



**REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR:**

**ENGINEERING CONSULTING SERVICES FOR HVAC
SYSTEM UPGRADES AND REPLACEMENT OF AIR
HANDLING UNITS AND ROOFTOP UNITS**

Solicitation Number: FY26-805-62

**MANCHESTER-BOSTON REGIONAL AIRPORT
MANCHESTER, NEW HAMPSHIRE**

May 29, 2026

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR
ENGINEERING CONSULTING SERVICES FOR HVAC SYSTEM
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ROOFTOP UNITS**

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MANCHESTER, NH**

Solicitation Number FY26-805-62

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 qualified professional engineering firms for services related to HVAC system upgrades and replacement of air handling units, rooftop units, and associated supporting systems at the Airport (each a “Statement”).

It is the intent of the City to select a qualified professional engineering firm who submits a Statement (each a “Respondent”) to provide professional services related to upgrades to the Airport’s HVAC system and replacements of the Airport’s air handling units and rooftop units, and associated mechanical, electrical, and controls infrastructure at Airport facilities. 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 U.S.C. §§ 2000d to 2000d-4), 28 CFR § 50.3, and 49 CFR Part 21, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner’s race, color, national origin, sex, creed, age, or disability in consideration for an award.

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SECTION I – INTRODUCTION

1.1 Definitions

For all purposes of this Request for Statements of 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 Statements of 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.

“**AHU**” means air handling unit.

“**AIP**” means the FAA’s Airport Improvement Program.

“**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.

“**ATP**” means the FAA’s Airport Terminal Program.

“**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.

“**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 Statements of Qualifications for Engineering Consulting Services for HVAC System Upgrades and Replacement of Air Handling Units and Rooftop Units, dated May 29, 2026, Solicitation Number FY26-805-62, and all appendices, attachments, and addenda hereto.

“**RTU**” means rooftop unit.

“**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 Statements of Qualifications should demonstrate a high level of competence and excellence in multiple areas of engineering consulting, including, but not limited to evaluation, design, bidding, construction administration, and commissioning support related to HVAC infrastructure improvements within Airport facilities. 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 work under this RFQ and the Agreement includes those activities required for an HVAC system project at the Airport. The Contractor's services and performance under this RFQ and the Agreement shall include, but is not limited to, the following:

2.1 General Scope

Contractor shall provide a full range of professional engineering consulting services from preliminary investigation through project closeout, in accordance with FAA guidelines and in alignment with the requirements described in this RFQ. The work is expected to include upgrades that improve reliability, maintainability, code compliance, indoor environmental quality, and energy performance in occupied operational facilities. This project scope may include, but is not limited to, the following:

- Replacement of existing air handling units (AHUs);
- Replacement of rooftop units (RTUs);
- HVAC controls and building automation system upgrades;
- Electrical and structural support modifications, ductwork and piping improvements;
- Testing, adjusting, and balancing coordination;
- Energy-efficiency enhancements and lifecycle cost considerations;
- Phased construction coordination in occupied and operational facilities;
- Temporary systems and sequencing measures to minimize disruption to Airport operations.

2.2 Grant Management Services

Contractor shall assist with grant coordination and related documentation and administration support, particularly associated with potential FAA AIP/ATP funding. Such grant management services may include, but are not limited to, preparing (i) grant applications and grant awards; (ii) FAA grant reimbursement requests and reports; and (iii) required grant close-out reports.

PLEASE NOTE:

TIME IS OF THE ESSENCE.

City plans to submit a grant application for this project, which must be submitted no later than October 1, 2026.

Due to this deadline, the design phase must be completed 10 weeks from the Notice to Proceed.

2.3 Existing Conditions Assessment

Contractor shall assess the Airport's existing HVAC equipment condition, capacity, and performance by: (i) conducting a review of available records, drawings, studies, and maintenance information related to the Airport's facilities, (ii) performing site investigations and field verifications, and (iii) identify code compliance, safety, constructability, and operational issues. Contractor shall then conduct load calculations, ventilation review, and energy evaluations as appropriate and provide City with applicable reports thereof. Contractor shall confer with City and applicable stakeholders on project requirements, budget preparation, financial impact, schedules, and other pertinent matters.

2.4 Alternatives, Improvements, and Plan Preparations

Contractor shall develop and evaluate feasible replacement and upgrade alternatives for all relevant components of the Airport's HVAC systems. Contractor shall prepare all design schematics, plans, technical specifications, and related documents, as necessary, which documents shall include sustainable, maintainable, and energy-efficient design strategies, and shall address any phasing, temporary conditioning, sequencing, and continuity of operations requirements.

2.5 Bidding and Negotiation Services

Contractor shall assist City in managing applicable procurement processes and preparing applicable documents, including, but not limited to, (i) overseeing the advertisement of said bid opportunities; (ii) preparing responses to bidder questions; (iii) preparing necessary addenda to the bid documents; (iv) securing, recording, and analyzing bid results; (v) conducting negotiations; (vi) preparing recommendations for award; and (vii) preparing required contract documents.

2.6 Construction Phase Services

Upon award of any applicable construction contracts, Contractor shall coordinate the construction project and provide related services, including but limited to, (i) providing consultation and advice to City during all phases of construction; (ii) participating in all pre-construction conferences and all subsequent progress meetings; (iii) conducting periodic site visits, inspections, and testing work-in-progress and providing appropriate reports to City; (iv) reviewing and approving shop drawings, product data, and related submittals; (v) assisting in review and negotiations of change orders and supplement agreements; (vi) reviewing contractor pay requests for approval by the Director; (vii) conducting inspections and creating required punch-lists, ensuring punch-list items are corrected and meet contract specifications and documents, and preparing all project closeout documents for City; and (viii) ensure proper documentation of the project.

2.7 Project Commissioning and Closeout

Following completion of the construction phase, Contractor shall provide services related to the closeout of the project, including, but not limited to, (i) conducting startup, testing, and systems verification; (ii) coordinating testing, adjusting, balancing, and commissioning activities; (iii) reviewing operation and maintenance manuals and training requirements; (iv) conducting final inspections and submitting punch-lists and a report of the completed project to City; (v) reviewing operation and maintenance manuals and training requirements, and ensuring City's understanding thereof; (vi) providing record drawings; (vii) preparing summaries of material testing reports and project change order; and (viii) preparing final project reports, including financial summary.

2.8 Contractor Deliverables

Potential deliverables for the Contractor may include, but not be limited to, the following:

- Existing Conditions Memorandum;
- Alternatives Analysis and Recommendation Report;
- Schematic Design Submission;
- Design Development Submission;
- 60%, 90%, and Final Plans, Specifications, and Cost Estimates;
- Bid Documents, Addenda, and Bid-Phase Technical Support;
- Construction Observation Reports and Meeting Documentation;
- Commissioning Coordination Records;
- Record Drawings Or Record Document Package;
- Project Closeout Documentation Required by City and Any Applicable Funding Agency.

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) Section 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. As part of this section, the Respondent shall exhibit the following knowledge, skills, and abilities:

- Comprehensive knowledge of civil engineering principles, practices, and techniques;
- Comprehensive knowledge of construction methods, materials, and equipment;
- Experience with commercial, institutional, or aviation HVAC system projects of similar complexity;
- Experience with replacement of AHUs and RTUs in occupied facilities;
- Experience with coordination of design and construction phasing where continued facility operation is required;
- Experience with energy-efficient mechanical systems and controls integration;
- Knowledge of FAA Advisory Circular 150/5100-14E *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*;
- Knowledge of the FAA Airport Improvement Program (AIP);
- Knowledge of the FAA Airport Terminal Program (ATP);
- Knowledge of FAA Notice of Proposed Construction and Alteration procedures;
- Knowledge of Capital Improvement Planning;
- Knowledge of 14 CFR Part 139;
- Knowledge of 14 CFR Part 77;
- Knowledge of FAA 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;
- Knowledge of 2 CFR Part 200;
- Knowledge of 40 USC 1101 et seq.;
- Ability to maintain FAA required documents;
- Knowledge of FAA Notice of Proposed Construction and Alteration procedures;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language; and
- Ability to identify and perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

(b) Section 2: Project Organization and Team Qualifications

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) Section 3: Technical Understanding, Project Approach, Phasing, and Constructability

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, including, but not limited to, a description of the Respondent's approach to energy efficiency, maintenance, and lifecycle considerations. This section shall also address, but not be limited to, the methods Respondent uses for each of the following concerns:

- (i) Determining 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) Coordinating the work effort of the various disciplines and/or subcontractors required to complete the assignments;
- (iii) Ensuring the accuracy and completeness of construction documents;
- (iv) Maintaining control over costs and periodically reporting a realistic, detailed summary of the technical and financial status of the assignment;
- (v) Controlling the quality of all deliverables and ensure that all applicable federal, state and/or local regulations, codes, and ordinances are satisfied;
- (vi) Responding in a timely and accurate manner to inquiries from City, regulatory agencies, and/or others with a legitimate interest in the project; and
- (vii) Ensuring appropriate staffing levels over the anticipated life of the assignment.

(d) Section 4: Experience with Similar Projects

The Respondent should include a detailed discussion on three (3) comparable projects, with similar HVAC replacements in other airports or similarly occupied facilities, and completed by Respondent within the last ten (10) years. Each project discussion should include, at a minimum, the following information:

- (i) *Project location;*
- (ii) *Period of performance;*
- (iii) *Project fee:* The project fee should include the original engineer's estimate of probable cost and the final cost at project close-out;
- (iv) *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;
- (v) *Project Scope:* A brief description of project scope in enough detail to allow the reader to grasp how the project relates to the work contemplated under this procurement action;
- (vi) *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.
- (vii) *Project Reference:* Point of contact to serve as a professional reference having direct knowledge of the Respondent's work on said project, including the point of contact's name, title, phone number, and e-mail address.

NOTE: By including this information in the Statement, Respondent is providing City permission to contact the persons listed for reference checks.

(e) Section 5: Capacity and Availability

This section shall demonstrate Respondent's current workload, ability to meet this project's urgent schedule, and availability and continuity of proposed personnel.

(f) Section 6: Experience with Public Projects

This section shall demonstrate Respondent's experience working on FAA-funded or other public sector projects.

4.2 Statement Organization

The Statement shall be organized in sections consistent with **Section 1** through **Section 6** above. Statements are limited to **20, single-sided** pages which should include the Respondent's complete and final answers to the specific criteria.

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

- Answers to the sections listed in **Section 4.1** above;

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

- Title page;
- Cover Letter (or letter of submittal)
- Divider Tabs
- Resumes
- 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 20 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 **four (4) 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, provided that the electronic file is the **EXACT SAME VERSION** as the hardcopy. 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 FY26-805-62
Request for Statements of Qualifications for Engineering Consulting Services for
HVAC System Upgrades and Replacement of Air Handling Units and Rooftop
Units”**

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 **June 17, 2026** (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

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**.

Solicitation Step	Date
Deadline for Questions	June 10, 2026 at 2:00 P.M.
Statement Submission Deadline	June 17, 2026 at 2:00 P.M.
Notification of Intent to Award	June 26, 2026
Agreement Executed/Notice to Proceed	July 1, 2026

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 Evaluation and Scoring

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. Upon completion of the initial evaluation 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.

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

Criteria	Max Score
Qualifications of Key Personnel & Overall Project Team <i>(Sections 1 & 2 of Statement)</i>	20 points
Technical Understanding, Project Approach, Phasing, and Constructability <i>(Section 3 of Statement)</i>	20 points
Experience with Similar Projects <i>(Section 4 of Statement)</i>	35 points
Capacity, Availability, and Ability to Meet Schedule <i>(Section 5 of Statement)</i>	15 points
Experience with FAA-Funded/Public-Sector Projects <i>(Section 6 of Statement)</i>	10 points
TOTAL MAXIMUM SCORE PER EVALUATOR	100 points

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

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/

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 services described in this RFQ. City will prepare a draft agreement which will be provided to the Contractor for negotiations and eventual execution.

6.9 Federal Contract Provisions

(a) *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.

(b) *Disadvantaged Business Enterprise (DBE)*

The requirements of 49 CFR Part 26, including any amendments thereto, apply to this solicitation. It is the policy of City to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. City encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

(c) Federal Fair Labor Standards Act

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR Part 201, et seq, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers. Contractor has full responsibility to monitor compliance to the referenced statute or regulation. Contractor must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

(d) Additional Federal Contract Provisions

By submission of their Statement, the Respondent acknowledges and agrees to comply with all applicable federal, state, and local laws, including, but not limited to certain applicable clauses required by the FAA’s Contract Provision Guidelines for Obligated Sponsors and Airport Improvement Program Projects. Required federal provisions shall include, but not be limited to:

- Buy American Preferences (Title 49 United States Code, §50101), Executive Order 14005, the Infrastructure Investment and Jobs Act (IIJA) (P.L. No. 117-58), and Build America, Buy America (BABA);
- Title VI of the Civil Rights Act of 1964, as amended, (Title VI), 49 U.S.C. § 47123, and FAA Order 1400.11;
- Davis-Bacon Act (40 USC §§ 3141-3144, 3146, and 3147), 2 CFR part 200 (Appendix II(D)), 2 CFR Part 5, and 49 USC § 47112(b);
- Debarment and Suspension pursuant to 2 CFR Part 180 (Subpart B), 2 CFR Part 200 (Appendix II(H)), 2 CFR Part 1200, DOT Order 4200.5, and Executive Orders 12549 and 12689;
- Lobbying Federal Employees pursuant to Byrd Anti-Lobbying Amendment (31 USC § 1352), 2 CFR Part 200 (Appendix II(I)), and 49 CFR Part 20 (Appendix A); and
- Recovered Materials pursuant to 2 CFR § 200.323, 2 CFR Part 200 (Appendix II(J)), 40 CFR Part 247, and 42 USC § 6901, et seq (Resource Conservation and Recovery Act (RCRA)).

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, as amended. 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

CERTIFICATION OF NON-COLLUSIVE PROPOSAL

By submission of this Statement, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint statement each party thereto certifies as to its own organization that to the best of knowledge and belief:

- a) The information in this Statement has been provided independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such information with any other Statement, or with any competitor; and,
- b) Unless otherwise required by law, the information which has been provided in this Statement has not been knowingly disclosed by the Respondent and will not knowingly be disclosed by the Respondent prior to opening, directly or indirectly, to any other Respondent or to any competitor; and,
- c) No attempt has been made or will be made by the Respondent to induce any other person, partnership, or corporation to submit or not to submit a Statement for purpose of restricting competition.

I hereby affirm that the foregoing statements and representations are true. I also acknowledge that any materially false statement or representation shall be grounds for termination for cause by the City without prejudicing any remedies available to the City in equity or law.

Notary Seal:

Name of Respondent

Name of Respondent's
Authorized Representative

Signature of Respondent's
Authorized Representative

Date

Title of Respondent's
Authorized Representative

CERTIFICATION REGARDING PROHIBITION OF COVERED UAS

The Bidder or Offeror certifies that they are aware of and comply with relevant Federal statutes and regulations, including those from the Federal Aviation Administration (FAA), for operating unmanned aircraft systems (UAS) in accordance, and in compliance with all related requirements in the FAA Reauthorization Act of 2024 (Public Law 118-63), section 936 (49 U.S.C. § 44801 note).

Contractor warrants that all UAS operations will be conducted in full compliance with all applicable Federal Aviation Administration (FAA) regulations, including but not limited to 14 CFR Part 107, and any other applicable local, state, or Federal laws and regulations.

Sponsors and subgrant recipients cannot use AIP grant funds to enter into, extend, or renew a contract related to covered unmanned aircraft systems (UAS). This includes both procurement and operational contracts, as well as contracts with entities that operate such systems.

CERTIFICATION:

NOTARY/ATTESTATION:

Name

Signature

Date

Title