

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

REQUEST FOR QUALIFICATIONS

A406 STRATEGIC PROJECTS PROGRAM SUPPORT

HOUSE DOCTOR AT ALL FACILITIES



SUPPLEMENTAL INFORMATION PACKAGE

LEGAL NOTICE
REQUEST FOR QUALIFICATIONS

The MASSACHUSETTS PORT AUTHORITY (Authority) is soliciting consulting services for MPA CONTRACT NO. **A406 STRATEGIC PROJECTS PROGRAM SUPPORT HOUSE DOCTOR AT ALL MPA FACILITIES**. The Authority is seeking up to four (4) qualified multidisciplinary consulting firms or teams, with proven experience, to provide professional services, including resident inspection services, on an on-call, as-needed basis. 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 Program Management & Oversight, Project Performance Management, Strategic Urban Development and Aviation Planning, Design Oversight, Code Compliance, Cost Estimating, Construction Phasing, and Resident Engineering services.

The Authority expects to select up to four (4) 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 **THREE MILLION DOLLARS (\$3,000,000.00)**. The services shall be authorized on a work order basis.

A Supplemental Information Package will be available, on **Wednesday, December 17, 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, FCMAA Chief Infrastructure Officer and received no later than **12:00 Noon on January 29, 2026** 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 multidisciplinary consulting firms or teams, 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.

Program Management & Oversight, Project Performance Management, Strategic Urban Development and Aviation Planning, Design Oversight, Code Compliance, Cost Estimating, Construction Phasing, and Resident Engineering services. It shall be noted that part-time or full-time on-site presence will be required for some or all of the scope of work.

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

(1) Program Controls & Oversight

- a.** Provide “As Needed” support services for the programmatic oversight of single or multiple large capital projects, inclusive of tenant alterations, property development, and/or renovations. It is also possible that staff may be assigned to any of the CM@Risk, design-bid-build, and/or design-build projects, as the Authority sees fit
- b.** Assist with budget development for projects, providing options for best value and efficiency
- c.** Proactive change management oversight to avoid cost overruns, duplicative demolition and construction, and to avoid unnecessary scope creep
- d.** Proactive schedule management to avoid delays and promote timely completion of projects, to avoid duplicative demolition and construction, and to avoid unnecessary scope creep
- e.** Manage contractor and/or trade procurement and pre-qualification, as needed

(2) Project Performance Management

- a.** Provide “As Needed” staff to be assigned on any of the CM@Risk, design-bid-build, and/or design-build projects, inclusive of tenant alterations, property development, and/or renovations
- b.** Schedule support, as needed
- c.** Design fee analysis and as-needed review of consultant invoices
- d.** Capital Planning
- e.** Assist with Project Closeouts
- f.** Labor Rate Review
- g.** Process Enhancements
- h.** Claims avoidance and/or claims analysis support, as needed
- i.** Develop conceptual estimates

- j.** Review design and construction estimates, and participate in reconciliation meetings, as needed and/or required
- k.** Perform life cycle cost analysis
- l.** Project cost reconciliation support
- m.** Other miscellaneous requests

(3) Strategic Urban Development & Aviation Planning

- a.** Logan Airport, Worcester Airport, and Hanscom Airport are each rapidly growing facilities in their own right. Massport Capital Programs seeks a qualified firm(s) or team(s) to provide on-call development and planning support to complement ongoing efforts with other departments.
- b.** Massport's Maritime portfolio is extensive, diverse, and essential in its functions for the City of Boston and Massachusetts at large. Many of the Massport-owned and operated structures in the Maritime realm are in need of repair. Massport Capital Programs seeks a qualified firm(s) or team(s) to provide on-call development and planning support to complement ongoing efforts with other departments.

(4) Design Oversight

- a.** Support the Authority in the updating and management of various design standards and corresponding documentation
- b.** Oversee and review project designs by other Design Consultants to ensure the Authority's needs are being met
- c.** Provide a detailed review of specific projects and participate in design review discussions
- d.** Support the Authority in working closely with the Authority's commissioning consultants to ensure that the design, construction, and asset management requirements are being met
- e.** Support the Authority in 3D, 4D, and 5D Virtual Design and Construction modeling and phasing across the Authority's portfolio of Capital Projects, Tenant Alterations, and/or Property Developments
- f.** Part-time or full-time on-site presence will be required.

(5) Phasing and Logistics Oversight

- a.** Constant communication with Construction Manager/General Contractor/Design-Build; Resident Engineer, Commissioning Agent, and/or Authority's Operations/Facilities team to ensure that all construction procedures as designed
- b.** Prepare construction risk assessments as may be necessary for protection of budget, schedule, safety, and environmental requirements
- c.** Construction Administration support

A Consultant Briefing will *not* be held for this solicitation.

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, 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 others tools) to increase the reliability and significantly improve projects and teams' performance, and
- (4) 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 **MBE/WBE/VBE/SDVOBE** firms proposed, please describe type and/or category of work (i.e. architecture, structural, Lean, etc.); include the specific roles to be played by **MBE/WBE/VBE/SDVOBE**, and the extent to which such **MBE/WBE/VBE/SDVOBE** 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. **MBE/ WBE/ VBE/ SDVOBE** certification of the prime and subconsultants shall be current at the time of submittal and the Consultant shall provide a copy of the **MBE/ WBE/ VBE/ SDVOBE** certification letter from the Supplier Diversity Office for **MBE/ WBE/ VBE/ SDVOBE** 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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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 Thursday, January 29, 2026** 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 December 17, 2025
Deadline for submission of written questions	Monday, December 29, 2025 at 12:00PM (noon)
Official answers published (Estimated)	Friday, January 2, 2026
Solicitation: Close Date / Submission Deadline	Thursday, January 29, 2026 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/>.

MBE/WBE/VBE/SDVOBE Participation:

The Authority is committed to helping address the disparity in the participation of minorities and women in design. Along with the **MBE/ WBE/ VBE/ SDVOBE** 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 **MBE/ WBE/ VBE/ SDVOBE** 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.

Applications from **MBE/ WBE/ VBE/ SDVOBE** firms as prime consultant are encouraged. Applicants that are themselves **MBE/ WBE/ VBE/ SDVOBE** 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 **MBE/ WBE/ VBE/ SDVOBE** goals. Consultants to the prime can team within their disciplines in order to meet the **MBE/ WBE/ VBE/ SDVOBE** goals, but must state this relationship.

Please note that only firms that are currently certified as **MBE/ WBE/ VBE/ SDVOBE** and DBE in the Commonwealth of Massachusetts be credited toward meeting Project **MBE/ WBE/ VBE/ SDVOBE** or DBE goals.

MASSACHUSETTS PORT AUTHORITY

Richard A. Davey

CEO & EXECUTIVE DIRECTOR