



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

Addendum No. One

Date: July 28, 2025

Solicitation No: FY26-805-08 Request for Statement of Qualifications for Master Planning Services

This Addendum #1 to Request for Statement of Qualifications for Master Planning Services (the “RFQ”) contains the following clarifications and changes to the RFQ document:

- Responses to questions submitted in writing

QUESTIONS SUBMITTED IN WRITING

Question 1: The RFQ does not appear to have any provision for estimating services.

Response: Estimating services will be provided by the Contractor. These services are crucial for planning, budgeting, and securing funding for airport improvements and shall be included as part of the Master Plan RFQ Proposal.

As part of the Master Plan, Contractor shall provide detailed cost estimating services for all recommended development projects identified within the Airport Master Plan. These services shall include:

- Preparation of planning-level cost estimates for proposed airside, landside, and terminal improvements.
- Identification of cost ranges based on conceptual designs and comparable historical data.
- Incorporation of contingencies, escalation, and potential phasing impacts.
- Coordination with financial planning efforts, including inputs for FAA Airport Capital Improvement Plan (ACIP) and state funding programs.
- Presentation of cost estimates in formats suitable for use in budgeting, grant applications, and public presentations.

All cost estimates must be developed in accordance with the latest version of FAA Advisory Circular 150/5070-6B and other applicable FAA guidance documents.

Question 2: Will there be a separate RFQ or RFP issued specifically for Masterplan Estimating?

Response: No.

Question 3: Will the Pre-Statement Meeting be in person or via zoom?

Response: The Pre-Statement Meeting will be offered as a hybrid meeting. More details on how to attend remotely will be provided shortly, via Addendum.

Question 4: Is the Pre-Statement Meeting attendance mandatory?

Response: No, attendance at the Pre-Statement meeting is not mandatory, but attendance is highly encouraged.

Question 5: Could you provide clarification on the “Organizational Plan” reference in Section 4.1, Part (b). Should we be preparing a written Organizational Plan or is an ORG Chart including all information you requested to be included sufficient?

Response: As further detailed in Criterion 2 of the RFQ, Respondents shall provide a detailed Organizational Plan outlining the structure and composition of the proposed project team. This plan must clearly identify the relationships between all team members, including any subcontractors. It is up to each Respondent’s discretion as to how to present this information within their Proposals.