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MASSACHUSETTS BAY TRANSPORTATION AUTHORITY

REQUEST FOR QUALIFICATIONS

PUBLIC ANNOUNCEMENT

GENERAL ENGINEERING CONSULTING (“GEC”) SERVICES FOR THIRD PARTY COMMISSIONING (“Cx”)

MBTA CONTRACT NOs Z91PS93-95

The Massachusetts Bay Transportation Authority is soliciting consulting services for third party commissioning. The Authority is seeking a qualified multidisciplined consulting firm or team, with proven experience to provide professional commissioning 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 MBTA 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/s shall demonstrate experience in several disciplines including but not limited to ensuring that all building systems are completely installed and functioning properly, and that facility staff has adequate system documentation and training. Projects under this contract may be for initial commissioning of new construction, additions, major renovations or retro-commissioning of existing facilities experiencing issues/systems failures and re-commissioning previously commissioned buildings and systems. The quantity and duration of projects will depend on the MBTA’s project requirements and needs for these services. The projects may range from small and simple to large and complex.

Depending on the project, the Commissioning Agent (“CxA”) can be involved from the design phase, construction phase through the warranty or post-construction phase. The CxA shall review and comment on the design. During construction, the CxA coordinates the execution of a testing plan, which includes observing and documenting all systems’ performance to ensure that the systems are functioning in accordance with the Owner’s Project Requirements and the contract documents. The CxA is not responsible for design or general construction scheduling, cost estimating, or construction management, but may assist with problem- solving or resolving nonconformance issues or deficiencies.

SCOPE OF SERVICES:

The Scope of Services includes, but is not limited to the following:

- A. Systems to be commissioned are, but are not limited to:
 1. HVAC Systems/Equipment
 - a. Chillers
 - b. Chilled water systems
 - c. Boilers
 - d. Hot water system and pumps
 - e. Cooling towers
 - f. Condenser water system and pumps
 - g. Fans
 - h. Rooftop units
 - i. Make-up air units
 - j. Computer room AC units
 - k. VAV terminal units
 2. Building Automatic System
 - a. Control panels, operator station, graphic displays
 - b. Data alarming and trending
 - c. Field sensors and equipment interfaces
 - d. Operating sequences and controls
 3. Plumbing Systems
 - a. Domestic water heaters
 - b. Domestic hot water system and pump
 4. Electric Systems
 - a. Lighting Controls including occupancy & daylight sensors, and interface with building automation systems
 - b. Emergency power system including generator, switchgear, transfer switches and controls
 - c. Fire alarm systems
 - d. Duress and other security /safety alarm systems
 - e. Plumbing controls
 - f. EV chargers
 5. Life Safety Systems
 6. Roofing and/or Building thermal systems
 7. Other building systems
- B. All services of CxA shall be performed by or under the supervision of a Licensed Professional Engineer.
- C. The CxA shall have documented commissioning authority experience in at least five building projects of equivalent size and complexity in the same EPA climate zone as the proposed project location.
- D. The CxA shall, without limitation to MBTA's right to require other services not listed herein, carry out the responsibilities defined in the scope of services set forth below. Such services shall be performed consistently with the highest standard of care for professionals performing similar scopes of services. The Cx Agent shall, as a minimum, undertake the responsibilities necessary

and customarily provided by Cx Agent Firms conducting business in the Commonwealth of Massachusetts to ensure that all of MBTA's goals, standards, policies and procedures are adhered to over the course of assignments. The Cx Services shall include, but are not limited to, the following:

1. Systematic documentation that specified components and systems have been designed, installed and started up properly, and functionally tested to verify and document proper operation through all modes and conditions.
2. Verification that training of MBTA personnel is properly completed.
3. Review of final Operations & Maintenance (O&M) documents for completeness.
4. Performance of CxA Services during the Preconstruction Period.
5. Performance of CxA Services during the Construction Period.
6. Performance of CxA Services during the Post-construction Period.
7. Performance of all CxA Services in accordance with the Consultant (Commissioning) Services Agreement between MBTA and CxA.

In addition, CxA shall:

1. Consult, as necessary, with MBTA employees and MBTA consultants such as the architect, engineer and general contractor/construction manager, and/or regulatory agencies regarding the Cx Services.
2. Attend meetings with MBTA employees and MBTA consultants such as the architect, engineer, general contractor/construction manager, and/or other professionals from the Commonwealth of Massachusetts, local, and regional agencies as needed or directed in order to properly perform the Cx Services.
3. Provide a professional level of review of all deliverables to ensure quality, technical accuracy, and the coordination of all documents furnished by CxA .
4. CxA shall, without additional compensation, correct or revise any errors in its documents and services.

DURATION:

The scope of services will be authorized on task basis by phase (when applicable). The duration of this contract will be five (5) years with the option of two (2) individual one (1)-year extensions.

PROJECT BRIEFING:

The MBTA will hold a virtual project briefing for this Project on **November 14th, 2025 at 11:00am**, via Microsoft Teams.

Link to Briefing : [Join the meeting now](#)

Meeting ID: 226 402 492 796 8

Passcode: U2Vy3Vm6

Dial in by phone

[+1 929-352-1865,,479385976#](#) United States, New York City

[Find a local number](#)

Phone conference ID: 479 385 976#

QUESTIONS AND ADDENDA:

Proposers are advised that all communication shall be limited to written inquiry.

The deadline for receipt of questions is 8 calendar days before the SOQ due date. All questions must be submitted via Bid Express.

Proposers are responsible for ensuring that any questions and requests for clarification clearly indicate that the material relates to the Project. The MBTA reserves the right to respond or not respond to questions and requests submitted. To the extent that a response is merited, any response will be made available to all Proposers.

The MBTA reserves the right to revise this RFQ by issuing addenda at any time before the SOQ due date. All addenda will be considered part of this RFQ and will be posted on the procurement site. It will be the sole responsibility of the Proposer to ascertain the existence of any and all addenda issued by the MBTA. Firms will receive notice from the procurement site that an addenda has been posted.

Any responses to questions, clarifications, or addenda not issued in accordance with this Section will be without legal effect

COMMUNICATION BETWEEN MBTA AND PROPOSERS

Once the RFQ has been issued, the only authorized communications shall be through the named person of contact for the MBTA. Unauthorized communications or contact between the firms, their employees, agents, or other related entities interested in submitting SOQs and the MBTA, or any other person or entity participating on the Selection Committee with regard to this Project are strictly prohibited after the RFQ is advertised. Interested firms will have access to the MBTA Project team during the Project Briefing if conducted. Any communication outside of this meeting will be addressed to the Designated Project Representative via email.

From the date of issuance of this RFQ through the award of the Contract, any Proposer that contacts directly or indirectly any member or employee of the MBTA or any member of the Selection Committee

in connection with the selection process or the contract contemplated herein for this Project is subject to disqualification.

SUBMITTAL REQUIREMENTS:

Firms having capabilities for this work are invited to submit a Statement of Qualifications to **Yvelisse Duvergé, Director of Professional Services and Alternative Delivery**, Designated Project Representative **no later than 2:00 PM on December 3, 2025 via Bid Express at <https://www.bidexpress.com/businesses/83754/home>**. Joint Venture participation will be considered.

Proposers are solely responsible for ensuring that the MBTA receives their SOQs by the specified delivery date and time at the address listed above. The MBTA shall not be responsible for delays and other occurrences beyond the control of the MBTA.

This project is expected to utilize Federal and non-federal funding.

Responses to the Request for Qualification shall include one (1) digital copy, submitted via BidExpress.com of a current Standard Form (SF) 330 - Architect/Engineer Qualification Questionnaire for all proposed team members, including all proposed sub-consultant firms.

Please utilize Section H (Additional Information) of the Standard Form (SF) 330 to address the following:

1. Proposed Team and Organization.
2. Key personnel qualifications for all project disciplines. The Project Manager assigned by the selected Consultant shall be a registered Mechanical Engineer with a minimum of five years of PM experience.
3. Project experience of team members that best illustrates current qualifications relevant to this project.
4. Additional information or description of resources supporting Firms' qualifications for the project.

In addition, Consultants shall provide:

- Completed Bidder Form for each Prime and Subconsultant on the SOQ Submission

The Statement of Qualifications will be evaluated based on the following criteria:

Evaluation Criteria	Points
Proposed Team and Organization –	20
Key Personnel Qualifications	20
Relevant Project Experience	25
Additional Information	25
Personnel by Discipline	10
Total	100

It is the practice of the Authority to encourage the economic growth of professional firms through broad solicitation and award of contracts. All capable firms are invited to submit a Statement of Qualifications in accordance with the instructions presented in this solicitation.

Following an initial evaluation of qualifications and performance data, firms considered to be the most highly qualified to provide the required services will be requested to submit proposals and may be invited to participate in interviews

This is not a Request for Proposal. The MBTA reserves the right to cancel this procurement or to reject any or all Statements of Qualifications.

Phillip Eng
Interim MassDOT Secretary and MBTA General Manager & CEO