and project performance tracking and energy storage safety.

The Authority expects to select up to 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 \$4.1 million through the timeframe FY26-FY29. The services shall be authorized on a work order basis.

A Supplemental Information Package will be available, on July 30, 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.

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 at **10am on August 6, 2025** at the Capital Programs Department, Suite 209S, Logan Office Center, One Harborside Drive, East Boston, Massachusetts 02128. 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/>. 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, FCMAA Chief Infrastructure Officer and received no later than **12:00 Noon on September 11, 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 firms or teams, with proven experience to provide professional services including sustainability-related services 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 to provide such services in a timely and effective manner.

The consultant/s shall demonstrate experience in several disciplines including but not limited to sustainability planning, research and analysis, data management, creative content development, waste management strategy, project performance analysis, and energy storage safety.

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

- (1) Assist Massport to evaluate and update sustainability goals and key performance indicators developed in the Logan 2015 Sustainability Management Plan (See Appendix A). Work with Massport to create plans to reach the updated goals in all resource areas. Through this, develop an actionable strategy to further incorporate sustainability Authority-wide, focusing on the updated sustainability goals.
 - a. Track various sustainability data as it pertains to updated KPIs or otherwise and organize in one central location. Assist with creation of Power BI Dashboards to communicate data and the impact to stakeholders.
 - b. Track, quantify, and analyze the impact of sustainable design and construction of Capital Projects in various categories, including but not limited to embodied carbon, water, waste, habitat, air quality, and utility data. Create data tracking framework to provide transparency of building performance and impact over time.
- (2) Create and/or assist the management of creative content to support internal and public education and engagement. This content should represent the breadth of sustainability data, while utilizing graphic design strategies that reach various audiences. Specific content mediums include but are not limited to:
 - a. Online sustainability sources, such as the ArcGIS Sustainability StoryMap, which keep public information relevant and reflective of the most recent initiatives and data.
 - b. Sustainability master slide deck
 - c. Completed capital project content depicting and quantifying the impact of sustainability features
- (3) Assist in the development of an Authority-wide Environmentally Preferred Purchasing (EPP) policy, including but not limited to a green cleaning policy.
- (4) Support the implementation of the Sustainability Design Guidelines into capital projects at all stages of design and construction. This includes meeting various stakeholder requirements, including certifications such as LEED, Envision, Parksmart. Additionally, assist Massport to meet the requirements of state, city, and/or national policies or programs intended to advance sustainability related infrastructure, etc., such as the Commonwealth of Massachusetts' Large Building Energy Reporting Policy.
- (5) Identify best waste management practices and assist with the implementation of strategies to increase overall waste reduction and waste diversion rates. Work with Massport's waste hauling partner to implement new waste streams, including but not limited to an organic waste recycling program.
- (6) Have an understanding of circular economy best practices and work with Massport to incorporate into projects and operations at Massport.

- (7) Support miscellaneous tasks pertaining to the sustainability program at Massport, including research, analysis, identifying best practices, program development, project identification, performance success, etc.
- (8) Provide general consulting services on energy storage safety including battery safety training and workshops and energy storage site safety recommendations.

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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 Project Manager. Highlight the experience and expertise for major sub-consultants and their assigned staff. Geographical location and proposed % allocation to this project should be mentioned as well. 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, ability to plan and perform work with minimal disruption to operations, and
- (3) Demonstrated experience utilizing Lean Design & Construction (Last Planner System®, Scrum or others tools) to increase 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, project performance tracking 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 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. design, 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 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 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 (<https://www.gsa.gov/reference/forms/architectengineer-qualifications>) 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.

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 Requirements 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

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[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, FCMAA Chief Infrastructure Officer and received no later than **12:00 Noon on September 11, 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	July 30, 2025
Consultant Briefing	August 6, 2025
Deadline for submission of written questions	August 11, 2025 at 12:00PM (noon)
Official answers published (Estimated)	August 15, 2025
Solicitation: Close Date / Submission Deadline	September 11, 2025 at 12:00PM (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:

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/>.

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.

MASSACHUSETTS PORT AUTHORITY

Richard A. Davey

CEO & EXECUTIVE DIRECTOR