

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

REQUEST FOR QUALIFICATIONS

W320

WORCESTER PERMANENT (OVERFLOW) PARKING LOT, WORCESTER, MASSACHUSETTS



SUPPLEMENTAL INFORMATION PACKAGE

LEGAL NOTICE
REQUEST FOR QUALIFICATIONS

The MASSACHUSETTS PORT AUTHORITY (Authority) is soliciting consulting services for **MPA CONTRACT NO. W320, WORCESTER PERMANENT (OVERFLOW) PARKING LOT, WORCESTER, MASSACHUSETTS**. The Authority is seeking qualified multidiscipline consulting firms or teams, with proven experience to provide environmental and professional engineering services. The Services include studying, site planning, design, and bidding, including resident inspection for the construction of a Permanent (Overflow) parking lot. 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 Design using Civil 3D/CIM, Drainage Design, Environmental Permitting, Electrical Engineering, Construction Phasing, Pavement Design and Soil Testing, Cost Estimating, Topographical Survey, LEAN Practices, Construction Admission, Resident Engineering Service, 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 fee for the contract shall not exceed **ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000)**.

A Supplemental Information Package will be available, on **WEDNESDAY, MAY 15, 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) 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 projects included as part of this RFQ, the Authority has scheduled a Consultant Briefing to be held at **9:00 AM on THURSDAY, MAY 23, 2024 via ZOOM MEETING. All participants shall use the following Zoom Instructions. Link: <https://massport.zoom.us/j/82128272930>; Meeting ID: 821 2827 2930**. 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 Noon on THURSDAY, JUNE 27, 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

BACKGROUND:

Worcester Regional Airport, situated in Worcester, Massachusetts, operates as a vital transportation hub. In the year 2023, it served over 200,000 passengers, marking a remarkable growth compared to 2019. As the airport continues to expand, there arises a pressing need for additional parking facilities. Given that the existing lots are already at full capacity. Due to recent service at ORH the FAA allowed, on a temporary basis, the expansion of an existing lot that was partially built on an underutilized section of the ramp adjacent to the terminal building.

The Massachusetts Port Authority is seeking an engineering firm to conduct a comprehensive feasibility study including prepare design documents, assist in permitting, assist in the bidding process, and provide construction administration for a Permanent (Overflow) parking lot at Worcester Regional Airport.

This study will explore various locations within the airport's boundaries to propose a Permanent (Overflow) parking lot.

The engineering firm's responsibilities include assessing traffic impact, developing potential civil site layouts, and assist in any permitting requirement. Once the optimal location is identified, the firm will proceed to perform detailed design documents, assist in the bidding process, and oversee construction administration services and resident engineering services.

As part of this, Massport will need to design and construct a replacement lot to support current and future needs without the requirement of shuttle service.



SCOPE OF WORK:

The Authority is seeking qualified multidiscipline consulting firms or teams, with proven experience to provide professional services including comprehensive study, planning, design, and construction related services for Worcester Regional Airport Permanent (Overflow) Parking Lot. 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 several disciplines including but not limited to Civil Design using Civil 3D/CIM, Drainage Design, Environmental Permitting (as needed), Electrical Engineering, Construction Phasing, Pavement Design and Testing, Cost Estimating, Topographical Survey, LEAN Practices, and Sustainable Design.

The scope of work for each respective project shall include, but not be limited to, the following:

- (1) The Consultant must commence work by conducting a comprehensive study where the proposed permanent parking lot will be located within the boundaries of the airports property and presenting the preliminary report to the Authority. The Consultant is expected to perform a thorough investigation, evaluate environmental impacts, and present different options. After the location for the permanent parking lot has been selected, the Consultant shall prepare a Preliminary Design Report to define the project scope, establish priorities for the work, prepare budgetary cost, develop the project schedule, and identify any logistical concerns.
- (2) The Consultant will be expected to assist in any permitting required as part of these changes, which may include permitting associated with contaminated soils, as appropriate.
- (3) The Consultant shall develop design documents suitable for bidding and construction. This shall include specifications, cost estimates, contract drawings including but not limited to phasing, civil and electrical.
- (4) The Consultant will be required to perform Construction Administration services and provide full-time resident inspection services for all aspects of construction. This may include providing multiple inspectors on a daily basis based on construction activities as well as supporting work on weekends and at night, if necessary. Summaries of safety huddles and field reports will need to be provided to the project manager daily.
- (5) The Consultant will be required to provide the necessary acceptance testing during construction and manage the closeout of the construction contract. This will include development of punch list items as the work progresses.
- (6) The Consultant will also be required to verify compliance of the work through review of the as-built documents at project completion.
- (7) Construction of the project will need to be coordinated and phased to minimize impacts to operations of the airport. Construction is likely to take place in one construction season. The Consultant will be required to develop detailed phasing plans for review with internal Massport departments and the facility operator.

The contract will be work order based and the Consultant's fee for each work order shall be negotiated; however, the total fee for project contract shall not exceed \$1,500,000.

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 9:00Am on May 23, 2024** 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

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 BIM/AutoCAD Civil 3D 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 parking lot and infrastructure design and construction, including experience with parking lot features and project aspects that reduce environmental impact and measure and report quantifiable results. These may include strategies such as reducing stormwater runoff, materials re-use and recycling as part of an overall waste management program and infrastructure certification schemes relevant to this proposal and in accordance with local, state and federal guidelines. 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.

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 **9:00 AM on May 23, 2024** 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.

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 Thursday, June 27, 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
Solicitation: Release Date and Supplemental Package Available	Wednesday, MAY 15, 2024
Consultant Briefing	Thursday, MAY 23, 2024 at 9:00 AM
Deadline for submission of written questions	Thursday, MAY 30, 2024 at 12:00PM (noon)
Official answers published (Estimated)	Thursday, JUNE 06, 2024
Solicitation: Close Date / Submission Deadline	Thursday, JUNE 27, 2024 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 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.

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 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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