



# PRE-PROPOSAL MEETING: ARCHITECTURAL/ENGINEERING SERVICES RFQ

SOLICITATION NUMBER: 20-805-50



MARCH 16, 2020



# AGENDA

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- ❑ **Overview of RFQ**
  - Services Procured
  - Proposal Instructions
  - Proposal Schedule
  - Proposal Scoring
- ❑ **Statement Submission Guidelines**
- ❑ **Statement Scoring**
- ❑ **Question and Answer Period**



# HOUSEKEEPING

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- ❑ Full RFQ is published on the airport website under the “Doing Business with MHT” tab on the left side of the website and then under the “Airport Projects” tab:

<https://www.flymanchester.com/doing-business-with-mht/airport-projects/>

- ❑ This presentation will be placed on the website with all other procurement documentation.



# NEW HAMPSHIRE

#10 STATE WHERE MILLENIALS ARE MOVING



1. WASHINGTON

2. TEXAS

3. COLORADO

4. ARIZONA

5. NORTH CAROLINA
6. OREGON

7. GEORGIA

8. NEVADA

9. TENNESSEE

10. NEW HAMPSHIRE

Rockingham and Hillsborough Counties have the highest per capita personal income in the state.

County	Income
ROCKINGHAM	\$70,800
HILLSBOROUGH	\$60,100
MERRIMACK	\$57,000

4 out of every 10 households have incomes greater than \$100,000.



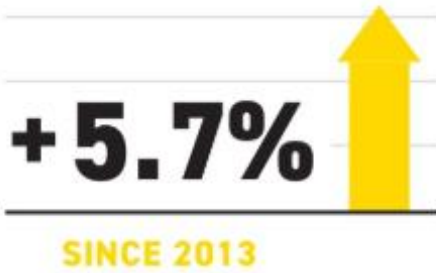
NH employment in the Knowledge Economy



Knowledge Worker Salary



The Knowledge Economy in NH has grown by 5.7% since 2013.



52,893 people migrated into NH from a different state last year.

52%



of this population was in the 18-34 demographic.

U.S. News & World Report



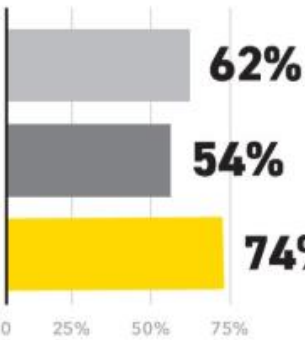
Best States Ranking



INNOVATION CHAMPION

Source: Consumer Technology Association

Source: 2013 and 2017 US Department of Labor Occupational Employment Statistics, the State of New Hampshire.



The Tri-County region captured 62% of these new residents.

The Tri-County region captured 54% of all new residents in the 18-34 demographic.

The Tri-County region captured 74% of all new residents less than 18-years old.

Source: Census Reporter website based on data pull date of May 1, 2019. <https://censusreporter.org>  
U.S. Census Bureau: % Population Change by County and Municipio, 2017-2015

flymanchester.com







# RFQ OVERVIEW

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*Echo Lake in the White Mountains of New Hampshire*  
Photo Credit: VisitNH



# REASON FOR RFQ

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- ☐ The procurement action is required by the FAA and the NH Department of Transportation, Bureau of Aeronautics.
- ☐ Procurement action is following guidance in AC 150/5100-14E
- ☐ Required in order for the airport to receive funding from the FAA through the AIP and from the State.
- ☐ This is a **QUALIFICATIONS BASED** selection. No mention of price shall be made in your submission.



# CONTRACT TERM

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- ❑ **Three (3) year initial contract with option for two (2) one (1) year options.**
- ❑ **Airport has undergone significant efforts to reduce our Cost Per Enplanement in order to better position the airport for growth.**
  - Restructuring of our debt, renegotiating our Use and Lease Agreement, modeling of CIP against a constrained rates and charges model, and modeling future employment levels against a constrained rates and charges model.
- ❑ **Because of this, the Capital Improvement Program was reduced in size and only two (2) A/E contracts will be awarded.**
  - Future CIPs will change based on actual enplanements and what the airport can afford based on the constrained rates and charges model.



# ANTICIPATED SERVICES

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- ❑ **Task Orders issued under the Professional Services Agreement may include but not be limited to the following types of services:**
  - Grant Management Services: preparing and submitting pre-applications and applications for state and federal grants, periodic reporting to FAA and NH DOT, grant close-out documentation in consult with Finance team.
  - Preliminary Phase Services: preparation of project scope, budget, financial impact, schedules, surveys, geotechnical, preliminary design, schematics, sketches, IFEs etc.
  - Design Phase Services: preparing detailed design and specifications for bidding, preparing engineering reports and recommendations, CSSP development, permitting.
  - Bidding/Negotiation Services: Overseeing public announcement, conducting bid openings, bid review and tabulations, preparing recommendation for award, preparing contract documents, preparing necessary grant applications.
  - Construction Phase Services: pre-construction conferences, construction inspections, contractor pay requests, RFIs, Change Order review and recommendation, as-builts and CAD drawings.





# ANTICIPATED AIP PROJECTS

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- ❑ **Rehabilitation for both runways: 9,750' x 150' Runway 17-35 (CAT IIIB Approach to RW35 and CAT I to RW 17) and 6,500' x 150' Runway 6-24 (CAT I to Runway 6).**
  - Design and Construction Phase Services including grant management and construction phase services for both runways.
- ❑ **RIM Mitigation for Taxiway Hotel**
- ❑ **MSE Wall Repair**
- ❑ **Drainage Master Plan**
- ❑ **Specifications for Airfield Equipment**



# NON-FEDERALLY FUNDED SERVICES

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- ❑ **Pay close attention to the non-federally funded services as well.**
- ❑ **Will require specialized services such as:**
  - Jet Bridge Rehabilitation – design and construction phase services
  - Rental Car QTA – design and construction phase services
  - Kalwall Roof Replacement – construction phase services
  - Terminal Roadway – design and construction phase services
  - Terminal Roadway Signage – design and construction phase services





# FEDERAL CERTIFICATIONS

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- ❑ Sign and notarize all certifications contained in Appendix E and include in your statement.
- ❑ There are four (4) certifications:
  - Debarment
  - Lobbying
  - Tax Delinquency and Felony Convictions
  - Trade Restriction

***Failure to include signed and notarized certifications will result in the STATEMENT being non-responsive.***



# STATEMENT EVALUATION

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- ❑ **Statements should clearly exhibit the knowledge, skills, and abilities listed in Section 1.8 of the RFQ.**
- ❑ **Review Criteria:**
  - General Corporate Overview
  - Project Organization and Staffing
  - Progress, Quality Assurance and Cost Control
  - DBE Participation
  - Location
  - Experience with Similar Projects
  - Previous Airport Contracts
  - Certifications





# CRITERION 1: GENERAL CORPORATE OVERVIEW

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## ❑ Statement shall include:

- Letter of Interest signed by a duly authorized representative that introduces team, organization of the team, and general workload for each firm on the team.
- Broadly describe capabilities of each firm included on the team.
- Current audited financial statement for the PRIME consultant ONLY.

***Failure to provide signed letter from a duly authorized representative AND/OR failure to provide audited financial statement will result in the STATEMENT being non-responsive.***



# CRITERION 2: PROJECT ORGANIZATION AND STAFFING

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- ❑ Section should describe the organization of the team by services procured (e.g. grant management, design services, construction services, etc..)
- ❑ Provide resumes of key personnel by major planning function and sub-consultant.

***Only include those individuals that would make a significant contribution to the work contemplated under the procurement action.***

***No “bait-and-switch” of key personnel. Who you propose is who you will use should you be the successful proposer.***





# CRITERION 3: PROGRESS, QUALITY ASSURANCE, AND COST CONTROL

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- ❑ Section should include an overview of corporate means and methods to ensure:
  - Adequate scope and fee formulation;
  - Coordination of work between team members to ensure deliverables meet the scope and Owner requirements;
  - Quality Assurance and Quality Control;
  - Methods to respond timely to Owner or regulatory agency requests;
  - Methods to ensure appropriate staffing levels to meet changing levels of demand and priorities.

***Answer how the TEAM will accomplish this, not just the Prime..and be sure to not put the “k” in quality!***



# CRITERION 4: DBE PARTICIPATION

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- ❑ Describe corporate efforts of team members to mentor, train, or otherwise demonstrate their corporate commitment to the development of DBEs.
- ❑ DBE participation goal is currently **3.7%**
- ❑ This goal was established last year, two years remaining on goal so anticipate a change in participation rate.

***This is a minimum goal...you are encouraged to exceed the goal.***





# CRITERION 5: LOCATION OF WORK

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- ☐ Describe where the work contemplated in this procurement action will be completed.
- ☐ Provide number of employees at each location, years in business at this location, and the anticipated percentage of work to be completed to each office location.

***It is the preference of the Airport that the selected consultant either have a New Hampshire office, or teams with a firm that has a New Hampshire office.***



# CRITERION 6: EXPERIENCE WITH SIMILAR PROJECTS

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- ❑ Provide a *clear and complete discussion* for two projects for each type of major planning services identified earlier.
- ❑ Include the project location, fee (original and final), scope, schedule (baseline and final), and a discussion on the project.

*Do not forsake clarity for brevity.*

*Use this as an opportunity to show innovation, creativity, and ingenuity in solving project problems within established regulations.*





# CRITERION 7: PREVIOUS AIRPORT CONTRACT AWARDS

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- ❑ Disclose the total value of previous airport contracts awarded, if any.
- ❑ Include project name, award date (i.e. task order date), and task order value.

***This will be used as a tie-breaker should two statements score the same.  
The statement with the lowest total value in airport contracts will be  
awarded the tie-breaker.***







# STATEMENT

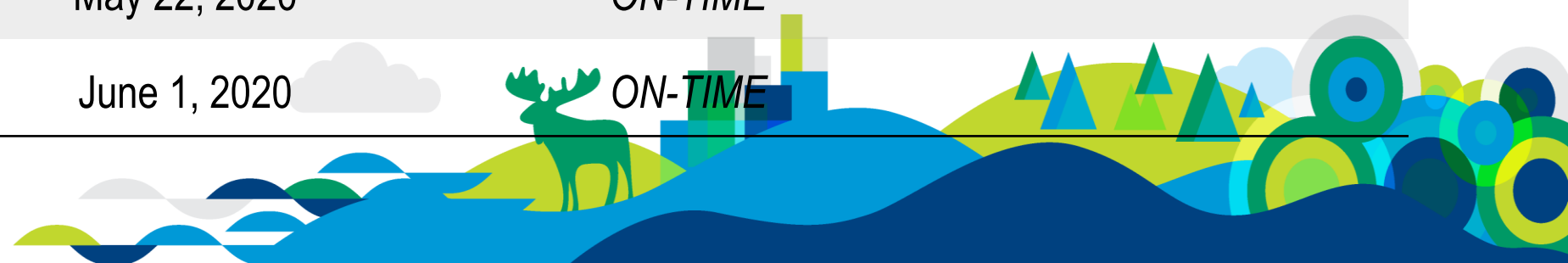
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*Crawford Notch, New Hampshire*  
Photo Credit: VisitNH



# SCHEDULE

TASK	COMPLETION DATE	STATUS
Advertise RFQs	March 1, 2020	<i>ARRIVED</i>
Mandatory Pre-Proposal Meeting	March 16, 2020	<i>CANCELLED</i>
Final Date for RFIs	March 23, 2020	<i>ON-TIME</i>
Addendum Acknowledgement Form	March 25, 2020	<i>ON-TIME</i>
RFQ Submission Deadline	April 2, 2020	<i>ON-TIME</i>
RFQ Review and Scoring	April 17, 2020	<i>ON-TIME</i>
Evaluation Committee Meeting	April 20, 2020	<i>ON-TIME</i>
Notification of Short-List	April 24, 2020	<i>ON-TIME</i>
Interviews	May 7, 2020	<i>ON-TIME</i>
Notification of Intent to Award	May 8, 2020	<i>ON-TIME</i>
PSA Executed	May 22, 2020	<i>ON-TIME</i>
NTP Issued	June 1, 2020	<i>ON-TIME</i>





# STATEMENT ORGANIZATION

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- ❑ Organize your Statement in sections with tabs that refer back to the review criteria included in the RFQ.
- ❑ Statements are limited to **50-pages** in length excluding letter of interest DBE forms, audited financial statements, and federal certifications.
- ❑ Can be either 8.5" x 11" or 11" x 17" paper size, but entire proposal must use the same page size.
- ❑ Single-sided only.

***Any information outside of these guidelines will not be reviewed by the Evaluation Committee.***



# STATEMENT SUBMISSION

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- ❑ Submit five (5) hard copies of the Statement to:

*Mrs. Cheryl Keefe  
Properties and Contracts Specialist  
Manchester-Boston Regional Airport  
1 Airport Drive, Suite 300  
Manchester, New Hampshire 03103*

**Mark the box/envelope containing your Statements with:**

***“On-Call Architectural and Engineering Services RFQ FY20-805-50”***





A man in a maroon jacket and a woman in a light green vest and blue jeans are walking on a grassy path. The woman is carrying a striped basket. They are surrounded by large trees with autumn foliage. A blue bicycle is parked on the right side of the path. The scene is set in a park-like environment with a building visible in the background.

# STATEMENT SCORING

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# TWO PHASES TO SELECTION

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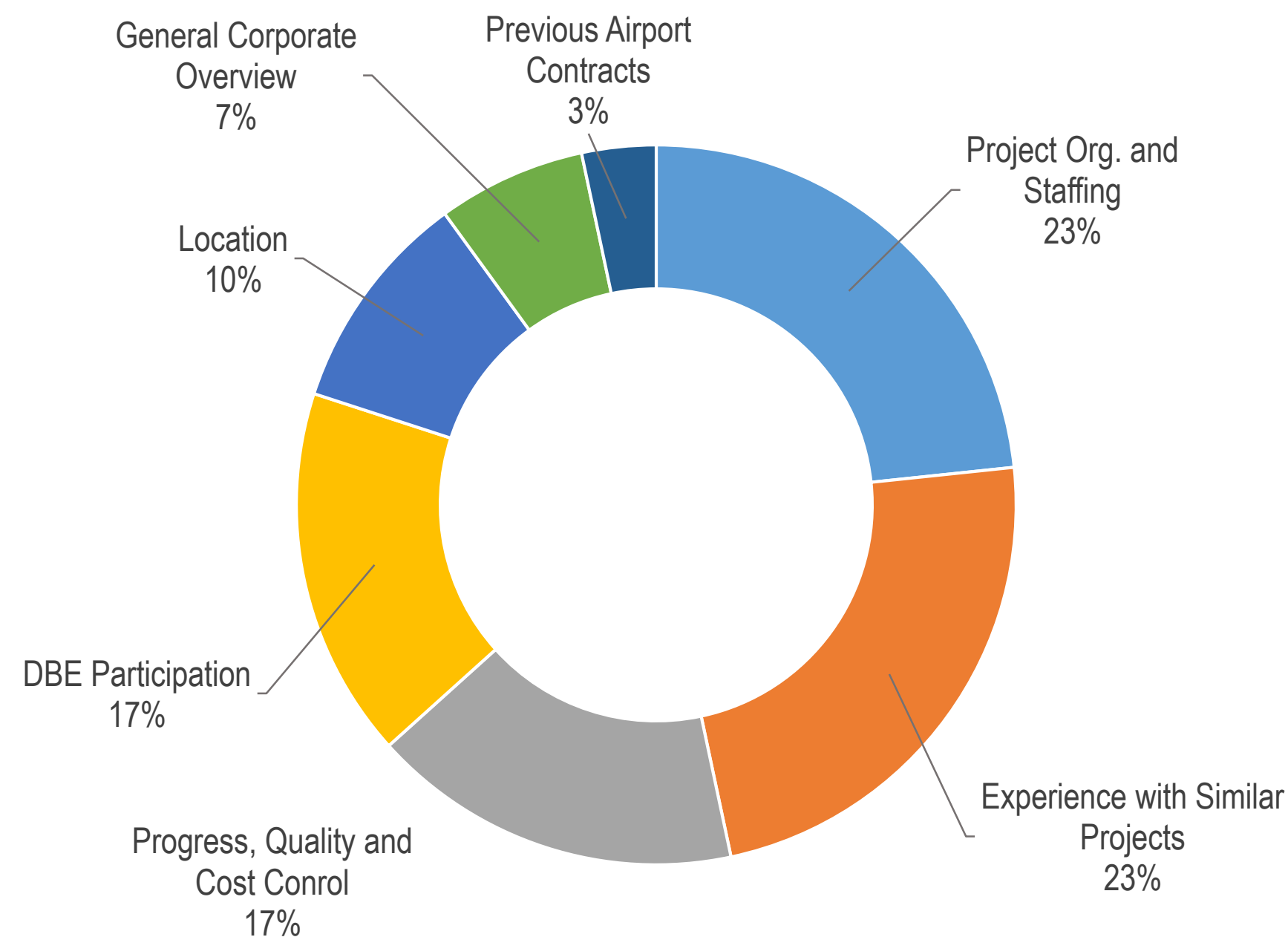
- ❑ **Phase 0: Initial review for responsiveness**
- ❑ **Phase I: Evaluation Committee Scoring**
  - Completed independently, committee will convene to tally scoring and discuss proposals. Recommend shortlist to Director for approval.
- ❑ **Phase II: Interviews**
  - Will be held only if two or more firms are included on shortlist.
  - Two-week notice provided to short-listed firms.
  - Evaluation criteria will be issued as part of short-list notification.
- ❑ **Award will be to the Statement with the highest combined total score.**



# PHASE I RFQ SCORING

**46% of points are available from two categories: Project Staffing and Experience with Similar Projects.**

**80% of points are available from four categories: Project Staffing; Experience with Similar Projects; Progress, Quality and Cost Control; and DBE Participation.**



# ADDENDUMS ISSUED

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- ❑ Two addendums issued to date.
- ❑ Addendum No. 1: Issued March 3, 2020 corrected the due date for RFQs. Solicitation notice stated March 16, 2020. *The correct date for submitting your statement is April 2, 2020.*
- ❑ Addendum No. 2: Issued on March 12, 2020 made today's pre-bid meeting *non-mandatory* in the light of CoVID-19 concerns and changing corporate travel policies.
- ❑ We will circulate an Addendum Acknowledgement Form to be *signed and included* in your statement. This form will state that you have read, understood, and incorporated any information contained in addendums into your proposal.





# POINT OF CONTACT

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- ❑ Submit all questions to:

*Mrs. Cheryl Keefe*  
[ckeefe@flymanchester.com](mailto:ckeefe@flymanchester.com)

***No contact shall be made with Airport Staff, Evaluation Committee, or any other person with interest in the airport for purposes of discussing this procurement action.***





# Q&A

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