



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

Addendum No. 5

Date: April 8, 2020

RFQ No: FY20-805-50 On-Call Airport Architectural and Engineering "A/E"

Services

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:

Given the fluidity of the current COVID-19 situation, would the Airport consider changing the requirement of five hard copies of proposals to an electronic submission format?

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 4:

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:

We do not have a list.

Question 5:

As per **page 12 Section 2.2 STATEMENT ORGANIZATION**, can you please confirm that the 50-page single sided page limit applies to both an 8.5 x 11 or 11 x 17 paper size submission?

Response:

Yes, the 50-page single sided page limit applies to all page sizes.

Question 6:

Are signed/notarized Certification Statements (Appendix E) required from each subconsultant or just the Prime consultant? Subconsultants have indicated they are having difficulty getting the forms notarized with recent state issued "Stay-At-Home" orders and office closures.

Response:

All forms must be completed by the PRIME consultant submitting the STATEMENT.

Question 7:

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

Respectfully,

Cheryl Keefe
Property and Contract Coordinator