



PRE-PROPOSAL MEETING: Airport Planning Services RFQ

Solicitation number: FY24-805-04

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 of our debt, modeling of CIP, and employment levels against a constrained rates and charges model.
- ❑ **One (1) firm 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:**
 - Master Planning Services: ALP preparation; targeted area planning; project cost estimations; assessments and forecasting on airport needs and project costs; studies on feasibility, efficiency, and long-term use, etc.
 - Airfield Planning Services: Identification of issues, needs, and alternatives to airside facilities, airspace, and operational matters, such as aircraft parking plans, deicing, hangars, and cargo facilities.
 - Terminal Planning Services: Collection of data related to terminal operations and utilization; identification of terminal facility requirements and possible modifications; assistance in terminal space planning and optimization.
 - Landside Planning Services: Planning, analysis, forecasting, and costing estimation for non-terminal, landside projects, such as parking, ground transportation, and rental car facilities.
 - Environmental Planning Services: Preparation of environmental studies and reporting; assistance with NEPA documentation; provision of environmental training for airport staff; analysis and advising on sustainability efforts and development of policies.



ANTICIPATED FEDERALLY-FUNDED CIP PROJECTS

By Federal Fiscal Year

☐ 2024

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

☐ 2025

Project	Estimated Cost*
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 Rehab & Landside Signage Upgrade (Planning)	\$200,000



ANTICIPATED FEDERALLY-FUNDED CIP PROJECTS

By Federal Fiscal Year

2026

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

2028

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

2027

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



NON-FEDERALLY FUNDED SERVICES

By City Fiscal Year

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

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

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 - Design and Construction
- Rolling Stock Replacement
- Jet Bridge Rehabilitation - Gate 5



FEDERAL CERTIFICATIONS

- ❑ 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

- ❑ **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 major planning discipline (e.g. general planning, airfield planning, 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 21, 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 back 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
Manchester-Boston Regional Airport
1 Airport Drive, Suite 300
Manchester, New Hampshire 03103*

Mark the box/envelope containing your Statements with:

“On-Call Airport Planning Services RFQ FY24-805-04”



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. A blue bicycle is parked on the right. Large trees with autumn foliage are in the background. The scene is set at Dartmouth College in Hanover, NH.

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
