

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

FY15-805-47

SECTION 1.0 – INTRODUCTION

This Request for Qualifications has been issued to **Architectural/Engineering (A/E) Firms**, (individuals, partnerships, companies and corporations), interested in providing Architectural Planning and Design Services for 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 Architectural/Engineering Firms and select the most suitable and beneficial Architectural/Engineering Firm(s) to provide services to the Airport. Those firms considered most qualified by the City may be requested to make further submittals and/or be interviewed prior to the City making its final selection(s).

Information and instructions necessary for Architectural/Engineering Firms to submit Statements of Qualifications to the City regarding Architectural Planning and Design Services are contained within this Request for Qualifications.

SECTION 2.0 – DESCRIPTION OF WORK

2.1 Types of Projects

The City is seeking to engage a qualified Architectural/Engineering firm (or firms) to perform architectural planning and design for certain projects that may be undertaken at the Airport over the next three (3) years. The types of projects are expected to include terminal modifications, planning level schematic designs, and any other A/E type assignments the City considers appropriate.

2.2 Primary Responsibilities

The consultant will be expected to provide the necessary professional services as they relate to architectural planning and design services.

Interested firms must be able to demonstrate successful experience providing similar services to airports, municipalities, or similar entities. The City will look favorably upon firms that have consistently provided complex and/or related A/E consulting services within prescribed budgets and schedules. The City will expect the selected firm(s) 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. Firms must submit based on providing all services required for complete design of facilities including but not limited to civil/site, electrical, mechanical, structural and architectural design. Firms shall be licensed to provide A/E services in the State of New Hampshire.

SECTION 3.0 – INSTRUCTIONS AND SCHEDULE

3.1 Statements of Qualifications - Content and Organization

Architectural/Engineering Firms interested in providing Architectural Planning and Design 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
- Description of experience with airport facilities
- Description of any LEED related projects
- Organizational chart of proposed project team
- Resumes of key personnel who will be assigned to Airport projects, including technical personnel and project managers
- Identification of work that will be subcontracted with other organizations
- Identification of disadvantaged business/women-owned business/minority business enterprises that may be used on projects
- At least five references with phone numbers

3.2 Contract Agreement

City intends to enter into a three (3) year Architectural Services Contract with as many Architectural/Engineering Firms as deemed to be in the best interest of the City. The contract(s) may be extended upon mutual agreement of City and the Architectural/Engineering Firm 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 City’s intention to use the services of the selected firm (or firms) for projects which occur during the term of the on-call agreement(s), the right is reserved to use other firms for certain assignments. The City reserves the right, at its

discretion, to solicit for and obtain consulting and professional services as 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

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

3.4 Statements of Qualifications Review Process

City 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 Architectural/Engineering Firms who would contribute most positively to Manchester-Boston Regional Airport. City 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 City. No firm shall have any cause of action against the City or its Department of Aviation arising out of a failure by City to consider a firm's qualifications, or the methods by which City evaluated Statements of Qualifications received. The selection of an Architectural/Engineering Firm (or firms) shall be at the sole discretion of City. If it is deemed in the best interest of the City, the City may choose to request further submittals from and/or to interview those firms considered most qualified by the City.

3.5 Inquiries

Inquiries on all matters pertaining to this Request for Statements of Qualifications or the process the City is following to identify Architectural/Engineering Firms for Architectural Planning and Design Services should be directed to:

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

3.6 Statement of Qualifications Submission Procedures

Architectural/Engineering Firms shall abide by all Request for Qualifications procedures specified by the City 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 "Architectural/Engineering Services" with the Consulting Engineering Firm's name clearly stated at the bottom left of the envelope/package in which the Statements of Qualifications are contained.

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

3.7 Schedule

City 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 City's intent to then complete the selection process within 60 days.

b. Future Processes and Schedule:

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

One or more Architectural/Engineering Firm(s) are expected to be selected to provide Architectural Planning and Design Services. The selected Architectural/Engineering Firm(s) must be prepared to provide required Airport Planning and Design Engineering Services within one month of selection.