



**MASSACHUSETTS PORT AUTHORITY**  
CAPITAL PROGRAMS AND ENVIRONMENTAL AFFAIRS DEPARTMENT  
SUITE 209S – LOGAN OFFICE CENTER SUITE 209S  
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## **REQUEST FOR QUALIFICATIONS**

**MPA CONTRACT NO. A447**

**TERM ROOFING AND BUILDING ENVELOPE**

**CONSULTING SERVICES**

**ALL MASSPORT FACILITIES,  
BOSTON, BEDFORD, AND  
WORCESTER, MASSACHUSETTS**



**SUPPLEMENTAL INFORMATION PACKAGE**

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**LEGAL NOTICE**  
**REQUEST FOR QUALIFICATIONS**

The MASSACHUSETTS PORT AUTHORITY (Authority) is soliciting consulting services for **MPA CONTRACT NO. A447, TERM ROOFING AND BUILDING ENVELOPE CONSULTING SERVICES**. The Authority is seeking qualified multidiscipline consulting firms or teams, with proven experience in the evaluation and design of retrofit or replacement of roof and building envelope systems, to provide professional services including conditions assessment, design, bid document preparation, construction, and resident inspection 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 in order to provide such services in a timely and effective manner.

The consultant shall demonstrate experience in roof material technologies, and roof and building envelope design and remediation, and have Registered Roof Consultants (RRCs) on staff. Related disciplines and services may include but not be limited to Architectural, Structural, Plumbing, Electrical, Code Compliance, Cost Estimating, Construction Phasing, Energy Modeling, Climate Resiliency and Sustainable Design, preparation of Bid Documents under MGL Chapter 149, Bidding Support, Construction Phase Services, and Resident Inspection..

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 **Two Million Dollars (\$2,000,000)**. The services shall be authorized on a work order basis.

A Supplemental Information Package will be available, on **WEDNESDAY, MAY 10, 2023** 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.

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 **11:00AM on THURSDAY, MAY 18, 2023** via Zoom at <https://massport.zoom.us/j/81040793503>, Meeting ID: 810 4079 3503; One tap mobile: +16465189805,,81040793503# US (New York). 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, Director of Capital Programs and Environmental Affairs and received no later than **12:00 NOON on THURSDAY, JUNE 22, 2023** 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**  
**LISA S. WIELAND**  
**CEO & EXECUTIVE DIRECTOR**



### **BACKGROUND:**

The Massachusetts Port Authority has over two hundred buildings across its five site areas in Boston, Worcester and Bedford. Many of the buildings are of an age that now require repair, retrofit or replacement of building envelope components which are at end of life, experiencing system failure, and/or performing poorly with regard to energy efficiency and environmental comfort.

### **ROOF REPLACEMENT:**

The Massachusetts Port Authority has established the Logan Roof Replacement program, with \$26,000,000 programmed across FY23-27. The program provides replacement of existing roofs at or nearing end of serviceable life.

### **BUILDING ENVELOPE RETROFIT:**

The Massachusetts Port Authority has set the goal of net-zero greenhouse gas emissions by 2031. Improving the energy efficiency in our buildings is one of opportunities being evaluated along the path to reach this ambitious goal of achieving Net Zero. Many of the older buildings in Massport's portfolio could significantly benefit from envelope improvements or full system retrofits which incorporate new building technologies, providing for more efficient energy consumption, a healthier indoor environment and improved occupant comfort.

### **SCOPE OF WORK:**

The MASSACHUSETTS PORT AUTHORITY (Authority) is soliciting consulting services for **MPA CONTRACT NO. A447, TERM ROOFING AND BUILDING ENVELOPE CONSULTING SERVICES**. The Authority is seeking qualified multidiscipline consulting firms or teams, with proven experience in the evaluation and design of retrofit or replacement of roof and building envelope systems, to provide professional services including conditions assessment, design, bid document preparation, construction, and resident inspection 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 in order to provide such services in a timely and effective manner.

The consultant shall demonstrate experience in roof material technologies, and roof and building envelope design and remediation, and have Registered Roof Consultants (RRCs) on staff. Related disciplines and services may include but not be limited to Architectural, Structural, Plumbing, Electrical, Code Compliance, Cost Estimating, Construction Phasing, Energy Modeling, Climate Resiliency and Sustainable Design, preparation of Bid Documents under MGL Chapter 149, Bidding Support, Construction Phase Services, and Resident Inspection.

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

- (1) Provide necessary consulting services for the evaluation, design, bid, construction administration and consulting to replace or modify existing building roof and envelope systems and associated work at various Authority properties.
- (2) Perform test cuts of roofing or flashing systems, and access envelope components to verify existing conditions, and/or obtain samples for hazardous materials assessment.
- (3) Perform field survey of existing conditions, noting dimensions, equipment, penetrations, drainage, wall and roof systems, failure points, etc.\*
- (4) Review historic documentation; evaluate the existing conditions of the roof, roof to building envelope interface and building envelope. Report on findings, code requirements, and recommend approaches for improved building sustainability, roof and wall system modification or replacement.\*
- (5) Develop design plans and details for replacement of the existing roof.
- (6) Coordinate with MPA environmental hygienist for abatement scope and specification.
- (7) Prepare drawings and/or BIM models as required.
- (8) Prepare design and bid documents.
- (9) Prepare engineering cost estimates for roof and/or building envelope replacement and associated work.
- (10) Bid phase support services throughout the public bidding process.



- (11) Construction phase services including field inspections by RRC.
- (12) Resident engineering inspection in field during construction to ensure compliance with contract documents.
- (13) Construction close out and record documentation.

\* Personnel conducting the roof inspection, evaluation, reporting, and roof replacement design shall be registered roofing consultants (RRC) and members of the Roof Consultants Institute (RCI).

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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 projects of similar size and complexity. Experience is particularly important for the proposed Project Manager, RRC Roof System Designer and Building Envelope Designer. Highlight the experience and expertise for major sub-consultants and their assigned staff. Familiarity with MGL, including filed sub-bid experience, and
- (2) Demonstrated project understanding and proposed technical approach to project scope of work, building envelope evaluation and 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) Demonstrated project experience in sustainable and resilient high performance building roof and envelope design and construction, including experience with low, net zero ready or net zero emissions, lifecycle analysis including embodied carbon, innovative renewable energy strategies, and building 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. architecture, structural, Lean, etc.). Include the specific roles to be played by, and the extent to which such M/WBE is anticipated as of date of the proposal submission, (indicate % goal for each team member and total % of M/WBE commitment).

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](http://www.gsa.gov/portal/forms/download/116486)) with the appropriate number of Part IIs. M/WBE certification



of the prime and sub consultants 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 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 Board of Director as defined in MGL Chapter 7C Section 44, and SF330 Part IIs for the Prime and every sub-consultant. Make sure that, in the Cover Letter, you mention the Insurance Requirements, Registration of the Board of Director as defined in MGL Chapter 7C Section 44.***

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 22, 2023** 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>	Wednesday, May 10, 2023
<b>Consultant Briefing</b>	Thursday, May 18, 2023 at 11:00AM via a Zoom Meeting
<b>Deadline for submission of written questions</b>	Thursday, May 25, 2023
<b>Official answers published (Estimated)</b>	Thursday, June 1, 2023
<b>Solicitation: Close Date / Submission Deadline</b>	Thursday, June 22, 2023 at 12:00PM (noon) <a href="https://www.bidexpress.com/businesses/27137/home">https://www.bidexpress.com/businesses/27137/home</a>

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 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:**

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 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>.

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  
LISA S. WIELAND  
CEO & EXECUTIVE DIRECTOR**

