

**REQUEST FOR QUALIFICATIONS  
“ON-CALL” ENVIRONMENTAL SERVICES  
MANCHESTER-BOSTON REGIONAL AIRPORT  
MANCHESTER, NH**

**FY18-805-66**

**SECTION 1.0 INTRODUCTION**

This Request for Qualifications (RFQ) is being issued to Professional Consulting Firms, (individuals, partnerships, companies and corporations), interested in providing Manchester-Boston Regional Airport with Professional Environmental Consulting Services on an “On-Call” basis. The City of Manchester, NH (City), which owns and operates the Airport through its Department of Aviation, will accept and review Statements of Qualifications from Professional Consulting Firms and may request the most qualified firms to make further submittals and/or be interviewed prior to the Airport making its final selection.

This RFQ contains information describing the desired services; instructions for preparing and submitting a firm’s qualifications; and selection criteria the Airport intends to use in selecting a firm.

**SECTION 2.0 DESCRIPTION OF WORK**

**2.1 Types of Projects**

The selected firm will assist the Airport with compliance under its Federal National Pollution Discharge Elimination System (NPDES) permit. This includes compliance with all aspects of the Airport’s Multi-Sector General Permit Storm Water Pollution Prevention Plan, and Construction Storm Water Pollution Prevention Plans. In addition, projects may involve assisting the Airport with management of storm water containing aircraft and airfield deicing compounds; wetlands delineation; compliance under federal/state of New Hampshire/local rules/regulations/policies including, but not limited to construction activities, underground storage tanks (USTs), above ground storage tanks (ASTs), air, groundwater, surface water, hazardous waste, universal waste, and sustainability. The selected firm may be tasked to provide facility/tenant inspections/training, multimedia environmental sampling/reporting under state-issued permits, permitting, site investigations, remedial design/remedial action planning, and site remediation. Project specific responsibilities may include, but not be limited to meetings and presentations with Airport/state/federal officials.

## **2.2 Expectations**

Interested firms must be able to demonstrate successful experience providing similar services to other airports, municipalities, or similar entities. The Airport will look favorably upon firms that have consistently provided a wide range of environmental consulting services within prescribed budgets and schedules. The Airport will expect the selected firm to dedicate experienced technical and project management staff to the assigned tasks to ensure that solutions are creative, effective, cost conscious, and coordinated with other activities on or adjacent to the Airport. Firms shall be licensed to provide on-call professional environmental engineering services, and certified to provide wetlands delineation services in the State of New Hampshire.

## **SECTION 3.0 INSTRUCTIONS AND SCHEDULE**

### **3.1 Statements of Qualifications Content and Organization**

Firms submitting qualifications should include the following information.

- Brief description of the company
- A description of experience with: NPDES Multi-Sector/Construction storm water management/permits/storm water pollution plan preparation and execution/compliance; management of storm water containing aircraft and airfield deicing fluids; wetlands delineation; associated federal/State permitting; compliance with NHDES air, groundwater, surface water, petroleum, and hazardous waste programs, and pertinent remedial design/remediation for projects completed during the past five years.
- A description of sustainability services.
- An organizational chart illustrating how the company proposes to manage the work.
- Resumes of the key personnel who will be assigned to Airport projects, including technical personnel and project manager.
- Identification of the type of work the firm will subcontract with other organizations. History/demonstration of use of disadvantaged business/women-owned business/minority business enterprises should be provided.
- A listing of at least five references with phone numbers.
- Experience Modification Rate (EMR).

Each firm will submit four (4) copies of their qualifications.

### **3.2 Contract Agreement**

The Airport intends to enter into an “on-call” contract with one Professional Firm for a three-year term. The contract may be extended upon mutual agreement for up to an additional three (3) years. The contract will include general requirements for developing specific project scopes, budgets, and schedules. For each assigned project, the Airport and designated firm will enter into a “Preproject Memorandum” that will define project scope, timeline, budget, and deliverables for a specific task order.

In addition, although it is the Airport’s intention to use the services of the selected firm, the Airport reserves the right to use other firms for certain assignments. The Airport reserves the right, at its discretion, to solicit for and obtain consulting and professional services at it sees fit at any time in the future without regard to any procurement action resulting from this request.

### **3.3 Revised and/or Additional Provisions**

The Airport reserves the right to add, delete, or revise any section of the Request for Qualifications and Statements of Qualifications. Airport reserves the right to: 1) accept the Professional Firm it deems most suitable and beneficial; 2) reject any or all Professional Firms; and 3) waive any of the requirements of the selection procedures explained in this document. The Airport also reserves the right to retain all copies of Statements of Qualifications submitted by Professional Firms.

### **3.4 Statements of Qualifications Review Process**

The Airport will examine and evaluate each Statement of Qualifications. An objective evaluation will be conducted, the sole intent of which will be to identify Professional Firms who would contribute most positively to the Airport. The Airport will use the following evaluation criteria in the review process. The relative importance of these criteria will be determined at the sole discretion of the Airport. The evaluation criteria to be used will include:

- Specific experience with similar projects
- Background and experience of staff members who would be assigned to the job
- Availability
- Locality of firm
- Ability to communicate ideas
- Ability to supply all of the major disciplines necessary to perform the work
- Qualifications of subcontractors/sub-consultants
- Accuracy of the firm in estimating time and cost requirements
- Financial capabilities of the firm

No Professional Firm shall have any cause of action against the City or its Department of Aviation arising out of a failure by the Airport to consider a Professional Firm’s qualifications, or the methods by which the Airport evaluated Statements of Qualifications received. The selection of the prospective Professional Firm or the decision to solicit further submittals from or interview those Professional Firms deemed most qualified shall be at the sole discretion of the Airport.

### 3.5 Inquiries

Inquiries on all matters pertaining to this Request for Statements of Qualifications or the process the Airport is following to select a Professional Consulting Firm for “On-Call” Environmental Consulting Services should be directed to:

Mr. John J. Hagopian, P.G.  
Airport Environmental Specialist  
Manchester-Boston Regional Airport  
Administration Office  
One Airport Road; Suite 300  
Manchester, NH 03103  
603-624-6539 x311  
jhagopian@flymanchester.com

3.6 Statement of Qualifications Submission Procedures –Professional Consulting Firms shall follow all RFQ procedures specified by the City in the preparation and submission of Statement of Qualifications. Four (4) complete copies of the Firm’s Statement of Qualifications’ and all supporting documentation shall be mailed or delivered to:

Mr. John J. Hagopian, P.G.  
Airport Environmental Specialist  
Manchester-Boston Regional Airport  
Administration Office  
One Airport Road; Suite 300  
Manchester, NH 03103  
603-624-6539 x311  
jhagopian@flymanchester.com

Statements of Qualifications shall be marked “**Environmental Services**” with the firm’s name clearly stated at the bottom left of the envelope/package in which the Statement of Qualifications is contained.

**FIRMS ARE REQUIRED TO PROVIDE PROOF OF PROFESSIONAL LIABILITY INSURANCE, INCLUDING ERRORS AND OMISSIONS COVERAGE. FIRMS WITHOUT SUCH COVERAGE SHALL NOT BE CONSIDERED.**

**3.7 Schedule** – City intends to adhere to the following schedule:

a. Statements of Qualifications:

**Statements of Qualifications must be received at the above address no later than 2:00 P.M. on Friday, May 25, 2018.**

It is the Airport's intention to then complete the selection process within 30 days.

b. Future Processes and Schedule:

If interviews or additional submittals are determined to be beneficial to the Airport, short-listed firms will be given a minimum of 1 week notice of submittal or interview dates.

One Environmental Consulting Firm is expected to be selected to provide "On-Call" Environmental Consulting Services. The selected Firm must be prepared to provide required professional services within one month of selection.