

NASHUA AIRPORT AUTHORITY

REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS AIRPORT PLANNING AND/OR ENGINEERING SERVICES

The NASHUA AIRPORT AUTHORITY is seeking to retain the services of an aviation consultant for planning, and an aviation consultant for engineering, experienced in the practice of airport planning and engineering advisory services in accordance with FAAAC 150/5100-14E- Architectural, Engineering, and Planning Consultant Services, as a multi-year Aviation Consultant in each discipline. The NASHUA AIRPORT AUTHORITY may select the same firm for each, or separate firms, depending on the Qualification Statements received and evaluated by the review committee.

The NASHUA AIRPORT AUTHORITY must receive qualification and experience statements no later than **2:00p.m. local time on March 28, 2025**, to be eligible for consideration. Each statement shall be submitted in a sealed envelope, clearly marked **“Request for Qualifications for Engineering and/or Planning Services at the Nashua Airport.”** Complete packages must be delivered to:

Nashua Airport Authority
79 Perimeter Road, Nashua, New Hampshire 03063
603-882-0661

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to the above office (e-mail chrislynch@nashuaairport.com) and must be received by 2:00 p.m. local time on March 19, 2025. All questions will be answered by 4:00 p.m. local time on March 21, 2025 and posted on the Airport's website at nashuaairport.com. It will be the proposer's responsibility to check the referenced website for any new amendments.

REQUEST FOR QUALIFICATIONS AND EXPERIENCE STATEMENTS AIRPORT PLANNING AND/OR ENGINEERING SERVICES

I. GENERAL INFORMATION

The NASHUA AIRPORT AUTHORITY is seeking to retain the services of a consultant for planning, and a consultant for engineering, experienced in the practice of airport planning and engineering advisory services in the State of New Hampshire, as a multi-year Aviation Consultant in each discipline. The NASHUA AIRPORT AUTHORITY may select the same firm for each, or separate firms, depending on the Qualification Statements received. Interested firms should respond to this request on or before the time due for submission.

Following the receipt of the qualification and experience statements, a review committee shall evaluate the statements and select a firm or, at the discretion of the review committee, select a short list of firms to interview for both Planning and Engineering services. Emphasis in selecting a consulting firm(s) shall be placed on the firm's qualifications and experience in projects similar to those which the NASHUA AIRPORT AUTHORITY anticipates undertaking.

To be considered responsive, six (6) copies of the statements must be submitted to the Nashua Airport Authority 79 Perimeter Road Nashua, New Hampshire 03063, **no later than 2:00p.m. local time on March 28, 2025**. Statements shall be limited to 15 pages, size 11-point font including references. Not included in the page count is the cover letter, table of contents, and divider tabs. Please note in the cover letter if your firm is submitting for planning, engineering or both. Each statement shall be submitted in a sealed envelope, clearly marked **“Request for Qualifications and Experience Statements for Airport Planning and/or Engineering Services at the Nashua Airport.”**

The NASHUA AIRPORT AUTHORITY reserves the right to accept or reject any or all Qualification Statements received as a result of this request, or to cancel in part or in its entirety this Request for Qualification, if it is in the best interest of the NASHUA AIRPORT AUTHORITY to do so.

II. GUIDELINES FOR PROSPECTIVE CONSULTANTS

Prospective consultants must meet the following standards as they relate to this request:

- A.** Have adequate financial resources for performance or have the ability to obtain such resources as required during performance.
- B.** Have the necessary experience, organization, technical and professional qualifications, skills and facilities.
- C.** Be able to comply with the proposed or required time of completion or performance schedule.
- D.** Have a demonstrated satisfactory record of performance.

III. STATEMENT PREPARATION

To facilitate evaluation of the qualifications and experience statement, interested consultants are instructed to follow the outline below. Statements that do not follow the outline, or do not contain the required information, may be considered as unresponsive proposals. Please include the criteria below for each discipline that your firm intends on submitting a qualification statement for.

- A. Company Background Material:** pertinent information concerning the background, experience, and reputation of the firm, including the legal address of firm office for which services will be provided. (10%)
- B. Experience of Firm:** Describe at least three (3), but no more than six (6), relevant projects undertaken by your firm within the past 5 years, which best illustrates the firms' qualifications to perform on this contract. (30%)
- C. Ability to Perform:** demonstrate an understanding and familiarity with projects of the type outlined herein or similar contracts developed by listing all previous Airport Planning and Engineering Advisory programs of comparable type, which your firm has prepared or supervised within the last five (5) years; include location of assigned staff and the ability to efficiently respond to the requests and needs of the Nashua Airport Authority. (25%)
- D. Key Staff Members:** identify the staff client manager and key staff members that will be assigned to work with the Nashua Airport Authority. One-page resumes shall be included for each of the key individuals. (25%)
- E. References:** submit the names, addresses, and phone numbers of at least five (5) project/clients that have worked directly with the firm. (10%)

IV. PROGRAM BACKGROUND

The NASHUA AIRPORT AUTHORITY consists of one runway, Runway 14-32, supported by a full-length parallel Taxiway 'A', ILS, precision runway markings, High Intensity Runway Edge Lights, various landing aids, and appropriate signage. The airport also has several apron tie-down areas for aircraft parking, numerous hangars (T-hangars as well as corporate hangars), an Air Traffic Control Tower, tanks for aviation fuel, FBO and other support infrastructure.

V. FUTURE AIRPORT PROJECTS

Anticipated future projects for Nashua Airport may include, but are not limited to:

- A.** Apron and Ramp Rehabilitation/Reconstruction
- B.** Air Traffic Control Tower Design/Permit/Reconstruction
- C.** Runway/Taxiway/Taxilane Rehabilitation/Reconstruction/Maintenance
- D.** Terminal Building Improvements/Replacement
- E.** Miscellaneous maintenance and painting of runways, taxiways and aprons, and service/access roadways
- F.** Purchase of Snow Removal Equipment/De-icing Equipment
- G.** SRE Storage Building and Hangar Development
- H.** Improvements to Airfield Security/Fencing
- I.** Various Airport Planning and Environmental Studies

VI. CONTRACT AWARD

Any contract entered into by the NASHUA AIRPORT AUTHORITY shall be in response to the proposal and subsequent discussions. The award shall be based on the criteria described herein, for a 5-year period.

VII. INDEMNIFICATION AND INSURANCE

The successful Consultant(s) selected shall agree to indemnify and hold the NASHUA AIRPORT AUTHORITY harmless from claims, demands, suits, causes of action and judgments arising from the Consultants performance, including claims of professional malpractice or negligence.

VIII. CERTIFIED DBE

Certified Disadvantaged Business Enterprise (DBE) consultants are encouraged to apply as the prime consultant for this work. Non-DBE Firms shall ensure that DBE's have the maximum opportunity to participate in the performance of any project contract in accordance with current requirements for DBE utilization.