



# **PRE-PROPOSAL MEETING**

## **Master Planning Services**

**Solicitation Number: FY26-805-08**

**AUGUST 6, 2025**

# Agenda

1. Introductions
2. Housekeeping
3. Overview of RFQ
4. Statement Organization
5. Proposal Schedule
6. Proposal Scoring
7. Statement Submission Guidelines



# Introductions

- Airport Staff
- Committee Members

# 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.



# Overview of RFQ

- Master Plan Update
  - 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.
- 1997 – 2011 – 2026
- Inside out approach
- Collaborative and Transparent
- Mission Statement
- Master Plan ACIP - \$1,200,000



# 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.
- No font smaller than 10

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

# Proposal Schedule

Solicitation Step	Date
Pre-Statement Meeting	August 6, 2025 at 9:00 A.M.
Deadline for Questions	August 15, 2025 at 2:00 P.M.
<b>Statement Submission Deadline</b>	<b>August 28, 2025 at 2:00 P.M.</b>
Notification of Short List (if applicable)	September 12, 2025
Interviews Completed (if necessary)	October 8, 2025
<b>Notification of Intent to Award</b>	<b>October 10, 2025</b>
Operating Agreement Executed	October 15, 2025



# Proposal Scoring

Criteria	Max Score
General Corporate Overview	10 points
Project Organization and Staffing	25 points
Progress, Quality Assurance, and Cost Control	25 points
Disadvantaged Business Enterprise Participation	25 points
Location	20 points
Experience with Similar Projects	30 points
Previous Airport Contract Awards	5 points
<b>TOTAL MAXIMUM SCORE PER EVALUATOR</b>	<b>140 points</b>

*Tiebreaker - the higher score for Experience with Similar Projects (**Criterion 6**) will be awarded the tiebreaker.*





# Submission

Each Respondent must submit **one (1) hardcopy original** of the Statement, clearly marked as “original”, and **five (5) additional hard copies** of their Statement to:

Manchester-Boston Regional Airport  
Attn: Procurement  
1 Airport Road Suite 300  
Manchester, NH 03103  
Email: [procurement@flymanchester.com](mailto:procurement@flymanchester.com)

Mark the box/envelope containing your Statements with:  
***“Master Planning Services RFQ FY26-805-08”***

# Submission

- Phase I: Evaluation Committee Scoring
  - Completed independently, committee will convene to tally scoring and discuss proposals.
- Phase II: Interviews
  - Will be held only if two or more firms are included on shortlist.
  - Evaluation criteria will be issued as part of short-list notification.
- Award will be to the Statement with the highest combined total score.

# Addendums

- 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](mailto: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

**Verbal responses provided by any of the Airport's representatives during our session today are not formal and are not binding on the Airport**

## **NOTES: Master Plan Pre-Proposal Meeting - August 06**

### **Meeting Purpose**

Pre-proposal meeting for Manchester Airport's master plan update RFQ

### **Key Takeaways**

- This master plan will focus on an "inside-out approach", starting with terminal building renovations and working outward
- The airport wants an interactive, iterative process with regular community involvement and updates
- Key priorities include developing a new strategic plan, branding the master plan effort, and setting realistic expectations
- Proposals are due August 28th, with intent to award by October 10th

### **Topics**

#### **Master Plan Focus Areas**

- Terminal building renovations (31 years old, needs updates to restrooms, roof, signage, escalators, etc.)
- Working outward to address faded signage, roadways needing repainting
- Developing new strategic plan with mission, vision, strategy
- Budget scaled back from previous plans due to good existing airfield/landside infrastructure

#### **Proposal Requirements**

- 50 single-sided page limit, 11pt font minimum
- Organize sections with tabs referring to scoring criteria
- Include Addendum Acknowledgement Form and Federal Certifications
- One hard copy plus 5 additional copies due August 28th

#### **Evaluation Process**

- Scoring criteria: Project organization (25pts), Quality assurance (25pts), DBE participation (10pts), Location (20pts), Experience (30pts)
- Independent scoring by 6-person senior staff committee
- Interviews for top 2-3 teams if no clear winner

#### **Community Engagement**

- Forming 10-person master plan committee with diverse stakeholders
- Regular updates to staff, city officials, airport authority
- Branding the master plan to focus on efficiency/sustainability
- Using social media, YouTube video summary in addition to full report

#### **Team Composition**

- Encouraging formation of teams with local component
- Want interactive process with regular in-person participation

#### **Next Steps**

- Questions due by August 18th to [procurement@flymanchester.com](mailto:procurement@flymanchester.com)
- Check website for addendums and updates
- Submit proposals by August 28th
- Airport to notify intent to award by October 10th
- Begin work on master plan immediately after contract execution

#### **Action Items**

- Post meeting presentation as addendum on airport website procurement page -
- Form 10-member master plan committee (reps from cargo, airlines, GA, business community, city, economic dev)
- Develop branding strategy for master plan focusing on efficiency & sustainability -
- Plan for creation of YouTube video summary of master plan (similar to Colorado Springs example)