



Manchester-Boston Regional Airport
One Airport Road, Suite-300
Manchester, New Hampshire 03103

Addendum No. One

Date: May 13, 2020

RFQ No: FY20-805-65 Air Service Development (“ASD”) Consulting Services

The following clarifications, changes, additions, and/or deletions are hereby made to the RFQ:

Change:

Due to a conflict on Wednesday, May 20th, the following dates have been amended:

<u>Solicitation Step</u>	<u>Current Date</u>	<u>New Date</u>
Advertise RFQ	May 1, 2020	
Mandatory Pre-Proposal Meeting	May 20, 2020	May 27, 2020, 2:00 p.m. ET
Final Date for RFIs	June 5, 2020	June 8, 2020
Addendum Acknowledgment Form	June 10, 2020	
RFQ Submission Deadline	June 15, 2020	June 18, 2020, 2:00 p.m. ET
RFQ Review and Scoring by Committee	July 6, 2020	
Evaluation Committee Meeting	July 9, 2020	
Notification of Short List	July 13, 2020	
LCC/ULCC Interviews	July 28, 2020	
LNC Interviews	July 29, 2020	
Notification of Intent to Award	July 31, 2020	
Professional Services Agreement Executed	August 14, 2020	
Notice to Proceed	September 25, 2020	

Question 1:

Without having staff local to the Manchester area and with our air service development consulting staff under various state-level travel restrictions, would the airport offer the mandatory pre-proposal meeting with the option to attend electronically or via phone, as mentioned as a possibility in the RFQ? Should that be possible, we would like to request a video chat link or call in number to enable us to attend that meeting.

Response:

The mandatory pre-proposal meeting can be attended either in person or electronically through a Microsoft Teams Meeting. Video/call-in information listed below:

Join Microsoft Teams Meeting

[+1 347-973-9910](tel:+13479739910) United States, New York City (Toll)

Conference ID: 711 408 521#

Question 2:

Section one requires the Prime Consultant to submit an audited financial statement for the firm. May we include our audited financial statements in a “confidential” envelope that is separately sealed from our submission?

Response:

Yes, you may include your audited financial statements in a “confidential” envelope; however, a third party must produce it.

Question 3:

Will the selected CONSULTANT be required to have a Project Manager on site? Per **Section 3.9 Personnel of Consultant (page 32)** “The **CONSULTANT** shall designate an on-site Project Manager to act on behalf of **CONSULTANT** who is authorized to make all decisions regarding the Work hereunder. Such Project Manager and any replacement Project Manager shall have a minimum of five year's project experience on similar projects procured through this contract.

Response:

A Project Manager will not be required to be on-site. However, a dedicated Project Manager will be required to be the primary point-of-contact for the AIRPORT.

Question 4:

Section 3.23 (page 37) Training Requirements CONSULTANT and SUBCONSULTANTS personnel shall abide by the city of Manchester Drug and Alcohol Policy, Sexual Harassment Policy and Workplace Violence Policy. If **CONSULTANT** has similar policies within their organizations, **CONSULTANT** shall submit proof of training to the **DIRECTOR** by completing EXHIBIT K. Please provide a copy of Exhibit-K.

Response:

Exhibit K will be included in the FINAL DRAFT of the Contract.

Question 5:

Are dividers/tabs included in the page count?

Response:

No

For other questions or clarifications, please contact the Cheryl Keefe at ckeefe@flymanchester.com

Respectfully,



Cheryl Keefe
Property and Contract Coordinator