



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

REQUEST FOR QUALIFICATIONS

CONSTRUCTION MANAGEMENT AT RISK SERVICES

SUPPLEMENTAL INFORMATION PACKAGE



**MPA CONTRACT No. H319
CIVIL AIR TERMINAL ARCHITECTURAL AND SECURITY UPGRADES
HANSCOM
HANSCOM LANDSIDE
MAY 1, 2024**



Article 1 – INTRODUCTION

1.1 CONSTRUCTION MANAGER at RISK (CMR) SCOPE OF WORK.

The MASSACHUSETTS PORT AUTHORITY (Massport) seeks to retain the services of a highly qualified firm to provide Construction Management at Risk Services (CMR) on Project **H319 – CIVIL AIR TERMINAL ARCHITECTURAL AND SECURITY UPGRADES, HANSCOM LANDSIDE**. An expanded scope of Pre-Construction Services (Phase I), as well as Construction Services (Phase II) can be found in Section 2.2 of this package.

The procedures utilized by Massport to procure construction management services will involve an open, fair and competitive selection process which will ensure that the highest quality construction services are provided to Massport at a fair and responsible price. The design of the Project is currently in the Preliminary Design phase, and early concept documents are included in this Supplement to the RFQ.

The project has a goal to substantially complete construction by **Spring 2027**. The construction cost is currently estimated by Massport at approximately **\$13,500,000**. The Agreement between the Authority and the selected CMR shall require the CMR to deliver such construction services for the entire Project in accordance with a Guaranteed Maximum Price (GMP).

1.2 REQUESTS FOR QUALIFICATIONS

In accordance with procedures approved by the Massachusetts Inspector General, Massport has publicly advertised a Request for Qualifications (“RFQ”) for Construction Management Services. In accordance with the advertisement, the following Supplemental Information Package is made part of the Request for Qualifications.

Qualification Statements will be addressed to Luciana Burdi, Intl. Assoc. AIA, CCM, MCPPO, NAC, Director of Capital Programs and Environmental Affairs and be received no later than **12:00pm NOON on Tuesday, May 21st, 2024** via Bid Express

<https://www.bidexpress.com/businesses/27137/home>. Subsequent to that time, a Pre-Qualification Committee will review the Qualification Statements and shortlist qualified firms. Further milestone dates can be found in Section 2.6 of this package. Further electronic submission information can be found in Section 4.1 of this package.

1.3 EVALUATION CRITERIA AND SELECTION PROCESS

Upon review of the submitted Qualification Statements, Massport intends to develop a shortlist of qualified Construction Management firms which will be invited to respond to a written Request for Proposals (RFP). The shortlist of Construction Management firms will be based on the following criteria:

1. Proposed CMR team
2. Project approach



3. Similar project experience
4. VDC & Lean Construction experience
5. CM-at-Risk with GMP experience including public projects
6. Safety record
7. Capacity and financial stability
8. Litigation and termination history
9. M/WBE compliance history and approach

It is highly desirable that the CMR has demonstrated experience in utilizing Lean approaches in design and construction, including Last Planner™ System, Target Value Delivery, and collaborative decision-making techniques, or has had long-term experience working collaboratively with Architects and their consultants during the design and construction phases of projects.

The CM shall be DCAMM-certified and provide an Update Statement as well as an affidavit that the Statement of Qualifications being submitted in response to the RFQ is signed under the pains and penalties of perjury. The CM shall also provide a letter from a surety company confirming the CM firm's ability to provide performance and payment bonds in the full amount of the construction estimate. Please note that having the document notarized does not fulfill the requirement for signing under the pains and penalties of perjury.

Further explanation of the Evaluation Criteria and selection process as identified in the Massport CM at Risk Procedures can be found in Section 3.2 of this Supplemental Package.

Article 2 – PROJECT SCOPE

Hanscom Field Terminal is located in Bedford, MA and is a full-service general aviation airport. The building was constructed in 1941 of cast-in place concrete with three levels for a total of 35,950 gsf. The facility supports private aircraft and can also receive large commercial aircraft although none depart from the facility.

Site work includes accessibility upgrades which include the modification of existing exterior ramps at the main public entry and the secure airside entry. In addition, the construction of a new accessible ramp to an entry at the east side of the building is also required by code. In conjunction with exterior accessible modifications there are interior modifications required by code as well such as extensions at stair core metal handrails, accessible signage, cane detection, and door modifications. Exterior scope also includes preparation and painting of the north façade of the building and the (2) stair headhouses and chimney on the roof of the building.

To enhance the passenger experience and provide security for the Massport offices at the facility, the project scope includes the renovation of the main public spaces at level one including the renovation of the main concourse, men's and women's restrooms, a new GN restroom, a mother's room, replacement of an elevator in existing hoistway, a new storefront entry vestibule, and security upgrades including ACS doors and cameras. Also, included in



the project scope are to move Car Rental Desks to a new location in the newly renovated main lobby.

At level 2, a new GN restroom is needed per code when the Massport offices become secured with a partition wall including an ACS door. As part of critical operations, the IT room will move from Level 2 to Level 3. The new Server room will provide new network connectivity to the offices, a video surveillance system, wireless access points, and reconnection to various network locations throughout the building. The new server room will also include fiber connections to the Radio room on the roof, as well as fiber interconnection to various outbuildings on the site, using a new 2-post rack within the existing demark room on the 1st floor.

The radio room at the roof level will include a new connection to the new UPS System provided as part of the IT Room relocation. Furthermore, the existing emergency electric room will be modified to support the upgrades for the new IT room including a new ATS and 480V – 120/208V transformer to support the additional load of the new IT Room and elevator upgrade.

The project further includes general construction phasing and sequencing, pedestrian circulation/wayfinding and signage/graphics. HVAC, plumbing, fire protection, electrical system upgrades will also be required to support associated programmatic scope elements. Furthermore, the project will incorporate sustainable design elements to the maximum extent practical.

2.1 SCOPE OF SERVICES FOR THE DESIGNER

Massport has engaged the services of **Stantec Consulting** as the prime consultant to design the project and will act as the Owner's Representative for the CM at Risk during design and construction. The selected CMR will be expected to work collaboratively with Massport and their design team to efficiently complete the work under this Project.

2.2 SCOPE OF SERVICES FOR THE CM at RISK

The Authority intends to enter into two agreements with the selected CM at Risk Firm.

Phase I - An Agreement for Preconstruction Services

Phase II - An Agreement for Construction Phase Services

Virtual Design and Construction (VDC)

Massport recognizes the numerous benefits Virtual Design and Construction (VDC), will provide to each phase of the facility life cycle. In an effort to realize the added value of these benefits, the Designer and the CMR will be required to use VDC for this project. Successful VDC Program implementation will require extensive planning, an organized, comprehensive and collaborative approach, and adequate supporting infrastructure including knowledgeable and experienced personnel, required software and hardware, communication protocols and contractual agreements.



A BIM Execution Plan (BIMxP) will be formalized by the Designer and implemented and optimized by the entire Team as highlighted in the MPA BIM Guidelines for Vertical and Horizontal Construction. Project Team, including CMR members shall attend workshops and meetings during all phases of the project to execute and optimize, in a collaborative fashion, the formal planning procedure and Project BIMxP.

The CMR VDC Manager should have demonstrated experience in developing BIM Execution Plans, managing, directing and implementing VDC in more than 3 projects during pre-construction and construction phase. CMR should also demonstrate that they have virtual construction experience and 3D trade coordination.

The scope of services to be provided by the CMR firm during the preconstruction and construction phases are described in the following sections:

2.2.1 Preconstruction Services

During the preconstruction period, the CMR will perform a number of tasks, which may include:

- Document reviews
- Review and recommend revisions, if appropriate, to the project master Schedule, Construction Budget and permitting plan developed by Massport or the Designer
- Ordering materials, equipment, supplies and appurtenances with long lead times
- Procurement of early trade work
- Preparation of a detailed and integrated resource and cost loaded CPM schedule
- Application of Lean approaches, including but not limited to the Last Planner™ System for the design phase, Target Value Delivery, and collaborative decision making processes as determined by Massport documentation, guidelines and contract
- Coordinate, with the Team, the development of a Virtual Model (BIM) for decision-making and constructability
- The CMR PM shall work with the Team to define the BIM Execution Plan as determined by Massport as per *MPA BIM Guidelines for Vertical and Horizontal Construction* or latest document and per the *BIM Exhibit* in the Contract
- Dividing the work into trade packages and identifying any self-performed work
- Prequalification of Trade Contractors under CH149A
- Value Planning/Engineering and Constructability Reviews working collaboratively with the design team
- Preparing and/or reviewing early shop drawing and other submittals
- Listing and negotiating assumptions and qualifications, including development of “Lump Sum and/or Bid Items and Quantities” for all items of work.
- Preparation of detailed Cost Estimates and establishing the Schedule of Values



- Developing final phasing and sequencing plans for construction in conjunction with Massport staff and tenants
- Processes for utilizing MPA's Project Management Information System
- Developing final staging plans and traffic flow plans for material delivery and construction
- Negotiating trade contracts and subcontract agreements

2.2.2 Construction Phase Services

During the construction period, the CMR will be responsible for completing the Project in accordance with the construction documents which will include, but not are necessarily limited to, the following:

Construction Phase Services as per Article 2 – PROJECT SCOPE

In addition, the CMR is expected to apply Lean approaches, including Last Planner™ System during the construction phase, Target Value Delivery, and collaborative decision-making processes. The CMR shall continue to manage the BIM Execution Plan and use BIM to develop and manage 3D spatial coordination (clash detection) with the trade contractors as highlighted in the MPA MPA *BIM Guidelines for Vertical and Horizontal Construction or subsequent versions* and per the *BIM Exhibit* in the Construction Phase Services Contract. At some point, Massport may elect to use the BIM model for Facility Management and/or internal purposes.

The CM shall be expected to work closely with Massport's team including its Project Manager and the design team throughout the design and construction phases in order to effectively implement the project.

2.3 CONTRACTS FOR PRECONSTRUCTION SERVICES AND CONSTRUCTION PHASE SERVICES

2.3.1 Preconstruction Services

The Authority is proposing to enter into a Contract with the selected CMR for preconstruction services immediately following the selection process.

2.3.2 Construction Phase Services

The Authority will then enter into a Master Construction Services Agreement as soon as possible.

2.4 ESTIMATED CONSTRUCTION COST

The cost of construction is estimated by Massport at approximately **\$13,500,000**.



2.5 TRADE CONTRACT CLASSES OF WORK

Certain trade contractors shall be pre-qualified in accordance with sections 44A thru 44J of Chapter 149A – Public Construction Alternative Delivery Methods of the General Laws of Massachusetts.

2.6 SCHEDULE

The Authority is interested in working in partnership with the Engineer/Designer and the CMR to finalize design and construct this Project in an efficient and cost effective manner.

The following dates have been targeted as significant milestones:

Milestone	Date
Pre-Qualification Briefing – Zoom https://massport.zoom.us/j/84114947174	Monday, May 13 th at 12:30 PM
Deadline for submission of written questions	Tuesday, May 21 st at 5:00 PM
Official answers published by MPA	Friday, May 24 th at 5:00 PM
RFQ Submission Deadline	Thursday, June 13 th at 12:00 PM
RFP Issues to Shortlisted CMR Firms	July 2024
RFP Submission Deadline	August 2024
Interviews with Shortlisted CMR Firms	September 2024
Construction Manager Selection	September 2024
Execute Contract for Preconstruction Services	October 2024
Execute Master Construction Services Agreement	December 2024
Begin Construction	Q1 2025
Substantial Completion	Spring 2027

Article 3 – SELECTION PROCESS & QUALIFICATION SUBMISSION

3.1 INTRODUCTION

Massport has established a TWO PHASE PROCESS for the selection of a Construction Manager at Risk firm, hereinafter referred to as the CMR with whom it may enter into a contract to provide construction management services for a particular project. At the Phase I Qualifications stage, the Prequalification Committee will conduct a qualifications based evaluation of interested CMR firms in order to create a shortlist of competent CMR firms.



Phase II will invite the shortlisted CMR firms to respond to a written RFP which will require both a technical proposal and a pricing proposal including the proposed fee. A Selection Committee will review Proposals in order to rank the shortlisted firms and make the final selection.

3.2 QUALIFICATION SUBMISSION

In response to the RFQ, the Respondents are advised to keep their submission concise, clear, and well organized. Graphic clarity and quality are important.

Massport reserves the right to disqualify any Respondent that does not follow these submission instructions and the specific instructions identified in the RFQ.

The respondents must include in their submission two PDF files: one PDF covering items 1-14 of this Section 3.2; a second PDF covering the “General Business Financial Information and Litigation and Termination History,” as set forth and required in the RFQ. Please review Article 4 for Electronic Submission Requirements.

RFQ PART 1

A PDF containing all information and materials required for the following components of the RFQ. **Scans of the Executed versions must be included for any documents requiring signature.**

1. Cover Letter. As part of the Cover Letter, the Respondent should prepare and include an Executive Summary of the Proposal. This section should highlight the key elements of your proposal, and be clear, concise and informative. This section is your opportunity to highlight and focus on the reasons why your team should be selected for this assignment. The Responder should specifically address each of the evaluation criteria and take this opportunity to highlight the reasons that the Responder feels it is best qualified for this assignment in the context of the evaluation criteria set forth in this RFP.

The words, “***signed under the pains and penalties of perjury by***” MUST appear immediately above the authorized signature. The pains and penalties statement on the DCAMM Update Statement does not meet this requirement.

2. Executive Summary. This section should summarize the response to each evaluation criterion as well as the key elements and factors that may differentiate the firm from other Responders. The Executive Summary should highlight the key aspects of the Respondents RFQ response, and should summarize the key reasons that the proposed CMR Team should be considered for the shortlist. The respondents are encouraged to use this section to convince the Selection Committee to shortlist the proposed CMR Team.

3. Proposed CMR Team. This Section should include a narrative identifying key project personnel including any key subcontractors and their respective roles and responsibilities. The narrative should be augmented with a graphic and/or organization chart that clearly illustrates the roles, responsibilities and organization of the proposed Team.



If the proposed CMR Team is a Joint Venture, this should be clearly reflected in the Organization Chart. In addition, the following should be addressed regarding the Joint Venture:

- a) A narrative describing the management structure, members and the roles/responsibilities of the JV
- b) A narrative describing the purpose and reasoning of the proposed JV
- c) A narrative describing the commercial constructs of the JV
- d) A brief narrative describing the advantages of the JV to Massport

4. Project Approach. This Section should include a narrative that outlines the CMR's approach to the organization of the work; management and coordination activities; approach to bidding multiple bid packages; approach to coordination with the design team and Massport; approach to phasing; staging and sequencing; approach to coordination with stakeholders; methodology to maintain uninterrupted neighborhood and abutter operations during construction. The Respondents are encouraged to employ graphics that illustrate their unique ability to perform the required services.

5. Similar Project Experience. This Section should include information regarding the firm's recent relevant experience for the construction and construction management of prior similarly scaled projects in urban areas and their experience and credentials working with Port Authorities, Design Teams, and other stakeholders.

The Respondent's submission must include a minimum of three similar recent relevant projects, including references and contact information from the owners and designers of those projects. The Respondent should include a matrix that communicates the specific roles and responsibilities of those staff that they proposed for this project, and the roles, responsibilities and project experience as they relate to the specific projects submitted as recent relevant experience.

6. Virtual Design and Construction (VDC) & Lean Construction Experience.

This Section should discuss and highlights the CMR high degree of competence and skill using VDC techniques to manage, direct, implement and coordinate project information in all phases of Design and Construction. The CMR should also identify specific BIM procedures and protocols used in order to define and track project benefits.

CMR should demonstrate an understanding of LEAN construction principles, including their application and benefits. This could be reflected in their project history, certifications, or training programs for employees. CMR should emphasize teamwork, communication, and collaboration with all project stakeholders, including engineer, subcontractors, and client. This ensures a shared understanding of goals and encourages open problem-solving. CMR who is committed to continuous improvement and actively seek feedback from stakeholders. CMR should be open to identifying and addressing areas for improvement and have a track record of implementing LEAN practices on their projects. CMR should demonstrate the ability to implement LEAN practices and tools, such as Last Planner System (LPS), visual management techniques, and waste reduction strategies into the project.



7. CM at Risk with GMP Experience including public projects. This Section should discuss and highlight the firm's experience for prior CMR projects including references and contact information from the owners and designers of such projects and specifically identify which projects were undertaken within the constructs of Ch 149a. The Respondent should highlight those representative projects that were undertaken within the alternative deliver method of the CM at Risk format with an ultimate GMP and with providing preconstruction and construction services. The respondent should also describe any adjustments to the GMP that were necessary throughout the course of the selected projects, and why they were needed.

8. Safety Record. This Section should include information on the firm's workers' compensation experience modifier or similar data for the prior 5 years. If applicable, provide a list of any OSHA fines and violations, including nature of the fine/violation, date, fine amount, if any, and disposition of the fine/violation. The ideal format is a table or chart that summarizes this information.

9. Capacity and Financial Stability. This Section should include information summarizing the Respondents capacity to undertake the work and address the overall financial stability of the firm. An overview should be provided in this section, and detailed financial information shall be submitted in a separate sealed envelope in accordance with the instructions in the RFQ and as further identified below.

10. M/WBE Compliance. This Section must include evidence of the firm's compliance record with minority and/or women owned business enterprise goals and workforce goals and an approach to integrating these firms in a meaningful way into the construction process. The respondents should specifically provide a narrative that addresses their approach to **M/WBE** compliance within the constructs of CH 149a for CMR projects.

11. Certificate of Eligibility. This Section must include a copy of the Certificate issued by the DCAMM (Division of Capital Asset Management and Maintenance) pursuant to section 44D of chapter 149, showing a capacity rating sufficient for the project.

12. DCAMM Update Statement. This Section should include a copy of the Respondent's DCAMM Update Statement. If the Respondent is proposing a Joint Venture (JV), the following must be provided:

- a) Both Individual and Joint DCAMM Update Statements
- b) A narrative describing the purpose and reasoning of the proposed JV
- b) A narrative describing the management structure of the JV
- c) A narrative describing the commercial constructs of the JV
- d) A brief narrative describing the advantages of the JV to Massport

13. Letter from a Surety Company. A surety letter confirming the CMR firm's ability to provide performance and payment bonds in the amount of the 110 % of the construction estimate must be provided. Failure to provide this letter will result in the disqualification of the proposed CMR Team.



14. Response Certification. The response to this RFQ and Statement of Qualifications submitted by a firm in response to the RFQ must be signed under pains and penalties of perjury. The Respondent must submit a letter of certification stating that it is submitted as such. Notarizing a document does not take the place of signing under the pains and penalties of perjury. The pains and penalties statement on the DCAMM Update Statement does not meet this requirement.

In addition to the above items, the Respondents are to provide the following in accordance with the RFQ:

RFQ Part 2

A PDF containing all information and materials required for the following components of the RFQ. **Scans of the executed versions must be included for any documents requiring signature.**

1. Overview of General Business Financial Information and two years of audited financial statement. The financial information submitted shall remain confidential and shall not be a public record to the fullest extent permissible under the law.

2. Litigation & Termination History. This Section must include a list of lawsuits, arbitrations, and settlements to which the firm is a party relative to construction contracts within the last 5 years, including, if applicable, any convictions or fines for violations of state or federal law. Identification of any projects on which the firm was terminated, failed to complete the work, or paid liquidated damages to the owner. The status and/or outcome of each event should be indicated. The ideal format is a table or chart that summarizes this information. The litigation and termination history submitted shall remain confidential and shall not be a public record to the fullest extent permissible under the law.

Article 4 – ELECTRONIC SUBMISSION REQUIREMENTS

4.1 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_RFQX.pdf

Example: L2302_Massport_23-04-24_RFQ1.pdf

***Limit filename to 50 characters (this includes underscores and all letters and numbers)**

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.

The procurement process for these services will proceed according to the anticipated schedule as listed in Section 2.6.

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 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) in the listings for this project.

Article 5 – EXHIBIT

5.1 DRAWINGS

Proposed Project Renderings:

Exhibit 5.1 Lobby Perspectives

Exhibit 5.2 Restroom Perspective

Exhibit 5.1 Lobby Perspectives

/ Lobby Perspectives



Lobby Products:

- Interface Steady Stride. Colorway: Bristle. Herringbone installation
- Johnsonite Rubber Base. Colorway: Burnt Umber
- General Field Paint Sherwin Williams Olive Fog (White)
- Accent Paint Sherwin Williams Underseas SW6214 (Dark Blue)
- Accent Paint Sherwin Williams Quietude SW 6212 (Light Blue)



Exhibit 5.2 Restroom Perspective

/ Restroom Perspective



Restroom Products:

- General Paint: Sherwin Williams Olive Fog (White)
- Ceramic Wall Tile A: Daltile Arctic White 0190 4"x12"x5/16"
- Ceramic Wall Tile B: Daltile Galaxy (Blue) 4"x4"x5/16"
- Ceramic Wall Tile C: Daltile Arch Gray 0109 (Warm Gray) 4"x12"x5/16



END OF SUPPLEMENTAL INFORMATION PACKAGE