Addendum No. Two

Date: June 10, 2020
RFQ No: FY20-805-65 Air Service Development ("ASD") Consulting Services

The following clarifications, changes, additions, and/or deletions are hereby made to the RFQ:

**Question 1:** Can a W-9 form be submitted in place of financial statements?
**Response:**
No, failure to provide an audited financial statement for the PRIME CONSULTANT will result in a non-responsive statement.

**Question 2:** As there is a requirement that a Disadvantaged Business Enterprise (DBE) firm “must be duly certified as a DBE by the New Hampshire Department of Transportation Office of Federal Compliance”, can the airport provide a list of certified firms that are qualified in their DBE status?
**Response:**
Please refer to the State of New Hampshire Department of Transportation’s DBE Directory at: https://www.nh.gov/dot/org/administration/ofc/dbe.htm

**Question 3:** Can we provide the audited financial statements of our parent company?
**Response:**
Yes; however, your company name must be listed within your audited financial statements.

**Question 4:** Is it acceptable to remove existing client names within our proposal to maintain confidentiality?
**Response:**
Yes.

**Question 5:** Are Disadvantaged Business Enterprise (DBE) forms required within the submission and are they included in the 50-page count?
**Response:**
Please refer to Section 2.1.7 and Section 2.2 of the Request for Statement of Qualifications for: Air Service Development ("ASD") Consulting Services.

**Question 6:** Are you able to tell us about your current air service consultant(s)? Are they set up as a legacy and low cost or all carriers?
**Response:**
Our current contract represents us with all carriers.
**Question 7:**
Can we submit our Request for Qualification (RFQ) electronically?

**Response:**
You may submit your RFQ electronically to ckeefe@flymanchester.com; but not in lieu of the five (5) hard copies.

For other questions or clarifications, please contact the Cheryl Keefe at ckeefe@flymanchester.com

Respectfully,

Cheryl Keefe
Property and Contract Coordinator
Addendum Acknowledgement Form
TO BE RETURNED WITH REQUEST FOR QUALIFICATIONS

RFQ #: FY20-805-65

TITLE: AIR SERVICE DEVELOPMENT (“ASD”) CONSULTING SERVICES

ACKNOWLEDGEMENT OF RECEIVING ADDENDUM #:
Addendum No. 1 issue date May 13, 2020
Pre-Bid Presentation issue date May 27, 2020
Addendum No. 2 issue date June 10, 2020

NAME OF FIRM: ______________________________________________________

FIRM CONTACT/ TITLE: _______________________________________________

EMAIL: _____________________________________________________________

PHONE: ____________________________________________________________

MAILING ADDRESS: _________________________________________________

_____________________________________________________

_____________________________________________________

By signing below, I acknowledge receipt of the addendums listed above and that I have a complete understanding of the material contained in the addendums. I further certify that any changes caused by the addendums are incorporated into our STATEMENT submitted in response to this procurement action.

SIGNATURE OF AUTHORIZED AGENT ______________________________________

DATE ___________________________________