

**LEGAL NOTICE  
CITY OF MANCHESTER, DEPARTMENT OF AVIATION  
MANCHESTER-BOSTON REGIONAL AIRPORT**

**REQUEST FOR QUALIFICATIONS**

**ON-CALL AIRPORT PLANNING SERVICES  
FEBRUARY 2020  
FY20-805-49**

NOTICE IS HEREBY GIVEN that REQUEST FOR QUALIFICATIONS are being sought for performance of a contract, according to the specifications, by the City of Manchester, Department of Aviation for the Manchester-Boston Regional Airport as follows:

In accordance with FAA Advisory Circular 150/5100-14E, The City of Manchester, New Hampshire acting by and through its Department of Aviation (hereinafter called the "AIRPORT"), being the duly and lawfully constituted municipal corporation owning and operating the Manchester-Boston Regional Airport, located in the City of Manchester and Town of Londonderry, New Hampshire hereby solicits Statements of Qualifications ("STATEMENTS") from Airport Planning Firms for On-Call Airport Planning Services.

Interested firms are encouraged to formulate teams and to submit one STATEMENT that conforms to the requirements of this RFQ. It is the intent of the AIRPORT to select one RESPONDENT for a term of three (3) years fixed with two (2) one (1) year options.

**Title VI Solicitation Notice:**

Manchester-Boston Regional Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**The REQUEST FOR QUALIFICATIONS document including a draft contract and specifications are available for free PDF download as posted on the Manchester-Boston Regional Airport website: <https://www.flymanchester.com/doing-business-with-mht/airport-projects> after 3:00 pm on Thursday, February 27, 2020.**

**There will be a mandatory pre-proposal meeting on Monday, March 16, 2020 at 10:00 a.m. at the Airport Administration Offices** on the 3rd floor of the Airport Terminal Building located at One Airport Road, Suite 300, Manchester, NH.

**Request for Qualification Statements must be received no later than 5:00 p.m. E.D.T. on Thursday, April 2, 2020** at the Manchester-Boston Regional Airport Administration Office located at One Airport Rd. Suite 300, Manchester, New Hampshire 03103, Telephone (603) 624-6539. Bids must be in a sealed envelope plainly marked "REQUEST FOR QUALIFICATION STATEMENT – AIRPORT PLANNING SERVICES SOLICITATION NUMBER FY20-805-49," Attention: Ms. Cheryl Keefe.

All requests for information should be directed to Ms. Cheryl Keefe, Properties and Contracts Coordinator, Manchester-Boston Regional Airport by email: [ckeefe@flymanchester.com](mailto:ckeefe@flymanchester.com).

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

Theodore S. Kitchens, A.A.E.  
Airport Director