

**REQUEST FOR QUALIFICATIONS FOR  
“ON-CALL” CIVIL ENGINEERING CONSULTING SERVICES  
MANCHESTER-BOSTON REGIONAL AIRPORT  
MANCHESTER, NH**

**FY15-805-48**

**SECTION 1.0 – INTRODUCTION**

This Request for Qualifications has been issued to **Civil Engineering Consulting Firms**, (individuals, partnerships, companies and corporations), interested in providing Airside and Landside Civil Engineering & Planning Services to Manchester-Boston Regional Airport (Airport) on an “On-Call” basis. The City of Manchester (City) which owns and operates the Airport through its Department of Aviation will accept and review Statements of Qualifications from firms and select the most suitable and beneficial Civil Engineering Consulting firm(s) to provide services to the Airport. Those firms considered most qualified by the Airport may be requested to make further submittals and/or to be interviewed prior to the Airport making its final selection(s).

Information and instructions necessary for Civil Engineering Consulting firms to submit Statements of Qualifications to the Airport regarding “On-Call” Airside and Landside Civil Engineering & Planning Services are contained within this Request for Qualifications.

**SECTION 2.0 – DESCRIPTION OF WORK**

**2.1 Types of Projects**

The Airport is seeking to engage a qualified Civil Engineering Consulting firm (or firms) to perform Airside and Landside Civil Engineering for certain projects that may be undertaken at the Airport over the next three (3) years. Projects may include planning, engineering, & design of roadways; parking lots; drainage improvements; glycol storage and/or treatment facilities; taxiway & runway improvements; runway approach lighting and other NAVAIDS; planning level designs and estimates; studies; and any other landside or airside civil engineering consulting type assignments the Airport considers appropriate.

The Airport reserves the right, at its discretion, to solicit for and obtain consulting and professional services at any time in the future without regard to any procurement action resulting from this request.

## **2.2 Expectations**

Interested firms must be able to demonstrate successful experience providing similar services to other airports, municipalities, or similar entities. The Airport will look favorably upon firms that have consistently provided complex and/or related Civil Engineering consulting services within prescribed budgets and schedules. The Airport will expect the selected firm to dedicate experienced technical and project management staff to the assigned tasks to ensure that solutions are creative, effective, cost conscious, and coordinated with other activities on or adjacent to the Airport. Consultants must submit based on providing and/or coordinating all services required for the complete design of facilities including but not limited to geotechnical, survey, electrical, structural, and civil design. Firms shall be licensed to provide Civil Engineering services in the State of New Hampshire.

## **SECTION 3.0 – INSTRUCTIONS AND SCHEDULE**

### **3.1 Statements of Qualifications Content and Organization**

Civil Engineering Firms interested in providing Airside and Landside Civil Engineering & Planning Services as described in this Request for Qualifications must submit Statements of Qualifications to the Airport at the address in Section 3.5.

The Statements shall be submitted in an organized manner. Unnecessarily elaborate brochures or other material beyond that which is sufficient to present a complete and effective Statement of Qualifications are neither necessary nor desired.

Firms submitting qualifications should include the following information.

- Brief description of the company
- A description of experience with airside and landside projects at medium or large hub airports
- A description of projects requiring a demonstrated knowledge of design standards contained in FAA Advisory Circulars
- An organizational chart illustrating how the company proposes to manage the work
- Resumes of the key personnel who will be assigned to Airport projects, including technical personnel and project manager
- Identification of the type of work the firm will subcontract with other organizations
- History/demonstration of use of disadvantaged business/women-owned business/minority business enterprises should be provided.
- A listing of at least five references with phone numbers

Each firm will submit six (6) copies of their Statements of Qualifications.

### **3.2 Contract Agreement**

The Airport intends to enter into an “on-call” contract, with one or more Professional Firms, for a three-year term. The contract(s) may be extended upon mutual agreement for up to an additional three (3) years. The contract will include general requirements for developing specific project scopes, budgets, and schedules. For each assigned project, the Airport and designated firm will enter into a “Preproject Memorandum” that will define project scope, timeline, budget, and deliverables for a specific task order.

In addition, although it is the Airport’s intention to use the services of the selected firm(s), the Airport reserves the right to use other firms for certain assignments. The Airport reserves the right, at its discretion, to solicit for and obtain consulting and professional services at it sees fit at any time in the future without regard to any procurement action resulting from this request.

### **3.3 Revised and/or Additional Provisions**

Airport reserves the right to add, delete, or revise any section of the Request for Qualifications and Statements of Qualifications. Airport reserves the right 1) to accept those Civil Engineering Consulting Firms it deems most suitable and beneficial, 2) to reject any or all Civil Engineering Consulting Firms, and 3) to waive any of the requirements of the selection procedures explained in this document. Airport also reserves the right to retain all copies of Statements of Qualifications submitted by Civil Engineering Consulting Firms.

### **3.4 Statements of Qualifications Review Process**

Airport and/or its agents will examine and evaluate each Statement of Qualifications. A detailed and objective evaluation will be conducted, the sole intent of which will be to identify Civil Engineering Consulting Firms that would contribute most positively to the Airport. Airport will use evaluation criteria it feels is most appropriate to the review process and the relative importance of this criteria will be determined at the sole discretion of Airport. No Civil Engineering Consulting Firm shall have any cause of action against the City or its Department of Aviation arising out of a failure by Airport to consider a Civil Engineering Consulting Firm’s qualifications, or the methods by which Airport evaluated Statements of Qualifications received. The selection of Civil Engineering Consulting Firm(s) shall be at the sole discretion of the Airport. If it is deemed in the best interest of the Airport, the Airport may choose to request further submittals from and/or to interview those Civil Engineering Consulting Firms considered most qualified by the Airport.

### **3.5 Inquiries**

Inquiries on all matters pertaining to this Request for Statements of Qualifications or the process the Airport is following to identify Civil Engineering Consulting Firms for Airside and Landside Civil Engineering & Planning Services should be directed to:

Mr. Richard S. Fixler, P.E.  
Assistant Airport Director – Engineering and Planning  
Manchester-Boston Regional Airport  
6 Industrial Drive, Suite 2  
Londonderry, NH 03053  
Telephone: (603) 628-6211  
Fax: (603) 628-6213  
Email: rfixler@flymanchester.com

### **3.6 Statement of Qualifications Submission Procedures**

Civil Engineering Consulting Firms shall abide by all Request for Qualifications procedures specified by the Airport in the preparation and submission of Statement of Qualifications. Six (6) complete copies of the Firm's Statement of Qualifications and all supporting documentation shall be mailed or delivered to the name/address indicated in Section 3.5 above.

Statements of Qualifications shall be marked “**Civil Engineering Consulting Services**” with the Firm's name clearly stated at the bottom left of the envelope/package in which the Statement of Qualifications is contained.

**FIRMS ARE REQUIRED TO PROVIDE, WITH THEIR SUBMITTAL, PROOF OF PROFESSIONAL LIABILITY INSURANCE, INCLUDING ERRORS AND OMISSIONS COVERAGE. FIRMS WITHOUT SUCH COVERAGE SHALL NOT BE CONSIDERED.**

### **3.7 Schedule**

Airport intends to adhere to the following schedule:

- a. Statements of Qualifications:

**Statements of Qualifications must be received at the above address no later than 2:00 P.M. on Friday, February 27, 2015.**

It is the Airport's intention to then complete the selection process within 30 days.

b. Future Processes and Schedule:

If interviews or additional submittals are determined to be beneficial to the Airport, short-listed firms will be given a minimum of 1 week notice of submittal or interview dates.

One or more Civil Engineering Consulting Firms are expected to be selected to provide Airside and Landside Civil Engineering & Planning Services. The selected Firm(s) must be prepared to provide the required services within one month of selection.