



PRE-PROPOSAL MEETING: Architectural/Engineering Services RFQ

Solicitation number: FY24-805-03

AGENDA

☐ Overview of RFQ

- Services Procured
- Proposal Instructions
- Proposal Schedule
- Proposal Scoring

☐ Statement Submission Guidelines

☐ Statement Scoring



HOUSEKEEPING

- ❑ 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 “Procurement Opportunities” tab:
 - <https://www.flymanchester.com/doing-business-with-mht/procurement-opportunities/>
- ❑ This presentation will be placed on the website with all other procurement documentation.
- ❑ Verbal responses provided by any of the Airport’s representatives during our session today are not formal and are not binding on the Airport.





RFQ OVERVIEW

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

REASON FOR RFQ

- ☐ 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 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

- ❑ **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 our debt, modeling of CIP, and employment levels against a constrained rates and charges model.
- ❑ **Two A&E firms will be selected as part of this RFQ process.**



ANTICIPATED SERVICES

- ❑ **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

Federal Fiscal Year	Project	Estimated Cost*
2024	Taxiway A Retaining Wall Rehabilitation (Construction Phase)	\$2,226,067
	Airfield Electrical Vault Replacement (Design <u>Phase</u>)	\$400,000
	ARFF Vehicle Replacement	\$1,000,000
	Taxiway Hotel (Design Phase)	\$500,000
	Airport Master Plan Update	\$1,200,000
	Main Escalator to Pedestrian Bridge <u>Replacements</u> (Design Phase)	\$321,750



ANTICIPATED AIP PROJECTS

Federal Fiscal Year	Project	Estimated Cost*
2025	Airfield Electrical Vault Replacement (Construction Phase)	\$5,200,00
	Runway 17-35 Perimeter Road (Construction Phase)	\$1,500,000
	Main Escalator to Pedestrian Bridge Replacements (Construction Phase)	\$2,692,244
	Taxiway Hotel (Construction Phase)	\$5,000,000
	Terminal Loop Road Rehabilitation and Landside Signage Upgrade (Planning)	\$200,000



ANTICIPATED AIP PROJECTS

Federal Fiscal Year	Project	Estimated Cost*
2026	Glycol Recovery System (Phase I Reimbursement)	\$5,000,000
	Terminal Loop Road Rehabilitation and Landside Signage Upgrade (Construction)	\$5,000,000
	Taxiway Echo and November Rehabilitation (Design)	\$5,000,000



ANTICIPATED AIP PROJECTS

Federal Fiscal Year	Project	Estimated Cost*
2027	Taxiway Echo and November Rehabilitation (Construction)	\$6,000,000
	Taxiway Juliet Rehabilitation (Design)	\$500,000
	Taxiway Mike Rehabilitation (Design)	\$500,000
	Glycol Recovery System (Phase II Reimbursement)	\$5,000,000
	Engineered Materials Arresting System (EMAS)	\$7,000,000



ANTICIPATED AIP PROJECTS

Federal Fiscal Year	Project	Estimated Cost*
2028	Taxiway Juliet (Construction)	\$5,000,000
	Taxiway Mike Rehabilitation (Construction)	\$5,000,000
	Taxiway Golf and Delta Rehabilitation (Design)	\$5,000,000
	SRE Equipment Replacement	\$800,000



NON-FEDERALLY FUNDED SERVICES

- ❑ Pay close attention to the non-federally funded services as well.
- ❑ Will require specialized services, such as:

City Fiscal Year	Project
2024	Parking Garage Maintenance/Upgrades
	Rolling Stock Replacement
	Airport Operations Center – Construction
	Terminal Roof Repair - Annual Maintenance
	Landside Signage Modifications - Project Definition
	Rental Car QTA – Design
	Jet Bridge Rehabilitation - Gate 11
2025	Parking Garage Maintenance/Upgrades
	Jet Bridge Replacement – Gates 10, 11 and 14
	Terminal Roof Repair - Annual Maintenance
	Terminal Restroom Modernization - Phase I Design
	Jet Bridge 10 Upgrade
	Rental Car QTA - Construction Phase
	Rolling Stock Replacement

City Fiscal Year	Project
2026	Jet Bridge Replacement – Gates 1 and 4
	Rolling Stock Replacement
	Terminal Restroom Modernization - Phase I Construction
	Terminal Restroom Modernization - Phase II Design
	Document Management System
2027	Terminal Roadway and Curbside Sign Upgrade - Design
	Lot C Phase I Rehabilitation - Exit Canopy
	Terminal Restroom Modernization - Phase II Construction
	Employee Screening Area Refurbishment - <u>Design</u> and Construction
	Rolling Stock Replacement
	Jet Bridge Rehabilitation - Gate 5



FEDERAL CERTIFICATIONS

- ❑ **Sign and notarize all certifications 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

- ❑ **Statements should clearly exhibit the knowledge, skills, and abilities listed in 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

❑ 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

- ❑ 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

- ❑ **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

- ❑ 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 5.6%

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



CRITERION 5: LOCATION OF WORK

- ☐ 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

- ❑ 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

- ☐ **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.**



SCHEDULE

TASK	COMPLETION DATE	STATUS
Advertise RFQs	July 19, 2023	POSTED
Mandatory Pre-Proposal Meeting	August 9, 2023	ON-TIME
Final Date for RFIs	August 16, 2023	ON-TIME
Addendum Acknowledgement Form	August 21, 2023	ON-TIME
RFQ Submission Deadline	August 25, 2023 @ 2:00 pm	ON-TIME
RFQ Review and Scoring	September 1, 2023	ON-TIME
Evaluation Committee Meeting	September 6, 2023	ON-TIME
Notification of Short-List	September 8, 2023	ON-TIME
Interviews	September 20, 2023	ON-TIME
Notification of Intent to Award	September 25, 2023	ON-TIME
PSA Executed	September 27, 2023	ON-TIME
NTP Issued	October 2, 2023	ON-TIME





STATEMENT

Crawford Notch, New Hampshire
Photo Credit: VisitNH

STATEMENT ORGANIZATION

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

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



STATEMENT SUBMISSION

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

*Procurement
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 FY24-805-03”



A man in a maroon jacket and a woman in a yellow 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. In the background, there are white benches and a brick building.

STATEMENT SCORING

PHASE I RFQ SCORING

Criteria	Max Score
General Corporate Overview	10 points
Project Organization and Staffing	35 points
Progress, Quality Assurance, and Cost Control	25 points
Disadvantaged Business Enterprise Participation	25 points
Location	15 points
Experience with Similar Projects	35 points
Previous Airport Contract Awards	5 points
TOTAL MAXIMUM SCORE	150 points



TWO PHASES TO SELECTION

❑ **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.**



ADDENDUMS ISSUED

- ❑ Addendums will be posted to the Airport's website – Procurement tab.
- ❑ An Addendum Acknowledgement Form is included as part of this RFQ and must 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

- ❑ Submit all questions to:

Procurement
procurement@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.





THANK YOU



Manchester-Boston

REGIONAL AIRPORT

MEETING ATTENDEES

DATE: Wednesday, August 9, 2023

MEETING: RFQ FY24-805-03
On-Call Airport Architectural and Engineering
Services

NAME	ORGANIZATION	PHONE NUMBER
Ted Kitchens	MHT	MHT
Thomas Malafronte	MHT	MHT
Lou Elguezabal	MHT	MHT
Jenna Dakalovic	MHT	MHT
RB Lawrence	Stantec	603 498 6355
TONY NAZAKA	STONE RIVER ARCH	603-637-4686
SCOTT DELORME	STONE RIVER ARCH	603-637-4686
REBECCA McDONALD	ADCI	978-9169 978-471-9168
JOHN GORHAM	JACOBS	603 585 2259
PETE RUTLEN	JACOBS	215-358-0757
JOHN PELLETIER	JACOBS	603-560-1045
TJ LABORE	TYLIN	603 674 1048
MIKE BRAMHALL	TYLIN	603 866 7928
Tommy Bibb	EXP	615-604-2415
CRASH SULLIVAN	STANTEC	617-816-8094
BRIAN SMITH	MJ	603-340-5111
Neil MacAbney	Stantec	603-785-0395
Elliot Lindgren	AECOM	215-207-1374
John GONDREAVLT	AECOM	603 661 8224
Brizer Bennett	McFarland Johnson	(603) 225-2978



DATE: Wednesday, August 9, 2023

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