



**City of Manchester, New Hampshire
Department of Aviation**

Manchester•Boston Regional Airport

REQUEST FOR QUALIFICATIONS

for

Pavement Repair Services

August 2018

FY19-805-09

**LEGAL NOTICE
MANCHESTER•BOSTON REGIONAL AIRPORT
REQUEST FOR QUALIFICATIONS**

PAVEMENT REPAIR SERVICES

AUGUST 2018

FY19-805-09

Manchester•Boston Regional Airport is seeking qualifications from interested contractors to provide Pavement Repair Services at Manchester•Boston Regional Airport.

Statement of Qualifications must be received no later than 1:00 PM on Monday, August 20, 2018, at the Manchester•Boston Regional Airport Administration Office. Qualifications must be in a sealed envelope plainly marked “PAVEMENT REPAIR SERVICES”, Attention: OPERATIONS AND FACILITIES.

Statement of Qualifications receivable at the Airport Administration Office, One Airport Rd. Suite 300, Manchester, New Hampshire 03103, Telephone (603) 624-6539.

All requests for information should be directed to John Adams, Manchester•Boston Regional Airport by email: jadams@flymanchester.com or by fax: (603) 665-6801.

Manchester•Boston Regional Airport reserves the right to waive irregularities and to reject any and all submittals on any basis and without a disclosure of reason.

Thomas J. Malafrente, A.A.E.
Interim Airport Director

Manchester•Boston Regional Airport Pavement Repair Services

August, 2018
FY19-805-09

I Statement of Qualifications Requested: The City of Manchester Department of Aviation, Manchester•Boston Regional Airport (hereafter “the Airport”) is seeking Statement of Qualifications from ESTABLISHED PAVING CONSTRUCTION COMPANIES (hereafter “the Contractor”) to provide paving repair or replacement services at Manchester•Boston Regional Airport.

The qualified Contractor will provide courteous and trained personnel who will perform repair or replacement related functions such as mill and overlay of bituminous pavement, remove and pave of bituminous pavement, brick inlay removal, granite stone removal at the airport complex, amongst other duties.

Recognize that no Contractor shall have any cause of action against the Airport arising out of a failure by the Airport to consider an organization’s qualifications, or the methods by which the Airport evaluated the Contractor’s qualifications.

Manchester•Boston Regional Airport reserves the right to waive irregularities and to reject any and all submittals on any basis and without a disclosure of reason.

All qualified Contractors will be solicited to bid projects of various sizes, requested by the Airport.

Additional job specifications, not specified in this document, may be required. Contractors should be aware that there is no guarantee that any work will result from this selection process and that if the assignment is undertaken, in whole or in part, that there is no assurance of, nor should contractors expect to receive further work or assignments.

Manchester•Boston Regional Airport reserves the right to reject any and all submittals for any reason and to accept those qualifications which will best serve the public interest.

II GENERAL:

A. SCOPE OF SERVICES - The Contractors shall provide pricing, materials, and resources to supply the Airport with Pavement Repair Services and, at times, design, for projects of various sizes, for the benefit of the Airport. Additionally, the Contractor shall ensure that all Federal, State and local Laws, Regulations and Ordinances, and the Rules and Regulations of the Airport are followed.

Pavement projects requested may involve different types of construction techniques and materials. This may involve bituminous paving milling, removal, demo and disposal of brick and granite work, etc. Contractors submitting bids should have the ability to fulfill all project requirements.

B. REQUIREMENTS:

The general requirement of services includes, but is not limited to the following:

- 1) The Contractor must be capable of performing multiple construction projects at any given time.
- 2) The Contractor shall work with airport representatives on project design and requirements and, if required, shall produce a full set of construction and installation documents, such documents shall be approved by the Airport prior to final acceptance.
- 3) Prior to commencing work, the Contractor shall conduct a complete survey of construction areas, including marking of all utilities. Contractor is to utilize owner provided drawings when applicable, and must use locating companies, if required, test pits, and any other resources available to verify location and operation of all utilities. Contractor must contact Dig-Safe a minimum of 72 hours prior to the start of work.
- 4) The Contractor may be required to perform work during off hours of airport operations so as not to disrupt airport tenants or passengers. These hours are generally between 12:00 am and 5:00 am and may include weekends. The Airport will determine if construction activity will disrupt airport tenants and airport users and will require an alternate work schedule.
- 5) The Contractor shall provide the Airport with a Safety Plan. This plan shall include public protection, dust and debris control, barricades, and other means of site and public protection.
 - 6) The Contractor must supply all necessary labor, materials, tools and equipment to complete the work.

- 7) Signs, caution cones, and tape are required to seal off work areas from the public.
- 8) A storage trailer for required supplies and/or equipment will be permitted to be placed in the contractor parking lot only. Essential supplies and equipment may be stored in a secured storage trailer parked within the Contractor Parking Lot in a location approved by the Airport Building Maintenance Superintendent. The Contractor is solely responsible for the security of their equipment, supplies, and material.
- 9) The Contractor shall perform all work in accordance with, and shall supply materials that meet or exceed all Federal, State and local regulations or requirements. MSDS sheets for all material used shall be maintained on-site and must be readily available.
- 10) The Contractor shall provide a plan, including work methods and schedule to accomplish all proposed work. The said plan, method, and schedule require prior approval by the Airport.
- 11) The Contractor shall have a minimum of Five (5) years experience working in pavement construction.
- 12) The Contractor shall have experience working in public and secure areas in close proximity to existing facilities.

C. PERSONNEL - The Contractor will provide trained workers in sufficient numbers to meet the requirements of the schedule agreed upon with the Airport. The Contractor shall also provide a list of Sub-Contractor personnel and work that may be performed. The Sub-contractor performance shall be the sole responsibility of the Contractor. The Contractor shall be required to act in a user-friendly manner while performing the work, remembering always that they are, in effect, representing the Airport to its users and tenants.

D. INSURANCE - Contractor must supply Liability, Workers Compensation coverage, and all other insurance coverage's necessary (see Exhibit "A"). Contractor must also certify this requirement for any sub-contractor utilized on a project.

E. REPORTS – The selected contractor shall be responsible to supply reports periodically to the Airport or its designee as requested.

F. DISSEMINATION OF INFORMATION - No statement, press release, plans or other information regarding the Airport, its operation, or this agreement, shall be released to the public without the express written consent in advance by the Airport Director.

G. EQUIPMENT - The Contractor shall supply all equipment necessary to perform the required work to meet the specifications.

H. PERFORMANCE AND PAYMENT BONDS - Contractor shall be bondable for any project in excess of Twenty Five Thousand Dollars (\$25,000.00) and provide to the City at the time of delivery of the project documents duly executed to City, Performance Bond and Payment bonds. Such Performance and Payment bonds shall be effective as of the starting date of an awarded project and shall be maintained by contractor throughout the term of the project in the amount equal to the project cost. Such Performance and Payment bonds shall guarantee the contractor's faithful performance of all its obligations under this contract. Any Performance and Payment bonds provided by the contractor under this agreement shall be in a form approved in advance in writing by the Director and shall be written by a company licensed to do business in the State of New Hampshire. In the event any Performance and Payment bonds provided hereunder shall be for a period of less than the full term of a project, the contractor shall provide a renewal or replacement bond(s) which comply with the requirements of this section at least thirty (30) days prior to the date on which the previous bonds expire.

I. RESPONSIBILITY FOR QUALIFICATIONS: Each Contractor is responsible for carefully examining each and every one of the terms and conditions set forth in this document and for making inspections of the work or otherwise judging for itself all the circumstances and conditions affecting the Contractors Statement of Qualification. Such Contractor proprietary information only must be identified and marked accordingly. Submission of a Request for Qualification shall be conclusive evidence that the Contractor has made such examinations and investigations.

Failure on the part of the Contractor to make such examination and to investigate fully and thoroughly shall not be grounds for any declaration that the Contractor did not understand the conditions of the Request for Qualification.

J. PROPRIETARY DATA: City requires that Contractors handle in confidence any information or data received from the City which may be construed as proprietary to the City's ownership and management of the Airport. Additionally, such information or data may be security sensitive and should be viewed only by Contractors staff during Request for Qualification preparation and by workers during all phases of work, after award of a project. No information or data may be forwarded to any persons without the written consent of the Airport, unless necessary to prepare the Statement of Qualification.

K. PROHIBITED ACTS: The Contractor shall:

1. Conduct its activities in an orderly and proper manner so as not to annoy, disturb or be offensive to others.
2. Commit no nuisances while on City's property, and shall not do or permit to be done anything which may result in the creation or commission or maintenance of a nuisance thereon.
3. Not conduct its activities in a manner that deprives the public of its rightful, equal and uniform use of the Airport.
4. Not conduct its operations so as to interfere with reasonable use by others of Manchester•Boston Regional Airport.

5. Not conduct its operations in such a way as to hinder police, fire fighting, or other emergency personnel in the discharge of their duties or so as to constitute a hazardous condition that would increase the risks normally attendant upon the activities contemplated in this Agreement.

M. SECURITY AND BACKGROUND INVESTIGATIONS

All personnel may be required to obtain an Airport Security ID badge and will be responsible for adhering to all Airport Security and Transportation Security Administration rules and procedures.

Personnel seeking an Airport Security I.D. badge must undergo a fingerprint based criminal history records check and a Security Threat Assessment administered by the Transportation Security Administration (TSA). Disclosure of a criminal offense, as defined by TSA security regulations or Airport rules, will disqualify a candidate from receiving an Airport Security I.D. Badge, which is required for this work. Security I.D. Badge applicants will also be required to attend an Airport Security Briefing, which is held weekly.

The Contractor will be responsible for any security related violations or penalties levied against the Contractor or Manchester•Boston Regional Airport by TSA or other agency, as a result of negligence on the part of the Contractor or its agents.

The cost to the Construction Services Contractor for obtaining an Airport Security ID is \$49 per employee.

III COMPANY QUESTIONNAIRE AND STATEMENT OF QUALIFICATION AND EXPERIENCE MUST BE COMPLETED AND SUBMITTED.

IV QUESTIONS: Questions regarding any aspect of the Qualification Documents must be submitted in writing, via email, to John Adams, Airport Building Superintendent, at jadams@flymanchester.com, no later than **3:00 PM on Thursday, August 16, 2018.** No verbal Questions will be addressed. Submitted questions and answers will be made available in writing to all potential Contractors.

V SUBMITTALS: Qualifications must be submitted in a sealed envelope plainly marked **Request for Qualification – Construction Services - Attn: Operations and Facilities, and will be received until 1:00 PM local time, Monday, August 20, 2018,** directed to:

John Adams, Airport Building Maintenance Superintendent
Manchester•Boston Regional Airport
One Airport Road, Suite 300
Manchester, New Hampshire 03103
(603) 624-6539

Manchester•Boston Regional Airport

Pavement Repair Services

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CONTRACT AGREEMENT INSURANCE REQUIREMENTS

EXHIBIT “A”

Highlights of the insurance requirements include the following:

- During the installation period, the Company and all subcontractors must maintain \$1,000,000 of insurance coverage for injury or death in any one occurrence and for damage to property in any one accident.
- \$1,000,000 of comprehensive commercial general liability insurance is required throughout the term of the service contract.
- \$1,000,000 of excess liability insurance is required throughout the term of the service contract.
- Worker’s compensation or employer’s liability insurance is required throughout the term of the contract, as applicable.
- \$1,000,000 of comprehensive automobile liability insurance for all owned, non-owned and hired vehicles used by Company is required throughout the term of the contract.
- An indemnification of the City and Manchester•Boston Regional Airport is required.
- The City of Manchester and the Manchester•Boston Regional Airport must be named as additional insured on all insurance certificates with cancellation notification.

The City expressly reserves the right to alter, amend, or modify the terms of this contract without prior notice and the right to revoke its intent to enter into any legal agreements with prospective Companies.

Manchester•Boston Regional Airport

Pavement Repair Services

Company Questionnaire

COMPANY'S ACKNOWLEDGEMENT

All information requested in this Questionnaire MUST be furnished by the Contractor (hereinafter referred to as "Company"), and MUST be submitted as part of the Pavement Repair Services Qualifications Documents. Statement must be complete and accurate. Omissions, incompleteness, inaccuracy, or misstatements may be cause for rejection of a Statement of Qualifications.

All statements of Qualifications shall become the property of the Manchester•Boston Regional Airport. Those parts of a Statement of Qualifications which are defined by a Company as business or trade secrets, and are reasonably marked "Trade Secrets", or "Confidential", or "Proprietary" shall only be disclosed to the public if such disclosure is required or permitted under the laws of the State of New Hampshire or the City's policies, rules or regulations.

By submission of this Statement of Qualifications, Company acknowledges and agrees that Manchester•Boston Regional Airport has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in this questionnaire, and authorizes the release to the Manchester•Boston Regional Airport of any and all information sought in such inquiry or investigation.

Company (Print Name)

By: _____

By: _____
Signature

Internal Revenue Service
Employer Identification Number

(Additional sheets may be inserted and/or attached as necessary to complete this Statement of Qualifications and Questionnaire).

**Manchester•Boston Regional Airport
Pavement Repair Services**

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**COMPANY QUESTIONNAIRE AND
STATEMENT OF QUALIFICATION AND EXPERIENCE**

A. REQUIRED INFORMATION

1. Name of Contractor _____
Address _____
Telephone _____
Email Address _____

2. When Incorporated _____
In what State _____

3. Number of year's contractor has provided Pavement Repair Services: _____

4. Names and experience of key personnel as listed:

<u>TITLE</u>	<u>EXPERIENCE</u>
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President _____

Vice President _____

Treas/Vice Pres. _____

Secretary _____

Controller _____

5. Total number of officer personnel: _____

Total of all other personnel: _____

Total number of New Hampshire personnel: _____

6. Total number of New England Facilities where Pavement Repair Services are offered:

7. Annual Gross Revenue from Paving Services Operations:

8. List Banking Reference:

9. Provide with this package a letter from your bonding company indicating your firm's single project and aggregate bonding capacity for 2012.

10. BUSINESS EXPERIENCES

List four (4) persons or firms with whom you have conducted business transactions during the past three (3) years. At least two (2) of the references named are to have knowledge of your debt payment history.

Reference No.1

Name: _____

Firm: _____

Title: _____

Address: _____

Telephone: _____

Nature and magnitude of purchase, sale, loan, business association, etc.:

Reference No.2

Name: _____

Firm: _____

Title: _____

Address: _____

Telephone: _____

Nature and magnitude of purchase, sale, loan, business association, etc.:

Reference No.3

Name: _____

Firm: _____

Title: _____

Address: _____

Telephone: _____

Nature and magnitude of purchase, sale, loan, business association, etc.:

Reference No.4

Name: _____

Firm: _____

Title: _____

Address: _____

Telephone: _____

Nature and magnitude of purchase, sale, loan, business association, etc.:
