



**REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR:**

**MASTER PLANNING SERVICES**

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

MANCHESTER-BOSTON REGIONAL AIRPORT  
MANCHESTER, NEW HAMPSHIRE

July 23, 2025

# **REQUEST FOR QUALIFICATIONS FOR MASTER PLANNING SERVICES**

## **MANCHESTER-BOSTON REGIONAL AIRPORT MANCHESTER, NH**

### **Solicitation Number FY26-805-08**

The City of Manchester, New Hampshire acting by and through its Department of Aviation (hereinafter referred to as the “City”), being a duly and lawfully constituted municipal corporation owning and operating the Manchester-Boston Regional Airport, (the “Airport”) located in the city of Manchester and town of Londonderry, New Hampshire hereby solicits Statements of Qualification from airport consulting firms for master planning services (each a “Statement”).

It is the intent of the City to select a qualified airport consulting firm who submits a Statement (each a “Respondent”) to provide professional planning services for the preparation of an airport master plan update. Interested firms are encouraged to formulate teams and to submit one Statement that conforms to the requirements of this RFQ and addresses the consulting services listed herein. The City intends to award the successful Respondent(s) with a professional services agreement (the “Agreement”). The City reserves the right to reject any or all Statements and to waive any informality in the competitive process. Respondents bear all costs associated with development of their Statement.

### **Title VI Solicitation Notice:**

The Manchester-Boston Regional Airport in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, businesses will be afforded full and fair opportunity to submit responses to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

## **TABLE OF CONTENTS**

SECTION I – INTRODUCTION .....	5
1.1 Definitions .....	5
1.2 Purposes of this RFQ .....	6
1.3 Airport Overview .....	6
SECTION II – DESCRIPTION OF WORK .....	6
2.1 Initial Needs Determination & Study Design .....	6
2.2 Public Involvement .....	6
2.3 Existing Conditions Assessment & Forecasting .....	7
2.4 Facility Improvements and Implementation Plan .....	7
2.5 Alternatives and Evaluation .....	7
2.6 Financial Analysis .....	7
2.7 Preparation of Plans .....	7
2.8 Potential Additional Services .....	7
SECTION III – BUSINESS TERMS .....	8
<b>3.1 Binding Offer</b> .....	8
<b>3.2 Compliance</b> .....	8
<b>3.3 Non-Exclusivity</b> .....	8
<b>3.4 Collusion</b> .....	8
<b>3.5 Hold Harmless</b> .....	8
<b>3.6 Governance</b> .....	9
<b>3.7 Public Disclosure</b> .....	9
SECTION IV – INSTRUCTIONS FOR PREPARATION OF STATEMENT .....	9
4.1 Statement Content .....	9
(a) <i>Criterion 1: General Corporate Overview and Capabilities</i> .....	9
(b) <i>Criterion 2: Project Organization and Staffing</i> .....	11
(c) <i>Criterion 3: Progress, Quality Assurance, and Cost Control</i> .....	11
(d) <i>Criterion 4: Disadvantaged and Local Small Business Opportunity Goals</i> .....	12
(e) <i>Criterion 5: Location</i> .....	12
(f) <i>Criterion 6: Experience with Similar Projects</i> .....	13
(g) <i>Criterion 7: Previous Airport Contract Awards</i> .....	13
4.2 Statement Organization .....	13
4.3 Submission Date and Procedures .....	14
4.4 Details Provided in this RFQ .....	14
4.5 Withdrawal or Modification of Statement .....	15
4.6 Statement Warranty .....	15
4.7 Statement Opening .....	15
4.8 Right to Request Supplemental Information .....	15

SECTION V – SELECTION PROCESS .....	15
5.1 Selection Process .....	15
5.2 Tentative Solicitation Schedule .....	16
5.3 Preliminary Review .....	16
5.4 Initial Evaluation and Scoring .....	16
5.5 Interviews .....	17
5.6 Final Selection .....	17
SECTION VI – GENERAL PROVISIONS .....	17
6.1 Airport Right to Reject and Waive Minor Irregularities .....	17
6.2 Inquiries .....	17
6.3 Contact With Airport Staff .....	18
6.4 Addenda and Clarifications .....	18
6.5 Additional Provisions .....	18
6.6 Rejection of Irregular Statements .....	19
6.7 Cost.....	19
6.8 Contract Agreement.....	19
6.9 Non-Discrimination Provisions .....	19
6.10 Subcontractors .....	20
6.11 Specifications.....	20
APPENDIX A: CERTIFICATION FORMS .....	21
<b>CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT .....</b>	<b>22</b>
<b>CERTIFICATION REGARDING LOBBYING.....</b>	<b>23</b>
<b>CERTIFICATION OF OFFERER/BIDDER REGARDING TAX DELINQUENCY AND FELONY CONVICTIONS.....</b>	<b>24</b>
<b>TRADE RESTRICTION CERTIFICATION .....</b>	<b>25</b>
APPENDIX B: AGREEMENT .....	26

## SECTION I – INTRODUCTION

### 1.1 Definitions

For all purposes of this Request for Qualifications, capitalized terms shall have the definitions provided in this **Section I**, except as otherwise expressly stated or as otherwise clearly required by context. Such definitions shall be equally applicable to the singular and plural forms of such defined terms. The words “herein,” “hereunder,” and other words of similar nature refer to this Request for Qualifications as a whole. The word “shall” is mandatory and the word “may” is permissive.

**“Agreement”** means, the final, executed agreement, entered into by and between the City and the Contractor.

**“Airport”** means that certain airport commonly known and described as the Manchester-Boston Regional Airport located in the city of Manchester, New Hampshire and the town of Londonderry, New Hampshire.

**“City”** means the City of Manchester, New Hampshire, acting by and through its Department of Aviation.

**“Contractor”** means, jointly and severally, the successful Respondent or Respondents selected by the City for the purposes described in this RFQ.

**“Director”** means the Director of the Manchester-Boston Regional Airport or their designee, as appointed in writing.

**“Disadvantaged Business Enterprise” or “DBE”** shall have the meaning set forth in **Section 4.1(d)** herein.

**“Evaluation Committee”** means the committee constituted by the City to review and score all qualified Statements.

**“FAA”** means the United States Federal Aviation Administration and any agency or instrumentality of the United States government succeeding to its functions.

**“Prime Contractor”** means, the entity with which City will enter into the Agreement.

**“Respondent”** means, jointly and severally, those entities that respond to this RFQ.

**“RFQ”** means this Request for Qualifications for Master Planning Services, dated July 23, 2025, Solicitation Number FY26-805-08, and all appendices, attachments, and addenda hereto.

**“Statement(s)”** means, jointly and severally, the Respondents’ responses to the RFQ, including all exhibits, schedules, addenda, appendices, and attachments thereto, and any material representations made by the Respondent submitting said response.

**“Submission Deadline”** means the time and date as specified in **Section 4.3** of this RFQ, by which hardcopies of the Statement must be received by the City.

## **1.2 Purposes of this RFQ**

Respondents to this Request for Qualifications should demonstrate a high level of competence and excellence in multiple areas of consulting, including, but not limited to:

1. Strategic Planning
2. Financial and Operational Planning
3. Forecasting
4. Infrastructure Improvement; and
5. Energy Efficiency and Sustainability.

The contents of this RFQ are provided as background and general information for Respondents and will become part of the RFQ submittal and subsequent Agreement with the Contractor.

## **1.3 Airport Overview**

The Manchester-Boston Regional Airport is located in southern New Hampshire about four (4) air miles south of downtown Manchester, New Hampshire, which is the largest city in northern New England. The Manchester-Boston Regional Airport is classified in the National Plan of Integrated Airport Systems as a small-hub airport and is home to commercial services, a robust cargo system, and corporate and general aviation users. The 1,500-acre Airport is the largest air carrier airport in the state of New Hampshire, with two runways, three separate cargo facilities, and multiple corporate/private hangars.

# **SECTION II – DESCRIPTION OF WORK**

The scope of this project includes those activities required for defining the scope of a master plan, and calls for the Contractor to prepare a master plan update in close collaboration with the City, in accordance with FAA guidelines, and in alignment with the requirements described in this RFQ. This project scope shall include, but is not limited to, the following:

## **2.1 Initial Needs Determination & Study Design**

To demonstrate the need for a planning study, Contractor will be expected help identify existing and/or potential shortcomings both at the Airport and in the existing master plan. Special consideration should be given to the Airport's terminal systems and equipment. Contractor shall then develop a scope of work, identifying potential improvements and development issues to be addressed in the master plan update. This scope of work shall also determine the types of analyses and level of effort needed to address each issue. The Contractor shall consider necessary surveys, permits, geotechnical engineering investigations, field investigations, and architectural and engineering plans and studies required for preliminary design.

## **2.2 Public Involvement**

Contractor shall establish a public involvement program that identifies and documents the key issues of various stakeholders. Contractor shall collaborate with City to confer with owners and stakeholders on project requirements, budget preparation, financial impact, schedules, and other pertinent matters throughout the preparation of the update.

### **2.3 Existing Conditions Assessment & Forecasting**

Contractor shall document current Airport inventory and compile pertinent data for use in subsequent plan elements. Contractor shall then develop forecasts of aeronautical demand (including potential changes in critical aircraft) for short, medium, and long-term timeframes and assess the ability of the Airport, both airside and landside, to support the forecasted demand.

### **2.4 Facility Improvements and Implementation Plan**

Contractor shall then identify any facility additions or improvements that may be required to meet such demand, to what extent such additions and improvements will be needed, and their associated priority level. Contractor shall produce a Facilities Improvement and Implementation Plan, including a summary description of the recommended improvements, phasing/implementation plan, and associated costs.

### **2.5 Alternatives and Evaluation**

Contractor shall identify various options to meet projected facility requirements, as well as alternative configurations for each major component. This shall include assessments of the expected performance of each alternative against a wide range of evaluation criteria, including any operational, environmental, and financial impacts. Contractor shall prepare project design criteria and other bridging documents commonly used for alternative project delivery methods such as design-build contracting. In addition, Contractor shall determine the environmental requirements needed to move forward with each project in the recommended development program.

### **2.6 Financial Analysis**

Contractor shall create a financial plan that describes how City will finance the projects recommended in the master plan update, and demonstrate the financial feasibility of the program through cost estimates and project recommendations. This plan must consider, identify, and seek to minimize any potential impacts to the airlines' cost per enplaned passenger (CPE).

### **2.7 Preparation of Plans**

Contractor shall develop a set of drawings that provides a graphic representation of the long-term development plan for the Airport, including design schematics, sketches, environmental and aesthetic considerations, and preliminary layouts.

### **2.8 Potential Additional Services**

In the event that City deems it necessary or desirable, Contractor may also be asked to assist with other, related items, including, but not limited to, (i) strategic business planning, (ii) sustainability management planning, (iii) resiliency planning elements, (iv) GIS-based airport layout planning and data integration, or (v) any other planning or studies deemed desirable by City to achieve the goals of this RFQ.

## **SECTION III – BUSINESS TERMS**

### **3.1 Binding Offer**

Statements shall remain valid for a period of ninety (90) calendar days following the RFQ Submission Deadline and shall be considered a binding offer to perform the required services, assuming all terms are satisfactorily negotiated. The submission of a Statement shall be taken as presumed evidence that the Respondent has familiarized itself with the contents of this RFQ.

### **3.2 Compliance**

Respondent shall comply with all local, state, and federal directives, orders, codes, rules, regulations, ordinances, laws, and other similar regulatory measures, as applicable to this RFQ, the Statement, and subsequent Agreement.

### **3.3 Non-Exclusivity**

By submitting a Statement, each Respondent acknowledges that said Respondent understands and agrees that any resulting contractual relationship is non-exclusive, and that the City reserves the right at any time, and at the City's sole discretion, to solicit for, and obtain, other similar or identical services elsewhere, as the City may deem to be in the best interest of the City, regardless of the results of this RFQ.

### **3.4 Collusion**

Any and all Statements may be rejected if there is reason for the City, in the City's sole discretion, to believe that collusion exists among Respondents. No Respondent party to such collusion will be considered in any future statements or bids for an operation at the Manchester Airport which may be issued within twelve (12) consecutive calendar months following the Submission Deadline.

### **3.5 Hold Harmless**

BY SUBMITTING A STATEMENT, EACH RESPONDENT AGREES TO AND SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY AND THE CITY'S AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE "CITY") HARMLESS FOR ALL CLAIMS, CAUSES OF ACTION, LIABILITIES, FINES, AND EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEYS FEES, COURT COSTS, AND ALL OTHER DEFENSE COSTS AND INTEREST) FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS RFQ, THE STATEMENT, AND/OR THE AGREEMENT, INCLUDING, WITHOUT LIMITATION, THOSE CAUSED BY (I) THE RESPONDENT'S, AND/OR ITS AGENTS', EMPLOYEES', OFFICERS', DIRECTORS', CONTRACTORS', OR SUBCONTRACTORS' ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS; AND (II) CITY'S AND THE RESPONDENT'S ACTUAL OR ALLEGED CONCURRENT NEGLIGENCE, WHETHER THE RESPONDENT IS IMMUNE FROM LIABILITY OR NOT; AND CITY'S AND THE RESPONDENT'S ACTUAL OR ALLEGED STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY, WHETHER RESPONDENT IS IMMUNE FROM LIABILITY OR NOT.

THE RESPONDENT SHALL REQUIRE ALL OF ITS SUBCONTRACTORS AND THIRD-TIER SUBCONTRACTORS TO RELEASE AND INDEMNIFY CITY TO THE SAME EXTENT AND IN SUBSTANTIALLY THE SAME FORM AS THE RESPONDENT'S RELEASE AND INDEMNITY TO CITY.



### **3.6 Governance**

If any of the language or information in this RFQ, or any Statement submitted as part of this RFQ, conflicts with language in the Agreement as prepared by the City, the language of the final Agreement, as executed, will govern.

### **3.7 Public Disclosure**

All Statements and other materials or documents submitted by Respondents in response to this RFQ shall become the property of the City upon submission thereto and will not be returned. Furthermore, said Statements and related items, as well as any other actions associated with this RFQ, shall be considered public documents subject to public information laws under New Hampshire RSA 91-A and, after completion of this procurement action, shall be available for review and copy by the public.

## **SECTION IV – INSTRUCTIONS FOR PREPARATION OF STATEMENT**

Respondents are advised to carefully follow the instructions listed below in order to be considered fully responsive to this RFQ. Respondents shall carefully review and address all the evaluation factors outlined in this RFQ, as well as any additional documents as may be issued by the City in relation to this RFQ.

### **4.1 Statement Content**

Respondents interested in providing the services as described in this RFQ must include in their Statements the following information:

#### **(a) Criterion 1: General Corporate Overview and Capabilities**

##### *(i) Letter of Interest*

The Statement shall include a letter of interest that introduces the prime contractor and any subcontractors proposed to conduct the work contemplated in this procurement action. The letter shall be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship. When requested by the City, satisfactory evidence of the authority of the party signing on behalf of the Respondent shall be furnished. This letter shall provide a description of the team organization (including subcontractors or team members) and the general workload for each firm included in the Statement. Along with introductory remarks, the Letter of Submittal shall include the following information about the Respondent and any subcontractor(s):

- Name, address, principal place of business, telephone number, and email address of the legal entity or individual who will enter into the Agreement; and,
- Legal status of the Respondent (e.g. sole proprietorship, joint venture, partnership, corporation, etc.) and its state of incorporation; and,
- Identification of any current or former City employees employed by the Respondent or on the Respondent's governing board as of the date of the Statement or during the twelve (12) calendar month period immediately prior to the date of the Statement; and,
- Listing of any and all clients with whom the Respondent had a contract or lease cancelled prior to the end of any fixed or optional term and the reason as to why such contract(s) was cancelled (i.e. default, for convenience, for cause, etc.); and
- Acknowledgement that the Respondent will comply with all terms and conditions set forth in this RFQ and in the Agreement.

(ii) *Respondent Capabilities*

In addition to the letter, this section shall describe those capabilities for each firm included in the Statement that will facilitate accomplishment of the types of work contemplated under this RFQ. The Respondent shall identify items of originality or specific capability that would promote the orderly progression and successful completion of the projects contemplated. As part of this section, the Respondent shall exhibit the following knowledge, skills, and abilities:

- Comprehensive knowledge of master planning principles, practices, and techniques;
- Knowledge of FAA Advisory Circular 150/5070-6B – Airport Master Plans;
- Knowledge of the FAA Airport Improvement Program (AIP);
- Knowledge of Capital Improvement Planning;
- Knowledge of 14 CFR Part 139, Certification of Airports;
- Knowledge of 14 CFR Part 77, Objects Affecting Navigable Airspace;
- Knowledge of Advisory Circulars for Airfield Design; Airfield Lighting Systems; Safety and Security During Construction; Pavement Condition Index;
- Knowledge of FAA Order 8260.3D Terminal Instrument Approach Procedures (“TERPs”);
- Knowledge of security requirements under Subchapter C to Chapter XII of Title 49 to the Code of Federal Regulations;
- Knowledge of ICAO Annexes;
- Ability to maintain and update Airport Layout Plan and other FAA required documents;
- Knowledge of FAA Notice of Proposed Construction and Alteration procedures;
- Ability to conduct public meetings and communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to work effectively with the airport appointed Master Plan Committee to consider future growth and development opportunities within the city, state and region.

(iii) *Audited Financial Statement*

A current audited financial statement for the Prime Contractor only shall be included in this section.

**FAILURE TO PROVIDE A SIGNED LETTER FROM A DULY AUTHORIZED REPRESENTATIVE WILL RESULT IN A NON-RESPONSIVE STATEMENT.**

**FAILURE TO PROVIDE AN AUDITED FINANCIAL STATEMENT FOR THE PRIME CONTRACTOR WILL RESULT IN A NON-RESPONSIVE STATEMENT.**

**(b) Criterion 2: Project Organization and Staffing**

This section shall describe the Respondent's organizational plan. The relationship between individuals and/or subcontractors should be clearly indicated.

The role and scope of both managerial and technical functions, by name of the individual performing the function, must be clearly identified. This should be done whether the individual is a staff member of the Prime Contractor or a subcontractor. The purpose of this requirement is to clearly identify the technical capability that exists within the Prime Contractor's regular staff and the extent to which the Prime Contractor will rely on the services of outside technical assistance.

In addition, this section shall contain the resumes of professional qualifications of key individuals of the proposed Prime Contractor whose contribution is considered by the Prime Contractor as essential to the successful completion of the assignment. Respondents are cautioned to include only those individuals that would make a significant contribution to the project if the Respondent is selected.

Respondents are further cautioned that the City expects that the individuals included in the Statement will be those individuals assigned to task orders generated during the term of the Agreement. Failure of the Contractor to provide the proposed individuals may be considered default under the Agreement unless the failure to provide the proposed individuals is due to circumstances outside the control of the Respondent.

**(c) Criterion 3: Progress, Quality Assurance, and Cost Control**

This section shall detail in a clear and concise manner the administrative procedures Respondents will use to ensure the accuracy, timeliness, and cost effectiveness of all work produced by the Respondent. This section shall include specific examples of procedures and/or methods that have been used in the past and would be applicable to the work contemplated under this procurement action. This section shall also address, but not be limited to, each of the following concerns:

- (i) Methods utilized to determine the required scope of services to complete the assignment and minimize the probability of expanded scope and/or additional task orders to complete the work;
- (ii) Methods used to coordinate the work effort of the various disciplines and/or subcontractors required to complete the assignments;
- (iii) Methods utilized to ensure the accuracy and completeness of construction documents;
- (iv) Methods utilized to maintain control over costs and periodically report a realistic, detailed summary of the technical and financial status of the assignment;
- (v) Methods used to control the quality of all deliverables and ensure that all applicable Federal, State and/or Local regulations, codes or ordinances are satisfied;
- (vi) Methods used to respond in a timely and accurate manner to the inquiries of the City, regulatory agencies, and/or others with a legitimate interest in the project; and,
- (vii) Methods to ensure appropriate staffing levels over the anticipated life of the assignment.

If the Respondent is a team, joint venture, or any other Prime Contractor/subcontractor relationship, this section should include a discussion of how the team will address items contained in this **Section 4.1(c)**, (i) through (vii) above, and not just how the Prime Contractor will address these items.

**(d) Criterion 4: Disadvantaged and Local Small Business Opportunity Goals**

This section is intended to allow the Respondent an opportunity to discuss any past or present demonstrated commitment to small and minority businesses and contributions. The Respondent is asked to state its:

- (i) Past efforts to mentor, train, and otherwise demonstrate their corporate commitment to the growth and development of the small and minority business community; and,
- (ii) Present intentions to mentor, train, and include Disadvantaged Business Enterprises (“DBE”) in any scope of work contemplated under this procurement action.

A “Disadvantaged Business Enterprise” shall be defined as a business firm satisfying the requirements of 49 CFR Part 26, as amended. It is the official policy of the City to recognize the authority and applicability of the United States Department of Transportation’s Rules and Regulations governing Disadvantaged Business Enterprise participation. The City is also fully committed to the implementation of these rules and regulations through its approved DBE program. The minimum DBE participation goal established for this contract is **5.5%**, however, Respondents are encouraged to exceed this goal. While this RFQ does not consider price as an evaluation factor, and recognizing that the total value of potential task orders issued as part of the Agreement is not known at the time of Statement submission, Respondents are encouraged to estimate the portion of work that each DBE will be assigned and to estimate the total value of DBE participation in their Statement. The method used by the Respondent to determine this value shall be explained in this section of the Statement.

Firms desiring to participate as a Disadvantaged Business Enterprise (DBE) on City projects or contracts must be duly certified as a DBE by the New Hampshire Department of Transportation Office of Federal Compliance (“NHDOT-OFC”).

As part of their Statement, Respondents shall include documentary evidence that proposed DBE firms contained in the Statement are duly certified by the NHDOT-OFC. Any proposed firm that has not received such certification from NHDOT-OFC at time of Statement submission shall not count towards the DBE participation rate.

**RESPONDENTS ARE HEREBY NOTIFIED THAT FAILURE TO MEET THE CITY’S ESTABLISHED DBE PARTICIPATION RATE FOR FEDERALLY FUNDED PROJECTS, OR FAILURE TO PROVIDE SUFFICIENT DOCUMENTARY EVIDENCE OF GOOD FAITH EFFORTS TO MEET THE DBE GOAL, WILL CONSTITUTE A DEFAULT OF THE AGREEMENT AND MAY RESULT IN THE TERMINATION OF THE AGREEMENT OR OTHER SUCH REMEDY AS DEEMED APPROPRIATE BY THE CITY.**

**(e) Criterion 5: Location**

This section requires the Respondent to list the office location(s) proposed by the Prime Contractor and any subcontractors that will be used to manage the work contemplated under this procurement action, along with (i) the number of employees at each office location, (ii) the years in business at these locations, and (iii) the anticipated percentage of work to be assigned to each location.

**(f) Criterion 6: Experience with Similar Projects**

The Respondent should include a detailed discussion on master planning projects completed by Respondent in enough detail to present the unique qualifications of the Respondent. Each project discussion should include, at a minimum, the following information:

- (i) *Project location*;
- (ii) *Project schedule*: The project schedule should include both the baseline schedule, estimated date of final acceptance, and the actual date of final acceptance of the project;
- (iii) *Project Discussion*: A candid discussion about the Respondent's approach to project management, including but not limited to, any issues faced during the project and how the Respondent successfully resolved these issues, as well as how much involvement the Respondent's client had in the project, and how much contact Respondent and client had throughout the life of the project. This discussion should clearly demonstrate the Respondent's knowledge of FAA policies, rules, regulations, circulars, orders, and programs as well as understanding the significance of any proposed cost increases.

**(g) Criterion 7: Previous Airport Contract Awards**

This section requires the Respondent to list all contracts over the last five (5) calendar years awarded to the Respondent by the City, including project name, award date, completion date and final professional services contract value. Individual assignments awarded as part of on-call contracts should be listed separately.

**4.2 Statement Organization**

The Statement shall be organized in sections consistent with **Criterion 1** through **Criterion 7** above. Statements are limited to **50, single-sided** pages which should include the Respondent's complete and final answers to the specific criterions.

Items **counting towards** the page limit include:

- Answers to the Criteria listed in **Section 4.1** above, including the resumes of key individuals.

Items **not counting towards** the page limit include:

- Title page
- Required DBE forms
- Audited financial statements; and
- Required certifications.

Respondents shall provide all items not counting towards the page limit as appendices to their Statement. Respondents shall include sequential pagination in their Statements identifying the pages being submitted as part of the page limit.

Respondents are free to use either 8.5"x11" or 11"x17" paper for their submission, understanding that the entire Statement shall use the same size paper (e.g. no z-folds or mixing of page sizes). Under no circumstances shall the paper size exceed 11"x17".

**ANY PAGES BEYOND THE 50 PAGE LIMIT THAT ARE NOT EXCLUDED ABOVE, OR ANY INFORMATION SUBMITTED ON PAPER SIZE MORE THAN 11"X17," WILL NOT BE CONSIDERED BY THE CITY.**

### 4.3 Submission Date and Procedures

Each Respondent must submit **one (1) hardcopy original** of the Statement, clearly marked as “original”, and **five (5) additional hard copies** of their Statement. In addition to the required hardcopies, Respondents are free to send an electronic .pdf version of their Statement to [procurement@flymanchester.com](mailto:procurement@flymanchester.com), provided that the electronic file is the **EXACT SAME VERSION** as the hardcopy. The City will use our email system time stamp as proof of meeting the Submission Deadline. Further, the City will NOT ACCEPT any changes to Statements after the Submission Deadline is passed. The City will NOT ACCEPT any Statements submitted electronically if the City has not received hard copies of the same on or before the Submission Deadline.

The envelope/package containing the original copy and additional hardcopies of the Statements shall be marked as follows:

**“RFQ FY26-805-08  
Master Planning Services RFQ”**

The Respondent’s business name and return address shall be clearly stated on the envelope/package in which the Statement is contained.

Statements shall be delivered by **2:00 pm on August 28, 2025** (the “Submission Deadline”), to the offices of the Manchester-Boston Regional Airport and addressed to:

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

**STATEMENTS RECEIVED AFTER 2:00 P.M. ON THE SUBMISSION DEADLINE LISTED ABOVE WILL BE CONSIDERED NON-RESPONSIVE BY THE CITY AND NO FURTHER CONSIDERATION WILL BE GIVEN.**

***PLEASE NOTE:***

***THE CITY IS NOT RESPONSIBLE FOR STATEMENTS NOT PROPERLY MARKED***

### 4.4 Details Provided in this RFQ

It is the responsibility of each Respondent to carefully examine this RFQ and to judge for itself all the circumstances and conditions which may affect their Statement and subsequent ability to perform pursuant to the Agreement.

Any data furnished by the City is for informational purposes only. Respondent’s use of any such information shall be at Respondent’s own risk.

Failure on the part of any Respondent to examine, inspect, and to be completely knowledgeable of the terms and conditions of the Agreement, operational conditions, or any other relevant documents or information shall not relieve the Respondent from fully complying with the Agreement, this RFQ, or their Statement.

#### **4.5 Withdrawal or Modification of Statement**

Respondents that submit Statements prior to the Submission Deadline may withdraw or modify their Statement prior to the Submission Deadline. Such requests to modify or withdraw Statements must be **made in writing** to the contact identified in **Section 6.2**. Any modifications to, or requests to withdraw, a Statement received after the Submission Deadline will not be considered. Negligence on the part of the Respondent in preparing the Statement confers no right for the withdrawal of the Statement after it has been opened.

#### **4.6 Statement Warranty**

By submission of their Statement, the Respondent warrants that (i) the Statement submitted is not made in the interest of, or on behalf of, any undisclosed party; (ii) no employee, officer, or agent of the Airport, the City of Manchester, or the State of New Hampshire, nor any member of their immediate family, has any interest in the award of the Agreement to the Respondent or the profits expected to arise therefrom; (iii) the Respondent has not, directly or indirectly, induced any other Respondent to submit a false Statement; (iv) Respondent has not paid, or agreed to pay, any party, either directly or indirectly, any money or other valuable consideration for assistance or aid rendered, or to be rendered, in attempting to procure the Agreement for the privileges granted herein; and (v) the Respondent's Statement is made in good faith without fraud, collusion, or connection with any other Respondent submitting a Statement.

#### **4.7 Statement Opening**

There will not be a public opening of the Statements received under this procurement effort. Statements will be opened and evaluated after the Submission Deadline.

**NO STATEMENTS WILL BE ACCEPTED AFTER THE SUBMISSION DEADLINE.**

#### **4.8 Right to Request Supplemental Information**

The City reserves the right to request any supplementary information it deems necessary to evaluate the Respondent.

### **SECTION V – SELECTION PROCESS**

#### **5.1 Selection Process**

The Evaluation Committee will review and score all qualified Statements. The City may, in the City's sole discretion, decide to either (i) select the Contractor based on the Evaluation Committee's review and scoring, or (ii) create a shortlist of Respondents to interview before making a final decision. Should an insufficient number of Statements be received by the City for the process to be deemed competitive by the City, in the City's sole discretion, then the City reserves the right to reject all Statements received and reissue the RFQ or to negotiate directly with the Respondent(s) who submitted a Statement. The City has no obligation to execute a contract with any of the Respondents on the basis of this RFQ.

## 5.2 Tentative Solicitation Schedule

The following *tentative* schedule is provided as a general guide on timing for this solicitation. **This schedule is subject to change.** Notice of changes will be handled per the addendum process contained in **Section 6.4**.

<b>Solicitation Step</b>	<b>Date</b>
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

## 5.3 Preliminary Review

Upon receipt of Statements, the City will conduct a preliminary review to ensure that each Statement is generally responsive to the published criteria. Respondents whose Statements are deemed non-responsive will be notified in writing with a brief explanation of the reason for the rejection.

## 5.4 Initial Evaluation and Scoring

### (a) *Scoring Overview*

Following the preliminary review, the Evaluation Committee will convene to independently review and score each Statement based on the criteria listed in **Section 4.1**. A detailed and objective evaluation will be conducted, the sole intent of which will be to identify the most responsive and responsible Respondent(s) to perform the work contemplated under this procurement action.

The following criteria and scoring will be employed by the City:

<b>Criteria</b>	<b>Max Score</b>
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>



(b) *Tiebreaker*

In the event of a tie between two (2) or more Respondents, the Respondent with the higher score for Experience with Similar Projects under **Criterion 6** of their Statement will be awarded the tiebreaker.

(c) *Shortlist Development*

Notwithstanding the provisions of **Section 5.1** above, the City may, in the City's sole discretion, decide to shortlist the top scoring Respondents for the interview phase of the selection process.

## 5.5 Interviews

Shortlisted Respondents shall have the opportunity to present their qualifications to the Evaluation Committee. This is an opportunity for shortlisted Respondents to clarify their Statements and present any additional information that the shortlisted Respondents wish the Evaluation Committee to consider. The criteria to be used to score the presentations shall be included in the notification to the shortlisted Respondents.

## 5.6 Final Selection

Upon completion of the interviews, if conducted, or the initial evaluation, if no interviews are conducted, written or verbal negotiations may be conducted with one or more Respondents to ensure the most advantageous results for the City over the full contract term.

# SECTION VI – GENERAL PROVISIONS

## 6.1 Airport Right to Reject and Waive Minor Irregularities

The City, in the City's sole discretion, reserves the right to, (i) reject any and all Statements, wholly or in part, (ii) re-advertise for additional Statements, (iii) waive any informality or minor irregularities pursuant to **Section 6.6**, and (iv) make awards in any manner deemed in the best interest of the City.

The selection of a Respondent shall be at the sole discretion of the City. No Respondent shall have any cause of action against the City arising out of a failure by the City to consider the qualifications of a Statement, a Respondent, or the methods by which the City evaluated the Statements received.

## 6.2 Inquiries

Inquiries on all matters pertaining to this RFQ or the process the City is following should be made in writing and directed to:

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

### 6.3 Contact With Airport Staff

From the time of receipt or publication of this RFQ, all parties who intend to submit a response directly or indirectly to this RFQ shall direct all contact with the City **only** to the procurement team for the Airport, whose point of contact is listed in **Section 6.2**. Other than as permitted herein, Respondents to this RFQ may not contact City employees beyond the procurement contact identified in **Section 6.2** herein, nor may they contact any members of the Evaluation Committee, nor those representing any City interests in this RFQ for the purpose of discussing the same.

All parties who intend to submit a response directly or indirectly to this RFQ shall not lobby, either on an individual or collective basis, the City, the Airport, or any federal, state, or local elected or public officials or staff regarding this RFQ or said parties' written Statements. Respondents, their acquaintances, friends, family, outside advisors, agents, or other representatives shall not contact the City, the Airport, or any federal, state, or local elected or public officials or staff to arrange meetings, visits, or presentations to influence the outcome of the selection process.

**VIOLATIONS OF THIS PROVISION, BY OR ON BEHALF OF A RESPONDENT, INTENTIONALLY OR UNINTENTIONALLY, WILL RESULT IN DISQUALIFICATION OF SAID RESPONDENT, REJECTION OF SAID RESPONDENT'S STATEMENT, AND/OR RESPONDENT DEBARMENT FROM FUTURE SOLICITATIONS.**

### 6.4 Addenda and Clarifications

No interpretation of the meaning of any part of this RFQ, or corrections of any apparent ambiguity, inconsistency, or error therein, will be made to any Respondent orally. All requests for written interpretations or corrections shall be submitted **in writing only** and addressed to the City using the contact information in **Section 6.2** and submitted by the date listed as the "Deadline for Questions" in **Section 5.2**, unless otherwise stated via addendum.

All such interpretations and supplemental instructions will be in the form of a written Addendum to the RFQ documents, which, if issued, will be posted on the Airport website: [www.flymanchester.com/doing-business-with-mht/procurement-opportunities/](http://www.flymanchester.com/doing-business-with-mht/procurement-opportunities/)

Only the interpretations or corrections so given by the City in writing will be binding, and prospective Respondents are advised that no other source is authorized to give information concerning, or to explain or interpret, the RFQ.

It is the responsibility of the Respondent to incorporate any addenda into their Statement and to acknowledge receipt of any addenda by signing the *Addenda Acknowledgement Form* which, if issued, will be posted on the City's website, and including the same in their Statement. If a Respondent fails to acknowledge receipt of any such addendum through signing the *Addenda Acknowledgement Form*, their Statement will be construed as though all addenda have been received by said Respondent and acknowledged thereby.

### 6.5 Additional Provisions

The City reserves the right to add, delete, or revise any section of this RFQ. The City reserves the right 1) to accept the Respondent(s) it deems most suitable and beneficial and 2) to reject any or all Statements received as part of this RFQ. The City also reserves the right to retain all copies of Statements submitted by Respondents.

## 6.6 Rejection of Irregular Statements

The City reserves the right to reject Statements that are considered irregular in the sole discretion of the City. Statements will be considered irregular if they show omissions, alterations of form, additions not called for, conditions, limitations, or other irregularities of any kind. The City reserves the right to waive minor irregularities that will not result in an unfair economic or competitive advantage or disadvantage to any Respondent.

## 6.7 Cost

Respondents are responsible for all costs associated with their Statements including, but not limited to, the creation of the Statement and, should the Respondent be shortlisted, any associated costs for subsequent steps in the procurement process. The City will not accept any promotional items as part of the RFQ process and any such items included will be discarded.

## 6.8 Contract Agreement

The City intends to enter into an Agreement with one Respondent for the Master Plan. A sample agreement will be provided in Addendum to this RFQ. The City is open to reasonable changes to the Agreement, provided that such changes do not substantially alter the terms of the sample provided herein

**NOTE: BY SUBMITTING A STATEMENT, THE RESPONDENT ACKNOWLEDGES AGREEMENT WITH ITEMS THAT ARE CAPITALIZED AND/OR IN BOLD FONT IN THE SAMPLE AGREEMENT. RESPONDENTS ARE HEREBY NOTIFIED THAT THESE ITEMS ARE NON-NEGOTIABLE AND FAILURE OF THE RESPONDENT TO ACCEPT THESE TERMS WILL RESULT IN NO FURTHER CONSIDERATION OF THE RESPONDENT'S STATEMENT.**

## 6.9 Non-Discrimination Provisions

The Respondent agrees to comply with all applicable federal, state and local laws, including, but not limited to, the Civil Rights Act of 1964, as amended. The Equal Employment Opportunity Clause in Section 202, paragraphs 1 through 7 of Executive Order 11246, as amended, relative to Equal Employment and the implementing Rules and Regulations of the Office of Federal Contract Compliance Programs are incorporated herein by specific reference. The Affirmative Action Clause in Section 503 of the Rehabilitation Act of 1973, as amended, relative to Equal Opportunity for the disabled is incorporated herein by specific reference. The Affirmative Action Clause in 38 USC Section 2-12 of the Vietnam Veterans' Readjustment Assistance Act of 1974, relative to Equal Employment Opportunity for the special disabled Veteran and Veterans of the Vietnam Era, is incorporated herein by a specific reference. The Respondent specifically agrees to comply with: (i) Title VI of the Civil Rights Act of 1964, which prohibits discriminations on the grounds of race, color or national origin; and (ii) Title 49 of the U.S. Code Section 47123, which further prohibits discrimination on the grounds of sex, based on gender, and creed, based on religion.

## **6.10 Subcontractors**

If any subcontractor(s) are to be used by the Prime Contractor in the discharge of its duties in performance of the work contemplated in this procurement action, then the Prime Contractor is as fully responsible to City for the acts and omissions of any subcontractor and of persons either directly or indirectly employed by any subcontractor, as they are for the acts and omissions of persons directly employed by the Prime Contractor. It is the responsibility of the Prime Contractor to ensure that any and all subcontractors comply with all terms and conditions of the Agreement. Nothing contained in the Agreement or any Statement creates any contractual relationship between the subcontractor and the City. The City requires that all subcontractors enter into a formal agreement with the Prime Contractor that clearly lists all of the agreed upon conditions, including all required Federal Contract Provisions contained in Contract Provision Guidelines for Obligated Sponsors and Airport Improvement Program Projects published by the FAA on June 19, 2018. After each subcontractor agreement is executed, the Prime Contractor is required to issue a letter to the Director that certifies the subcontractor agreement contains required federal contract provisions.

## **6.11 Specifications**

Unless otherwise stated by the Respondent, the Statement will be considered as being in strict accordance with the specifications outlined in this RFQ. References to a particular trade name, manufacturer's catalogue, or model number, are made for descriptive purposes only to guide the Respondent in interpreting the requirements of the City and should not be construed as excluding Statements with other types of materials, equipment, and supplies. The above notwithstanding, the Contractor will be required to furnish the particular item or items referred to in the specifications or descriptions of this RFQ unless a departure or substitution is clearly noted and described in the Contractor's Statement.

**APPENDIX A: CERTIFICATION FORMS**

**PLEASE COMPLETE, SIGN, NOTARIZE AND INSERT THE FOLLOWING  
CERTIFICATIONS INTO YOUR SUBMITTAL.**

**THE CITY WILL CONSIDER STATEMENTS THAT FAIL TO INCLUDE COMPLETED  
CERTIFICATIONS AS NON-RESPONSIVE AND SUCH SUBMITTALS WILL NOT BE  
CONSIDERED.**

### **CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT**

By submitting a Statement under this solicitation, the offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction. Further, the offeror certifies that any lower tier participant contained in this solicitation is not presently debarred or otherwise disqualified from participation in federally assisted projects resulting from this procurement action.

**CERTIFICATION:**

**NOTARY/ATTESTATION:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

### **CERTIFICATION REGARDING LOBBYING**

The Bidder or Offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**CERTIFICATION:**

**NOTARY/ATTESTATION:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## CERTIFICATION OF OFFERER/BIDDER REGARDING TAX DELINQUENCY AND FELONY CONVICTIONS

The applicant must complete the following two certification Statements. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by **inserting a checkmark (✓) in the space following the applicable response**. The applicant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

### Certifications

- 1) The applicant represents that ☐ it is, OR ☐ is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
- 2) The applicant represents that ☐ it is, OR ☐ is not a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

### Term Definitions

**Felony conviction:** Felony conviction means a conviction within the preceding twenty-four (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the U.S. code that specifically classifies the offense as a felony and conviction of an offense that is classified as a felony under 18 U.S.C. § 3559.

**Tax Delinquency:** A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

CERTIFICATION:

NOTARY/ATTESTATION:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



### **TRADE RESTRICTION CERTIFICATION**

By submission of a Statement, the Respondent certifies that with respect to this solicitation and any resultant contract, the Respondent –

- 1) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
- 2) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and
- 3) has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC Section 1001.

The Respondent must provide immediate written notice to the City if the Respondent learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Respondent must require subcontractors provide immediate written notice to the Respondent if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a Respondent or subcontractor:

- 1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR or
- 2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list or
- 3) who incorporates in the public works project any product of a foreign country on such USTR list.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Respondent agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Respondent may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Respondent has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Respondent or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through the City cancellation of the contract or subcontract for default at no cost to the City or the FAA.

**CERTIFICATION:**

**NOTARY/ATTESTATION:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

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## **APPENDIX B: AGREEMENT**

**NOTE: Agreement will be provided as an Addendum to this RFQ**