

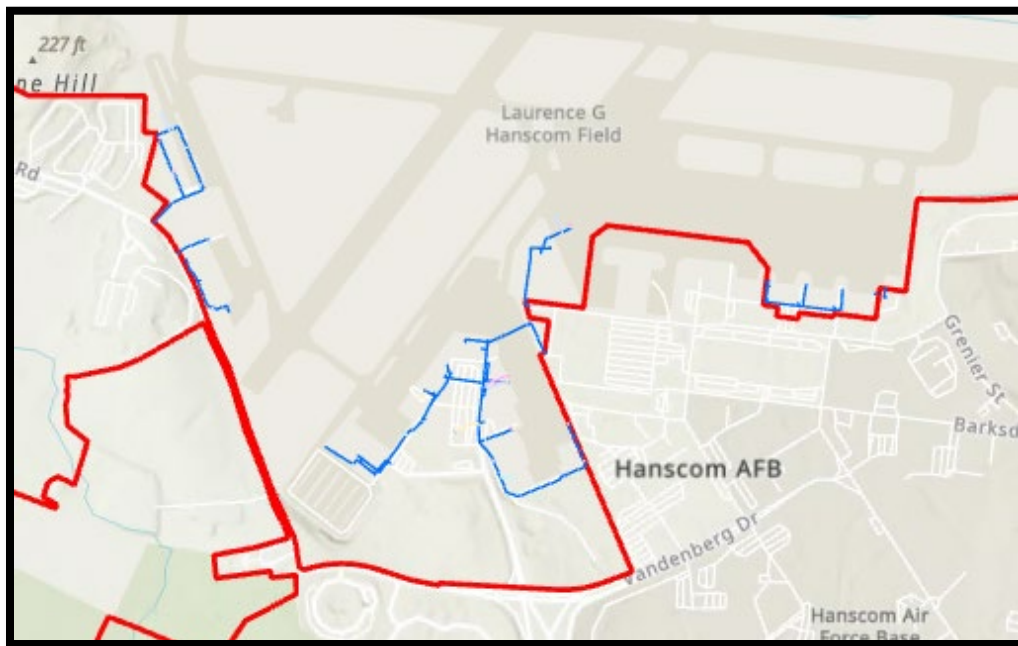


**MASSACHUSETTS PORT AUTHORITY**  
CAPITAL PROGRAMS AND ENVIRONMENTAL AFFAIRS DEPARTMENT  
SUITE 209S – LOGAN OFFICE CENTER SUITE 209S  
ONE HARBORSIDE DRIVE  
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## **REQUEST FOR QUALIFICATIONS**

# **H323, HANSCOM WATER DISTRIBUTION SYSTEM UPGRADES, LAURENCE G. HANSCOM FIELD**



## **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. **H323, HANSCOM WATER DISTRIBUTION SYSTEM UPGRADES, LAURENCE G. HANSCOM FIELD - 200 HANSCOM DR, BEDFORD, MA**. The Authority is seeking qualified multidiscipline consulting firm or team, with proven experience to provide professional services, including planning, inventory confirmation and update, design, construction related services, and resident inspection for this project. Relative to assessing the water distribution system upgrades, this project will provide for the enhancement of the system with loops redundancy, and capacity. 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 Civil, Utility Design, Cost Estimating, Construction Phasing, Climate Resiliency and Sustainable Design.

The Contract will be work order based, and the Consultant's fee for each work order shall be negotiated; however, the total estimated project budget shall not exceed **\$4,500,000**.

A Supplemental Information Package will be available, on **May 29, 2024** 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. If you have problems finding it, please contact Susan Brace at Capital Programs [SBrace@massport.com](mailto: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 on Zoom at **11:00 AM on June 5, 2024** <https://massport.zoom.us/j/82947492830>. 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, Director of Capital Programs and Environmental Affairs and received no later than **12:00 PM (Noon) on July 18, 2024** 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**  
**EDWARD C. FRENI**  
**INTERIM CEO & DIRECTOR OF AVIATION**



## **SCOPE OF WORK:**

The Authority is seeking qualified multidiscipline consulting firms or teams, with proven experience to provide professional services for the upgrading of the water distribution system at Hanscom Field, Bedford, Massachusetts. 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 Civil, Utility Design, Cost Estimating, Construction Phasing, Climate Resiliency and Sustainable Design.

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

1. Reviewing historic information,
2. Assessing the existing condition, capacity, pressure and redundancy of the water system, hydrants, and valves,
3. Identifying necessary improvements to upgrade the water distribution system according to current codes and standards, and adding redundancy loops where feasible,
4. Providing recommendations for long-term upgrades to the water distribution system,
5. Once the alternative options presented and conceptual design is approved by Massport, the selected Consultant will proceed to prepare preliminary and final designs by use of Autodesk's Civil 3D. Deliverables must comply with Massport's Site/Civil CAD standards (<https://www.massport.com/sites/default/files/2023-10/CAD%3AGIS%20Guidelines.pdf>) and be delivered to Massport in .DWG format.
6. Prepare engineering cost estimates, specifications, construction plans, and administration services for bidding and Contractor selection.
7. Providing construction support services, field inspections and resident engineering during construction to ensure contractor's compliance.
8. Manage commissioning of the new water distribution system improvements.

Services may also include but shall not be limited to:

1. Comprehensive system assessment according to investigation and data gathering procedures,
2. Update of existing Massport's water distribution system inventory,
3. Perform exploratory test pits where documentation is unavailable,
4. Define the necessary upgrades according to current codes and standards,
5. Design the system to add redundancy loops and maintain pressure,
6. Evaluation of proposed upgrades and the best allocation of available funds,
7. Design temporary systems to service tenants during construction,
8. Prioritize the phasing for construction,
9. Prepare final design documents,
10. Preparation of construction drawings, specifications and engineering cost estimates,
11. Perform construction administrative services,
12. Provide resident engineering, construction inspection, and materials testing/acceptance.
13. Perform energy audits as requested,

The Consultant will also be required to manage commissioning and closeout of the construction contract.

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 via Zoom at **11:00 AM** on **June 5, 2024**



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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. Familiarity with public construction procurement under MGL Ch. 30, 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 CIM/Civil 3D, GIS 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 infrastructure design and construction, including experience with low, net zero ready or net zero emissions, water distribution system design, ensuring sufficient pressure in all points of the system, incorporating enough redundancy loops to minimize service interruptions during crisis situations, reducing storm water runoff to minimize construction impact on the surrounding environment, materials re-use, discard and recycling as part of an overall waste management program, 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. architecture, structural, 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/system/files/SF330-21.pdf>) 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 Consultant shall specify in its cover letter that it has the ability to obtain requisite insurance coverage.

***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 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.

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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<https://massport.zoom.us/j/82947492830>. 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.

This submission, shall be addressed to Luciana Burdi, Intl. Assoc. AIA, CCM, MCPPO, NCA, Director of Capital Programs and Environmental Affairs and received no later than **12:00 Noon on July 18, 2024** 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>	<b>5/29/2024</b>
<b>Consultant Briefing</b>	<b>6/5/2024 on Zoom at 11:00 AM</b>
<b>Deadline for submission of written questions</b>	<b>6/10/2024 at 12:00 PM(noon)</b>
<b>Official answers published (Estimated)</b>	<b>6/14/2024</b>
<b>Solicitation: Close Date / Submission Deadline</b>	<b>7/18/2024 at 12:00 PM(noon)</b>

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 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](http://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/>.

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.

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