



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

September 16, 2015
Bureau of Aeronautics

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Transportation to award a grant to the City of Manchester (Vendor Code 177433), AIP-103, to modify the passenger flow area in the non-secure section on the second floor in the terminal building at the Manchester-Boston Regional Airport. State and Federal participation in the amount of \$3,004,016.00 is effective upon Governor and Council approval through October 31, 2019. 90% Federal Funds, 5% General Funds, 5% Local Funds.

Table with 2 columns: Funding description and FY 2016 amount. Rows include FAA Projects (034-500161 New Construction) for \$2,924,963.00 and \$79,053.00, and a Total of \$3,004,016.00.

EXPLANATION

A Federal Aviation Administration (FAA) grant was awarded, totaling \$2,845,910.00 to modify the passenger flow area in the non-secure section on the second floor in the terminal building at the Manchester-Boston Regional Airport. The main objective of this project is to improve the passenger flow through the terminal building between the escalators and the Transportation Security Agency (TSA) check points. These improvements will alleviate potentially dangerous congestion near the top of the escalator. It will also simplify the passenger flow through the security screening checkpoints making it less confusing and more efficient for the general public.

The Airport issued a Request for Proposal for this construction management at risk project (advertisement attached), with proposals opened on May 8, 2015.

Three qualified firms submitted proposals, Harvey Construction, DEW and Consigli. A selection committee of five members of airport staff independently reviewed and rated the proposals in accordance with a rating sheet (attached). Based upon their ratings, Harvey Construction was selected based on their qualifications and ultimately their rating scores. The Airport then negotiated a Guaranteed Maximum Price (GMP) fee with Harvey Construction to complete the project. This procurement method is a standard practice in the city of Manchester and is approved by the FAA (FAA Order 5100.38D). Additional office space being constructed for the TSA, and additional flooring costs are ineligible per FAA guidance and will be paid for by the airport.

The project shares are broken down as follows:

Sponsor Administration	\$ 21,590.00
Preliminary Expense (Alternatives Analysis)	\$ 43,590.00
Engineering Fees	\$ 237,023.00
Construction (Construction Management Procurement)	<u>\$2,993,414.00</u>
Total Project Cost	\$3,295,617.00
Less ineligible costs	(\$ 133,495.00) Paid 100% by the airport
 Total eligible project cost	 \$3,162,122.00

The Department of Transportation accepts the Federal Funds for this project as a pass through to the City of Manchester in accordance with RSA 422:15. State participation in the amount of \$158,106.00 (5% of the FAA eligible portion of this project) is also requested. The City of Manchester will participate in the amount of \$158,106.00 (5% of the FAA eligible portion of this project). The city of Manchester will pay an additional \$133,495.00 to cover the costs of the FAA ineligible cost items. The local share of this project is not budgeted in HB25, and is not encumbered as part of this request. The total cost of this airport improvement project is \$3,295,617.00.

In the event that the federal funds are no longer available, General Funds will not be requested to support this program. In accordance with the FAA grant assurances C- Sponsor Certifications, Responsibility and Authority of the Sponsor, the grant funds must be immediately available for the project to execute the grant offer; therefore all funding for this project is encumbered in the first fiscal year.

Please note that the state funds are from the General Fund and have been previously approved in HB25, 2011 253:1 XIV-A, 2013 195:1 XVI-A.1 Capital Budget.

Sincerely,



William Cass, PE  
Assistant Commissioner

Attachments  
WC/tlsl



U.S. Department  
of Transportation  
Federal Aviation  
Administration

## GRANT AGREEMENT

### PART I – OFFER

SEP 09 2015

Date of Offer	_____
Airport/Planning Area	Manchester Airport
AIP Grant Number	3-33-0011-103-2015
DUNS Number	075339106
TO:	City of Manchester, New Hampshire
	(herein called the "Sponsor")

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

**WHEREAS**, the Sponsor has submitted to the FAA a Project Application dated August 14, 2015, for a grant of Federal funds for a project at or associated with the Manchester Airport, which is included as part of this Grant Agreement; and

**WHEREAS**, the FAA has approved a project for the Manchester Airport (herein called the "Project") consisting of the following:

Modify Terminal Building – Passenger Flow Improvements in Non-Secure Area on the Second Floor of the Terminal Building between the Escalators and TSA,

which is more fully described in the Project Application.

**NOW THEREFORE**, According to the applicable provisions of the former Federal Aviation Act of 1958, as amended and recodified, 49 U.S.C. 40101, et seq., and the former Airport and Airway Improvement Act of 1982 (AAIA), as amended and recodified, 49 U.S.C. 47101, et seq., (herein the AAIA grant statute is referred to as "the Act"), the representations contained in the Project Application, and in consideration of (a) the Sponsor's adoption and ratification of the Grant Assurances dated March 2014, and the Sponsor's acceptance of this Offer, and (b) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurances and conditions as herein provided,

**THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES** to pay ninety (90) percent of the allowable costs incurred accomplishing the Project as the United States share of the Project.

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

### **CONDITIONS**

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$2,845,910. The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):
  - \$0 for planning
  - \$2,845,910 for airport development or noise program implementation
  - \$0 for land acquisition.
2. **Ineligible or Unallowable Costs.** The Sponsor must not include any costs in the project that the FAA has determined to be ineligible or unallowable.
3. **Determining the Final Federal Share of Costs.** The United States' share of allowable project costs will be made in accordance with the regulations, policies and procedures of the Secretary. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.
4. **Completing the Project Without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the project without undue delays and in accordance with this agreement, and the regulations, policies and procedures of the Secretary. The Sponsor also agrees to comply with the assurances which are part of this agreement.
5. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
6. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor **on or before September 15, 2015**, or such subsequent date as may be prescribed in writing by the FAA.
7. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner in any project upon which Federal funds have been expended. For the purposes of this grant agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor that were originally paid pursuant to this or any other Federal grant agreement. The Sponsor must obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.
8. **United States Not Liable for Damage or Injury.** The United States is not be responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this grant agreement.

**9. System for Award Management (SAM) Registration And Universal Identifier.**

- A. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
- B. Requirement for Data Universal Numbering System (DUNS) Numbers
1. The Sponsor must notify potential subrecipient that it cannot receive a contract unless it has provided its DUNS number to the Sponsor. A subrecipient means a consultant, contractor, or other entity that enters into an agreement with the Sponsor to provide services or other work to further this project, and is accountable to the Sponsor for the use of the Federal funds provided by the agreement, which may be provided through any legal agreement, including a contract.
  2. The Sponsor may not make an award to a subrecipient unless the subrecipient has provided its DUNS number to the Sponsor.
  3. Data Universal Numbering System: DUNS number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D & B) to uniquely identify business entities. A DUNS number may be obtained from D & B by telephone (currently 866-492-0280) or the Internet (currently at <http://fedgov.dnb.com/webform>).

10. **Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.

11. **Informal Letter Amendment of AIP Projects.** If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the Sponsor by \$25,000 or five percent (5%), whichever is greater, the FAA can issue a letter to the Sponsor unilaterally reducing the maximum obligation. The FAA can also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. If the FAA determines that a change in the grant description is advantageous and in the best interests of the United States, the FAA can issue a letter to the Sponsor amending the grant description.

By issuing an Informal Letter Amendment, the FAA has changed the grant amount or grant description to the amount or description in the letter.

12. **Air and Water Quality.** The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this grant.

13. **Financial Reporting and Payment Requirements.** The Sponsor will comply with all federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.

14. **Buy American.** Unless otherwise approved in advance by the FAA, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for which funds are provided under this grant. The Sponsor will include a provision implementing Buy American in every contract.

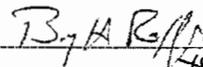
- 15. Maximum Obligation Increase For Primary Airports.** In accordance with 49 U.S.C. § 47108(b), as amended, the maximum obligation of the United States, as stated in Condition No. 1 of this Grant Offer:
- A. May not be increased for a planning project;
  - B. May be increased by not more than 15 percent for development projects;
  - C. May be increased by not more than 15 percent for land project.
- 16. Audits for Public Sponsors.** The Sponsor must provide for a Single Audit in accordance with 2 CFR Part 200. The Sponsor must submit the Single Audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. The Sponsor must also provide one copy of the completed 2 CFR Part 200 audit to the Airports District Office.
- 17. Suspension or Debarment.** The Sponsor must inform the FAA when the Sponsor suspends or debars a contractor, person, or entity.
- 18. Ban on Texting While Driving.**
- A. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
    1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
    2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
      - a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
      - b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
  - B. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts and subcontracts.
- 19. Trafficking in Persons.**
- A. Prohibitions: The prohibitions against trafficking in persons (Prohibitions) that apply to any entity other than a State, local government, Indian tribe, or foreign public entity. This includes private Sponsors, public Sponsor employees, subrecipients of private or public Sponsors (private entity) are:
    1. Engaging in severe forms of trafficking in persons during the period of time that the agreement is in effect;
    2. Procuring a commercial sex act during the period of time that the agreement is in effect; or
    3. Using forced labor in the performance of the agreement, including subcontracts or subagreements under the agreement.
  - B. In addition to all other remedies for noncompliance that are available to the FAA, Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), allows the FAA to unilaterally terminate this agreement, without penalty, if a private entity –
    1. Is determined to have violated the Prohibitions; or
    2. Has an employee who the FAA determines has violated the Prohibitions through conduct that is either:
      - a. Associated with performance under this agreement; or

- b. Imputed to the Sponsor or subrecipient using 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by the FAA at 49 CFR Part 29.

20. **Exhibit "A" Incorporated by Reference.** The Exhibit "A" updated February 24, 2015, filed with AIP Project 3-33-0011-101-2015, is incorporated herein by reference.

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, as provided by the Act, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and compliance with the assurances and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer.

**UNITED STATES OF AMERICA  
FEDERAL AVIATION ADMINISTRATION**



\_\_\_\_\_  
(Signature)

**Mr. Bryon H. Rakoff**

\_\_\_\_\_  
(Typed Name)

**Acting Manager, Airports Division, New England Region**

\_\_\_\_\_  
(Title)

**PART II - ACCEPTANCE**

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

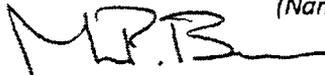
I declare under penalty of perjury that the foregoing is true and correct.<sup>1</sup>

Executed this 10th day of September, 2015.

  
Assistant City Clerk

City of Manchester, New Hampshire

(Name of Sponsor)



(Signature of Sponsor's Designated Official Representative)

By: Mark Paul Brewer  
(Typed Name of Sponsor's Designated Official Representative)

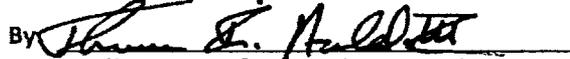
Title: Airport Director  
(Title of Sponsor's Designated Official Representative)

**CERTIFICATE OF SPONSOR'S ATTORNEY**

I, Thomas I. Arnold, III, acting as Attorney for the Sponsor do hereby certify:  
(Typed Name of Sponsor's Attorney)

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of New Hampshire. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at Manchester, NH (location) this 11th day of September, 2015.

By   
(Signature of Sponsor's Attorney)

<sup>1</sup> Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

**REQUEST FOR PROPOSALS  
CONSTRUCTION MANAGEMENT SERVICES  
SECURITY CHECKPOINT CONSOLIDATION  
MANCHESTER-BOSTON REGIONAL AIRPORT  
MANCHESTER, NH**

**FY15-805-67**

Manchester-Boston Regional Airport is soliciting Proposals for Construction Management services related to the Security Checkpoint Consolidation project. **The Airport will do a Qualifications Based Selection (QBS) in accordance with the guidelines of the Association of General Contractors. The Airport will select the Construction Manager deemed most qualified for the project.**

**THE PROJECT:**

**Passenger Screening Checkpoint Consolidation:** The Passenger Screening Checkpoint Consolidation project is expected to be constructed in 2015. The project is an interior renovation and consolidation of the existing passenger screening area on the second floor within the Terminal Building. The scope of work includes demolition, relocation and re-installation of existing security check-point equipment, a new internal one story monumental stair, new lighting, glass partitions, and architectural finishes, new flooring, and HVAC upgrades if needed. The Airport must maintain passenger screening operations throughout this project. The Construction Manager will be asked to perform pre-construction services and establish a GMP by June 29, 2015, based on Design Development level documentation in preparation for a federal grant application. Final Construction Documents will be available in mid and to late July to allow construction to begin as early as August. Estimated construction cost for the Project as generally defined above, including Construction Manager's fees, is estimated to be in the range of One to Two Million dollars (\$1,000,000 - \$2,000,000).

The project is a federally funded (AIP) project and the successful CM must comply with all applicable federal (AIP) contracting requirements. The Airport's DBE goal for this project is 5.3%.

RFP packages are available on the Airport's website; [www.flymanchester.com](http://www.flymanchester.com). Six (6) copies along with a pdf file of completed packages are due at Manchester-Boston Regional Airport Engineering & Planning Office, 6 Industrial Drive, Londonderry, NH 03053, no later than 12:00 P.M., Friday, May 8, 2015.

***Questions should be directed to Richard Fixler, Assistant Airport Director, Engineering & Planning, by telephone at (603) 628-6211; by email [rfixler@flymanchester.com](mailto:rfixler@flymanchester.com); or by fax at (603) 628-6213.***

***Proposals may be sent to:***

Kathy Tarbox  
Manchester-Boston Regional Airport  
Engineering & Planning  
6 Industrial Drive, Suite 2  
Londonderry, NH 03053

# Fixler

## Passenger Screening Checkpoint Consolidation CM Proposal Ratings

Item	Description	Weight	Harvey		DEW		Consigni	
			Rating	Score	Rating	Score	Rating	Score
1	Qualifications of all key personnel to be used, including Project Executives, Project Manager, Project Engineer, General Superintendent, Superintendent, Assistant Superintendents, and Estimators	5	9	45	6	30	8	40
2	Identification of personnel and procedures related to the coordination of mechanical and electrical systems	1.5	4	6	6	9	4	6
3	Specific construction management experience, on projects of similar program and scope.	2	9	18	5	10	6	12
4	Proposed Fee: Preconstruction Phase Services (stipulated sum, Construction Phase Services (%), General Conditions, Construction Changes in the Work Fee (%)) <b>FEE BREAKDOWN BELOW</b>	1.5	8	0	9	0	9	0
5	Budget and schedule performance (actual vs. estimated costs and completion dates) on three completed project case histories, with similar challenges and scope.	0.5	5	2.5	5	2.5	5	2.5
6	Total dollar volume of work completed during each of the past three (3) years	0.5	8	4	9	4.5	10	5
7	Narrative description of the firm's philosophy of Construction Management.	0.5	9	4.5	8	4	8	4
8	Construction Management services proposed to be provided by the firm prior to the commencement of construction.	1	9	9	9	9	9	9
10	Financial references and current bonding limitations.	0.5	10	5	10	5	10	5
11	Is the firm currently involved in, or anticipating, any litigation, arbitration or mediation?	0.5	10	5	9	4.5	10	5
12	Quality of the firm's construction safety program and safety record.	0.5	7	3.5	7	3.5	9	4.5
13	Other information, qualifications and/or exceptions considered appropriate to the selection process.	1	10	10	8	8	8	8
<b>Total</b>			112.5		90		93	

**Fee Breakdown (Actual Fee proposals offer more information than listed below).**

Item	Fee Breakdown	Weight	Harvey		DEW		Consigni	
			Value	Rating	Score	Value	Rating	Score
1	Pre Construction Services (Stipulated Sum)	0.5	\$10,000	0	0	\$11,620	0	\$15,000
2	Construction Phase (%)	0.5	3.50%	0	0	3.00%	0	3.00%
4	Changes in the Work Fee (%)	0.5	3.50%	0	0	5%	0	5%
5	<b>Total</b>	1.5		0	0		0	0

Ratings are to be on a scale of 1 (minimally or not responsive) to 10 (exceptionally responsive)

# Summary

Passenger Screening Checkpoint Consolidation  
CM Proposal Ratings

Item	Description	Harvey		DEW		Consignli	
		Score	Score	Score	Score	Rating	Rating
1	Adams	118	112.5				115.5
2	O'Neill	64.5	63.5				66
3	Pizzi	130	112				139
4	Braley	131	121.5				131.5
5	Fixler	112.5	90				101
<b>Totals</b>							

Fee Breakdown (Actual fee proposals offer more information than listed below).

Item	Fee Breakdown	Weight	Harvey		DEW		Consignli			
			Value	Rating	Value	Rating	Value	Rating		
1	Pre Construction Services (Stipulated Sum)	0.5	\$10,000	8	\$11,620	7	3.5	\$15,000	6	3
2	Construction Phase (%)	0.5	3.50%	7	3.00%	8	4	3.00%	8	4
4	Changes in the Work Base (%)	0.5	3.50%	8	5%	6	3	5%	6	3
5	<b>Total</b>	<b>1.5</b>					<b>11.5</b>			<b>10</b>

Ratings are to be on a scale of 1 (minimally or not responsive) to 10 (exceptionally responsive)