

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

FY-15-805-50

SECTION 1.0 – INTRODUCTION

This Request for Proposals (RFP) is being issued to land surveying firms, (individuals, partnerships, companies and corporations), interested in providing land surveying services to Manchester-Boston Regional Airport (Airport) on an “On-Call” basis. The City of Manchester (City) which owns and operates the Airport through its Department of Aviation will accept and review Statements of Qualifications from Firms and select the most suitable and beneficial land surveying firm(s) to provide services to the Airport. Those firms considered most qualified by the Airport may be requested to make further submittals and/or to be interviewed prior to the Airport making its final selection(s).

Information and instructions necessary for land surveying and mapping firms to submit Statements of Qualifications to the Airport regarding “On-Call” land surveying services are contained within this Request for Qualifications.

SECTION 2.0 - DESCRIPTION OF WORK

2.1 Project Scope

The Airport will enter into an agreement to have the firm perform “on-call” land surveying services as required by the Airport. These services are for both landside and airside projects. Activities may include: global positioning system (GPS) control/location surveys; survey of the Airport’s runway approach surfaces and certification of their status, including identification of specific obstructions to those surfaces; property boundary determination and research; deed research and record analysis; topographic surveys; site as-built surveys; route surveys; construction control and layout; title certification; aerial survey control; site plan preparation; expert witness; other similar services as needed.

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 land surveying and

mapping services within prescribed budgets and schedules. Firms are expected to have State of New Hampshire Licensed Land Surveyors' certifications.

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 land surveying experience for the above-mentioned types of projects completed during the past five years.
- 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.
- A listing of at least five references with phone numbers.
- History/demonstration of use of disadvantaged business/women-owned business/minority business enterprises should be provided.

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

Each firm will submit six (6) copies of their Statements of Qualifications.

3.2 Contract Agreement

The Airport intends to enter into an “on-call” contract, with one or more Professional Firms, for a three-year term. The contract(s) 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(s), 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

Airport reserves the right to add, delete, or revise any section of the Request for Qualifications and Statements of Qualifications. Airport reserves the right 1) to accept

those Land Surveying Firms it deems most suitable and beneficial, 2) to reject any or all Land Surveying Firms, and 3) to waive any of the requirements of the selection procedures explained in this document. Airport also reserves the right to retain all copies of Statements of Qualifications submitted by Land Surveying Firms.

3.4 Statements of Qualifications Review Process

Airport and/or its agents will examine and evaluate each Statement of Qualifications. A detailed and objective evaluation will be conducted, the sole intent of which will be to identify Land Surveying Firms that would contribute most positively to the Airport. Airport will use evaluation criteria it feels is most appropriate to the review process and the relative importance of this criteria will be determined at the sole discretion of Airport. No Land Surveying Firm shall have any cause of action against the City or its Department of Aviation arising out of a failure by Airport to consider a Land Surveying Firm's qualifications, or the methods by which Airport evaluated Statements of Qualifications received. The selection of Land Surveying Firm(s) shall be at the sole discretion of the Airport. If it is deemed in the best interest of the Airport, the Airport may choose to request further submittals from and/or to interview those Land Surveying Firms considered most qualified by 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 identify Land Surveying Firms for land surveying services should be directed to:

Mr. Richard S. Fixler, P.E.
Assistant Airport Director – Engineering and Planning
Manchester-Boston Regional Airport
6 Industrial Drive, Suite 2
Londonderry, NH 03053
Telephone: (603) 628-6211
Fax: (603) 628-6213
Email: rfixler@flymanchester.com

3.6 Statement of Qualifications Submission Procedures

Land Surveying Firms shall abide by all Request for Qualifications procedures specified by the Airport 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 the name/address indicated in Section 3.5 above.

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

3.7 Schedule

Airport 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, February 27, 2015.

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 or more Land Surveying Firms are expected to be selected to provide land surveying services. The selected Firm(s) must be prepared to provide required services within one month of selection.