



Addendum No. Two

Date: August 23, 2023

RFQ No: FY24-805-03 On-Call Airport Architectural and Engineering (“A/E”) Services

This Addendum #2 to the Request for Statement of Qualifications for On-Call Airport Architectural and Engineering (“A/E”) Services (the “RFQ”) contains the following clarifications and changes to the RFQ Document:

- Changes to the RFQ Document and related Attachment
- Clarifications Regarding RFQ
- Responses to questions submitted in writing

CHANGES TO RFQ DOCUMENT

Appendix D to the RFQ contained the incorrect DBE percentage requirements. The correct requirements are 5.6%. To correct this error, Appendix D to the RFQ is hereby deleted in its entirety and replaced with the attached Appendix D.

CLARIFICATIONS REGARDING RFQ

- *DBE Requirements and Funding Sources*

The DBE requirements referenced in the RFQ are not applicable to non-federally funded projects, however, Respondents are encouraged to meet that goal even for the non-federally funded projects.

- *Bidding on FY24-805-03 and FY24-805-04*

Any Respondent who submits Statements for both this procurement action and for procurement number FY24-805-04 may only be selected for ONE of the two procurement actions. In no event will the Respondent chosen for this procurement action also be selected for FY24-805-04.

QUESTIONS SUBMITTED IN WRITING

Question 1: Clarifications Regarding Section 2.1.6 – Section 6: Experience with Similar Projects of the RFQ:

- a. How many total project descriptions are allowed in this section?

Response: Respondents shall not provide more than three (3) projects in response to this Section.

- b. Does this Section require three projects per project type (for a total of nine projects) or one project for each project type chosen, (for a total of three projects)?

Response: Respondents should provide one (1) project for each of the three (3) project types they choose from the list provided, for a total of three (3) projects.

- c. Are three projects the minimum or the maximum number of projects to be included in each Statement? Can Respondents submit more than three projects, as long as the Statement remains within the 50-page limit?

Response: Respondents shall provide exactly three (3) projects.

- d. Should there be only one description per major project type?

Response: Yes.

- e. Can descriptions be provided for all five major project types, or are we limited to providing descriptions for only three of the five project types?

Response: See responses to Questions 1(a) and 1(c) above.

Question 2: Section 4.4 of the RFQ references the required Addendum Acknowledgement Form, which was not included in the RFQ. Will this form be provided by addendum?

Response: Yes.

Question 3: Are covers, tabs, and/or resumes included in the 50-page limit?

Response: Please see Section 2.2 of the RFQ for exclusions from the fifty-page limit.

Question 4: If a DBE is currently listed in the New Hampshire DBE Directory and has submitted their renewal and affidavit of 'no change', but has not heard back from the Office of Federal Compliance on their renewal status, should the DBE firm submit a letter with the Statement stating that the renewal is pending?

Response: Yes.

Question 5: In Section 2.1.1 of the RFQ, does the phrase "general workload" refer to the anticipated services on this contract or each firm's current workload other than Manchester?

Response: In response to this section Respondents shall provide a general breakdown of how much each entity proposed to service this RFQ will contribute to the work under this procurement.

APPENDIX D: NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY

1. The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.
2. The goals and timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

Timetables

Goals for minority participation for each trade: **5.6%**

Goals for female participation in each trade: **5.6%**

These goals are applicable to all of the Contractor's construction work (whether or not it is Federal or federally assisted) performed in the covered area. If the Contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the Contractor also is subject to the goals for both its federally involved and non-federally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a) and its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the Contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60. Compliance with the goals will be measured against the total work hours performed. The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs (OFCCP) within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the subcontract is to be performed.

As used in this notice and in the contract resulting from this solicitation, the "covered area" is City of Manchester, Hillsborough County New Hampshire.