



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

## Addendum No. 5

**Date:** April 8, 2020

**RFQ No:** FY20-805-49 On-Call Airport Planning Services

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The following clarifications, changes, additions, and/or deletions are hereby made to the RFQ:

**Question 1:**

Has the Airport made a decision on whether one firm could be selected for both a planning and an engineering on-call contract?

**Response:**

Different firms will be selected for On-Call Airport Planning Services and On-Call Airport Architectural and Engineering (“A/E”) Services.

**Question 2:**

The document is a total of 69 pages. There are two occurrences of Appendices D and E. The first occurrence has a header referencing the separate engineering RFQ number “Solicitation FY20-805-50”. **The second occurrence of Appendices D and E reference the correct planning RFQ “Solicitation FY20-805-49”.**

The Appendix C tab (labeled “22 of 62”) is inadvertently placed after the first occurrence of Appendix E. The actual Appendix C contract document is in the correct location following “Page 21 of 63”.

The page numbering switches from “XX of 62” to “XX of 33” (contract doc) to “56 of 62” through to “62 of 62”.

**Response:**

The change in pagination was due to the insertion of the draft Professional Services Agreement into the body of the RFQ. Appendix D is the Notice of Requirement for Affirmative Action. Appendix E are Certification Forms.

**Question 3:**

On page 5, Section 1.2, the RFQ states, “This phase involves those activities associated with general airport planning studies at the airport, including an update to the Airport Master Plan.” And on the bottom of p. 19 Appendix A it states “\*\* Airport Master Plan Update will be procured via separate RFQ.” Can you please clarify is the AMPU is a responsibility of this RFQ or if a separate RFQ will be procured? Is Appendix A correct or the Description of Work?

**Response:**

The Airport Master Plan Update is included within this RFQ.

**Question 4:**

On page 12 of 62 of the solicitation in 2.3 Submission Date and Procedures, the text reads, "STATEMENTS shall be delivered by 5:00pm on March 16, 2020". In the Legal Notice and in 3.2 Selection Schedule (page 13 of 63), the RFQ submission deadline is stated as April 2, 2020. Please clarify the correct date and time that submissions are due.

**Response:**

The RFQ submission deadline is April 16, 2020 (per Addendum No. 4).

**Question 5:**

Do you have a list of contacts or firms that have expressed interest in either of these RFQs? That would normally be categorized as an odd request but we are certainly in what qualifies as odd circumstances

**Response:**

No, we do not have a list.

**Question 6:**

RFQ Section 2.1.1, 1: Should the Letter of Interest mentioned in this section precede the other information that is required to be included in Section 1 (description of capabilities for each firm, identification of items or originality or specific capabilities, etc.)?

**Response:**

Yes.

**Question 7:**

RFQ Section 2.1.1, 1: Would you provide more clarification on what you would like to see in terms of "general workload" for each member of the Respondent's team?

**Response:**

"General workload" would consist of the work you would assign to your sub-consultants or team members.

**Question 8:**

RFQ Section 2.1.1, 3: May we include our audited financial statements in a "confidential" envelope that is separately sealed from our Statement? If not, should the statement follow the Letter of Interest or should it be included at the end of Section 1?

**Response:**

Yes, you may include your audited financial statements in a "confidential" envelope; however, a third party must produce it.

**Question 9:**

RFQ Section 3.2: Could you clarify that the Addenda Acknowledgement Form that is referred to in this section will not be available/distributed/posted until March 25, 2020? We note that Section 4.4 requires us to include a completed version of this form within our Statement, but we are unable to find that form in the RFQ. Additionally, within our Statement, shall we include this form in the last/"Certifications" section?

**Response:**

The Addendum Acknowledgement Form will be posted on the Manchester-Boston Regional Airport's website by April 8, 2020. This form must be included in the "Certifications" section of your STATEMENT.

**Question 10:**

RFQ Section 2.1.4, 1: One of our firms is in the process of getting their DBE certification, but given the current state/government office closures due to COVID-19, we are doubtful that they will be certified as of the bidding due date. Would you confirm whether achieving certification after proposal submittal would be acceptable in terms of achieving/exceed the 3.7% DBE goal?

**Response:**

Please provide proof that they are in process of achieving their DBE certification. However, their certification must be obtained by the Notice to Proceed Date.

**Question 11:**

With the evolving situation around the Covid-19 outbreak, would Manchester-Regional Airport consider accepting an electronic submittal on April 2, rather than the required hard copy documents? Several of our office locations have or will be closing this week. An electronic submittal would reduce the need for people to travel and/or congregate to print, assemble, and deliver the submittal package. Also, at this time, delivery services are not able to guarantee all shipments as work and travel restrictions may affect shipments to and from impacted areas, as well as shipments moving within those areas.

**Response:**

Five (5) hard copies of the proposal will still be required. Electronic format can be included, but it will not substitute the requirement for five (5) hard copies.

**Question 12:**

In the above-mentioned RFP, on page 13, the selection schedules shows the “final date for RFIs” as Monday March23rd. Can you please clarify what we need to submit by the 3/23 deadline? Do we need to submit a letter of interest in proposing on the planning contract (due 4/2) or does RFI simply mean that is our deadline to ask questions?

**Response:**

Deadline to ask questions. RFI submission date changed on Addendum No. 4.

**Question 13:**

Per RFQ No: FY20-805-49 On-Call Airport Planning Services, please clarify if the Airport Master Plan will be included in the on-call or as part of a separate RFQ.

Appendix A has a footnote that states “Airport Master Plan Update will be procured via separate RFQ” whereas the pre-proposal presentation on slide 8 notes that the Airport Master Plan Update is part of the general planning services.

**Response:**

The Airport Master Plan Update is included within this RFQ.

**Question 14:**

I see that the schedule included a mandatory preproposal meeting on the 16<sup>th</sup>. Was this meeting held as scheduled, and was it still mandatory?

**Response:**

The mandatory pre-proposal meeting on March 16, 2020 was cancelled per Addendum No. 3.

**Question 15:**

The RFQ calls for hard copies of the qualifications package. Normally, this would not be a problem. However, in an increasing number of states (Including our office locations in New Jersey and Massachusetts), most businesses that provide copying services are closed as non-essential businesses during this virus pandemic. Many consultants - including medium size firms – no longer have high speed or bulk printing capabilities.

Given this, has the Airport considered waiving the hard copy requirements and permitting submission of proposals electronically?

**Response:**

Five (5) hard copies of the proposal will still be required. Electronic format can be included, but it will not substitute the requirement for five (5) hard copies.

**Question 16:**

The RFQ states that a “current audited financial statement for the Prime Consultant” is required. To the best of my knowledge, we don’t have such an audited statement. However, we have had our overheads approved by several public bodies (including the City of Denver and The Port Authority of New York and New Jersey). We can provide these examples as proof of our overheads. Would this documentation be acceptable to the City of Manchester Department of Aviation? I believe this alternative has been accepted by other clients.

**Response:**

Provide proof, along with the documents, that the above-mentioned submissions have been approved by other governmental bodies.

**Question 17:**

Few questions regarding the Statement Organization (section 2.2 of the RFQ):

- a. Statements are limited to 50-Single sided pages. Does this mean you would like respondents to print Single-Sided statements or are double-sided statements allowed (50 single-sided or 25 double-sided pages)?

**Response:**

Fifty (50) page limit single sided.

- b. Are dividers/tabs included in the page count?

**Response:**

No

- c. Is printing Statement information allowed on dividers or would this be considered an additional page or irregular (per Section 4.6 of the RFQ)?

**Response:**

Not allowed on dividers.

For other questions or clarifications, please contact the Cheryl Keefe at [ckeefe@flymanchester.com](mailto:ckeefe@flymanchester.com)

Respectfully,

Cheryl Keefe  
Property and Contract Coordinator