



**REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR
ON-CALL AIRPORT ARCHITECTURAL AND ENGINEERING
SERVICES
RFQ 26-11**

SEPTEMBER 25, 2025

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ADVERTISEMENT

PEASE DEVELOPMENT AUTHORITY

Request for Qualifications

RFQ 26-11 On-Call Airport Architectural and Engineering Services

The Pease Development Authority ("PDA") requests Statements of Qualifications ("SOQ") from firms interested in providing airport architectural and engineering services on an as-needed basis in conjunction with ongoing operations at the Portsmouth International Airport at Pease and Skyhaven Airport.

Interested firms may obtain a copy of the RFQ by visiting PDA's website at www.peasedev.org/business/bids-opportunities.

Qualifications packages must be submitted in **triplicate** and shall be enclosed in two (2) envelopes (inner and outer), both of which shall be sealed and clearly labeled:

Pease Development Authority
RFQ 26-11 On-Call Airport Architectural and Engineering Services
Attention: Engineering Department
55 International Drive
Portsmouth, New Hampshire 03801

no later than **2:00 p.m. local time on Friday, October 31, 2025**. Late submittals will not be accepted or evaluated.

REQUEST FOR QUALIFICATIONS ("RFQ")

**Pease Development Authority
Portsmouth International Airport at Pease
Skyhaven Airport
Airport Architectural and Engineering Services**

1. INTRODUCTION

1.1 Overview

The Pease Development Authority ("PDA") is an agency of the State of New Hampshire established pursuant to RSA Ch. 12-G and is responsible for operations at Portsmouth International Airport at Pease ("PSM") and Skyhaven Airport ("DAW").

PSM is located in both the City of Portsmouth and Town of Newington, approximately 1 mile west of downtown Portsmouth. PSM is a primary non-hub airport with a 24-hour air traffic control tower managing more than 63,000 annual aircraft operations. The airport facilities are comprised of approximately 1000 acres, with a single paved runway 11,322' long by 150' wide, and a full parallel taxiway with object free and safety area clearances for group VI aircraft. Both ends of the runway have ILS systems.

PSM hosts scheduled and charter services, general aviation aircraft, and the military. Airport tenants include two commercial airlines, 162 based GA aircraft, a fractional ownership company with 60± based aircraft, a flight school, an FBO managing refueling and aircraft maintenance, on-site Customs and Border Protection, and the NH Air National Guard with a based fleet of twelve KC-46A refuelers.

DAW is a public use general aviation airport located in Rochester with one paved runway measuring 4,201 feet by 75 feet and over 40 based private and business aircraft. Airport facilities include T-hangars, aircraft tie-downs, aircraft maintenance and inspections services, and 24-hour self-service fueling, all situated on 190± acres. Skyhaven's terminal building accommodates meeting spaces and pilot areas.

1.2 Purposes of this RFQ

During the term of the on-call contract PDA anticipates that it will undertake airport projects that are both internally funded and funded through grant programs. For those projects funded through the Federal Aviation Administration ("FAA") and/or the State of New Hampshire Department of Transportation, Bureau of Aeronautics ("NH DOT"), PDA will use the responses to this RFQ as a basis for a qualification-based selection conforming to FAA AC 150/5100-14E. PDA will select a consultant whose expertise and experience best matches the needs of each anticipated project. This RFQ may also be used as the basis for the selection of consultants for internally funded projects.

1.3 Title VI Solicitation Notice

PDA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors

that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, businesses will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex, or age in consideration for an award. Disadvantaged Business Enterprises will be afforded full opportunity to submit responses to this RFQ.

The above provision binds the Contractor and subcontractors from the solicitation period through the completion of the contract.

2. DESCRIPTION OF WORK

2.1 Services

The sought after services include those typically associated with development projects, for example:

2.1.1 Preliminary Phase – scope and schedule development, negotiate subconsultant contracts, fee proposals, preliminary budgeting, stakeholder coordination, field investigations, survey, geotechnical investigations.

2.1.2 Design Phase – detailed plans, specifications, cost estimates, calculations, layouts, permitting, reports, bid documents.

2.1.3 Bidding/Negotiation Phase – advertising, pre-bid meetings, responding to questions, issuing addenda, opening bids, furnishing bid tabulations and award recommendations, negotiating contracts, preparing contract documents.

2.1.4 Construction Phase – job meetings, inspecting work in progress, resident engineering, reviewing and approving shop drawings, responding to RFIs, material testing, negotiating and preparing change orders and justifications, reviewing contractor pay requests, punch-lists, final inspections, as-built drawings.

2.1.5 Grant Administration – (when applicable) FAA and NHDOT coordination, scoping meetings, grant applications, requests for reimbursements, periodic reporting (for example: progress and financial reports), review certified payrolls, assist with DBE reporting, closeout packages.

2.2 Projects

2.2.1 Grant Funded Projects - Following is a list of anticipated grant-funded projects included in the current Airport Capital Improvement Plans (ACIPs). The list is subject to change (refer to Section 2.2.3).

2.2.1.1 Portsmouth International Airport at Pease

- 2027 1) Acquire Snow Removal Equipment ("SRE")
2) SRE Building Design
- 2028 1) Acquire Snow Removal Equipment ("SRE")
- 2029 1) SRE Building Construction
2) Taxiways F&G and Terminal Apron Design
- 2030 1) Taxiways F&G and Terminal Apron Phase 1 Construction
- 2031 1) Taxiways F&G and Terminal Apron Phase 2 Construction
- 2032 1) Equipment Acquisition (Passenger Boarding Bridge)
- Other Pavements with Deicing Pad
Terminal Expansion
Alkali Silica Reaction (ASR) Pavement Replacement
Pavements Taxiway Rehabilitation/Reconstruction

2.2.1.2 Skyhaven Airport

- 2027 1) Wildlife Fence Design Phase 2
- 2028 1) Wildlife Fence Construction Phase 2
- 2029 1) SRE Addition Design
- 2030 1) SRE Addition Construction
- 2031 1) Property Acquisition - Residential Through the Fence (RTTF)
2) Taxiway A Design
- 2032 1) Taxiway A Construction
- Other Pavements South/North Aprons
Pavements Wash Rack
Pavements Extend Runway

2.2.2 Internally Funded Projects – Following is a list of anticipated internally- funded projects that may be undertaken in the next three to five years.

Airport Certification Manual (ACM) Graphical and Narrative Updates
Pavement Repairs, both Portland Cement Concrete and Asphalt
Aircraft Parking Apron Planning and Layout
Field Survey for Pavement Markings
Miscellaneous Airfield Planning and Construction Cost Estimating

Environmental Investigation and Studies including Wetland Delineation
Permitting, including NH Alteration of Terrain and Wetlands
Airport Airspace Analysis
Geotechnical Investigations

2.2.3 Project Selection – PDA reserves the right to select projects and implement them on a schedule and in a manner that suits its own best interests. The lists provided are not necessarily all-inclusive, nor should it be assumed that all or any of the projects will be undertaken within the next three to five years. Timing of and number of projects undertaken will be a function of available funding and demand. New projects may arise over the term of any agreement.

2.3 Security

Some of the work will be conducted in access-restricted areas of the Portsmouth International Airport at Pease. Key personnel from the successful firm(s) will be required to obtain an airport security badge, which requires a ten-year employment check and criminal history background check.

3. QUALIFICATIONS

3.1 Experience and Knowledge

The successful consultant(s) will have demonstrated their knowledge of aviation engineering principles, construction methods materials and equipment, FAA policies and procedures (including but not limited to the Airport Improvement Program (AIP), Federal Aviation Regulations, Advisory Circulars, Grant Assurances, other relevant laws and procedures), State programs (including familiarity with the State Block Grant Program (SBG), State Agencies and permitting), experience in managing on-call contracts, public agency procurement, and successfully completing horizontal and vertical airport projects.

3.2 Licensure

Firms submitting statements of qualifications must employ individuals licensed to practice engineering or architecture, as appropriate, in the State of New Hampshire per the requirements of RSA 310-A and corresponding chapters of the NH Code of Administrative Rules. Any subconsultant team members must be similarly licensed in accordance with NH rules for that profession

3.3 Disadvantaged and Small Business Opportunities

PDA maintains established Disadvantaged Business Enterprise (DBE) overall utilization goals for federally funded airport improvement projects. Respondents are encouraged to include disadvantaged and small businesses on their teams.

4. SUBMISSIONS

4.1 Process and Deadline

Qualifications packages must be submitted in **triplicate** and shall be enclosed in two (2) envelopes (inner and outer), both of which shall be sealed and clearly labeled:

RFQ 26-11
On-Call Airport Architectural and Engineering Services

Packages shall be delivered to:

Pease Development Authority
Attn: Engineering Department
55 International Drive
Portsmouth, NH 03801

no later no later than **2:00 p.m. local time on Friday, October 31, 2025**. Late submittals will not be accepted or evaluated.

Following the submission deadline, respondents may be asked to submit an electronic (pdf) version of their SOQ.

PDA reserves the right to reject any and all submissions, to waive irregularities and technical defects, and to accept any submission deemed to be in its own best interest.

4.2 Schedule*

Advertise	September 2025
Submissions	October 2025
Evaluation Committee (meet and compare scores)	November 2025
Interviews (if needed)	December 2025
Evaluation Committee Recommendation	December 2025
Board of Directors Action	January 2026
Contract Term Commencement	March 2026

* Subject to change

4.3 Status and Expenses

The SOQs submitted in response to this RFQ will become the property of PDA. All information submitted is deemed a governmental record and is subject to potential disclosure pursuant to the provisions of NH RSA 91-A. Expenses for developing and presenting proposals shall be the entire responsibility of the respondent.

4.4 SOQ Organization

4.4.1 Contents – The SOQ shall be organized to demonstrate the consultants' abilities to perform the required types of services to accomplish the anticipated projects. Respondents shall identify a project manager who will be the main point of contact for

PDA along with a description of other team members, highlighting experience with similar projects. Respondents shall list the office locations proposed by the prime consultant and all sub-consultants that will be used to manage the work contemplated and the number of employees at each location.

4.4.2 Page Limit – To facilitate an efficient review of the SOQs, prepare a concise package with no more than 30 pages, including any cover letter. Please number the pages.

5. EVALUATION

5.1 Evaluation Committee

An evaluation committee will review all submittals received in conformance with this RFQ and, using the process described below, will make recommendations to the PDA Board of Directors regarding engaging one or more consultants.

5.2 Evaluation Criteria

The attached matrix (Exhibit 1) will be used to rank firms using their demonstrated abilities as they apply to each project.

5.3 Interviews

The matrix rankings may result in the development of a short list of the most highly qualified firms and interviews with the short-listed firms. Alternatively, the SOQs may be determinative in reaching an outcome. The committee will choose a firm or firms whose qualifications are best suited to the needs of the PDA. This may result in the selection of more than one firm.

6. CONTRACT APPROVAL AND TERMS

6.1 Approval

The PDA Board of Directors shall have the final authority to approve any recommendation regarding the award of contract. Upon approval, which will occur during a regularly scheduled Board meeting, a master agreement will be prepared for execution. The master agreement will allow PDA to contract on a task-by-task basis for specific assignments, as needed. Projects fees will be negotiated on an individual basis and each project will require a separate Board report or approval to proceed.

6.2 Contract Duration

The anticipated contract will be three years in duration, with the possibility of two additional one-year extensions, at the discretion of PDA, for a potential total of five years.

6.3 Ownership of Plans

Any product/deliverable, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ shall become the property of PDA.

6.4 Use of Alternate Consultants, Non-Exclusivity

By submitting an SOQ, respondents acknowledge and agree that any resulting contract is non-exclusive, and that PDA reserves the right at any time, and at PDA's sole discretion, to solicit for and obtain other similar or identical services elsewhere, as PDA may deem to be in the best interest of PDA, regardless of the results of this RFQ. PDA retains the right to engage the designer of record or a consultant teamed with a design team currently under contract to PDA for projects associated with recently completed projects, and to terminate any and all agreements in the event of unsatisfactory performance, noncompliance with contractual obligations or funding constraints.

6.5 Insurance

The successful firm will be required to meet PDA insurance requirements as outlined on the attachment (Exhibit 2).

6.6 Indemnification

The Contractor/Consultant shall defend and indemnify PDA and the State of New Hampshire, their officers, board members, agents, and employees (the "Indemnitees") from and against all losses, suits, claims, liabilities, penalties, fines, judgments, costs, and expenses, including without limitation attorneys' fees, consultants' fees, and experts' fees arising out of, or in any manner predicated upon, personal/bodily injury, death, or property damage resulting from, related to, caused by (or which may be claimed to be caused by), or arising out of (or which may be claimed to arise out of): 1) the Contractor's performance of its obligations under this Agreement; or 2) any negligent or willful act or omission of the Contractor, its subcontractors, anyone directly or indirectly employed by either the Contractor or its subcontractors, or anyone for whose acts any of the foregoing may be liable. The agreements contained in the preceding sentence do not extend to claims for damages caused by gross negligence or willful misconduct of the Indemnitees without contributory fault on the part of any person, entity, or corporation.

6.7 Conflict of Interest

In order to avoid any potential conflict of interest, the successful firms must agree to obtain PDA approval before entering into agreements to provide similar services to PDA tenants or potential tenants coming before the PDA Board for approval.

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Airport Architectural and Engineering Services RFQ

Evaluation Matrix

Exhibit 1

CRITERIA

POINTS

--	--	--	--	--	--	--	--

Corporate and Staff Capabilities

Corporate

Firm history / reputation

7

Employee resources

5

Office resources

5

Staff

Project Manager

13

Project Team

10

Subtotal

Similar Type Project Experience*

Airfield Pavements (PSM)

60

Airfield Pavements (DAW)

60

Equipment Acquisitions

60

SRE Buildings

60

Terminal Buildings

60

Wildlife Fence

60

Property Acquisition

60

Internally Funded On-call Projects

60

Overall Project Score**

Airfield Pavements (PSM)

Airfield Pavements (DAW)

Equipment Acquisitions

SRE Buildings

Terminal Buildings

Wildlife Fence

Property Acquisition

Internally Funded On-call Projects

* Consider comparable projects and team's application of engineering principles, quality control, grant requirements, creativity, sustainability, stakeholders' interest, adherence to budget and schedule. Local knowledge and experience are additional considerations

** Sum of Corporate and Staff Capabilities + Similar Project Type Experience

EXHIBIT 2
PEASE DEVELOPMENT AUTHORITY CERTIFICATE REQUIREMENTS

ACCORD CERTIFICATE OF INSURANCE							
PRODUCER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.					
SAMPLE FORMAT		COMPANIES AFFORDING COVERAGE					
INSURED		COMPANY A					
CONTRACTOR		COMPANY B					
NAME AND ADDRESS		COMPANY C					
		COMPANY D					
COVERAGES: THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP.	LIMITS		
	GENERAL LIABILITY ☒ Commercial General Liability ☐ Claims Made ☒ Occur GENL. AGGREGATE LIMIT APPLIES PER: Policy ☒ Project ☐ Loc				GENERAL AGGREGATE PRODUCTS-COMP/OP PERSONAL&ADV INJURY EACH OCCURRENCE FIRE DAMAGE MEDICAL EXPENSES	\$2,000,000.00 \$ \$ \$2,000,000.00 \$ \$	
	AUTOMOBILE LIABILITY ☐ Any Auto ☐ All Owned ☐ Scheduled Autos ☐ Hired Autos ☐ Non-Owned Autos				Combined Single Limit Bodily Injury (Per person) Bodily Injury (Per accident) Property Damage (Per accident)	\$1,000,000.00 \$ \$ \$ \$	
	GARAGE LIABILITY ☐ Any Auto				Auto Only – EA Accident Other Than Auto Only	\$ \$ \$	
	EXCESS LIABILITY ☐ Occur ☐ Claims Made ☐ Deductible ☐ Retention				Each Occurrence Aggregate	\$ \$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				Statutory Limits Each Accident Disease Policy Disease Each Employee	\$ 100,000 \$ 500,000 \$ 100,000	
	OTHER ☐ Professional Liability ☒ Environmental/Pollution Liability					\$4,000,000 \$1,000,000	
DESCRIPTIONS OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS Project address. Pease Development Authority is named as Additional Insured. With the exception of workers compensation coverage, a waiver of subrogation is included with respect to applicable coverages. Coverage shown is primary and non-contributing with respect to any insurance carried by Pease Development Authority.							
CERTIFICATE HOLDER Pease Development Authority 55 International Drive Portsmouth, NH 03801				CANCELLATION Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurance company will endeavor to mail 30 days written notice to the named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.			
				AUTHORIZED REPRESENTATIVE:			

LIABILITY
LIMITS Coverage
\$2,000,000 Per Occurrence and Per Project Aggregate

AUTOMOBILE LIABILITY
\$1 Million minimum

WORKERS COMPENSATION
Meets NH statutory requirements

PROFESSIONAL LIABILITY
\$4 Million minimum

ENVIRONMENT POLLUTION LIABILITY
\$1 Million minimum
If applicable

ADDITIONAL INSURED
Pease Development Authority is named as Additional Insured
PRIMARY INSURANCE WAIVER OF SUBROGATION
Required
Mail Certificate to Certificate Holder
Cancellation Clause
Shall assure 30 days written notice