

BID # SYS27-01

ADDENDUM NUMBER 01
REQUEST FOR PROPOSALS FOR:
System-wide Pre-Qualification
for Architectural and
Engineering Services
Community College System Of NH
06/02/2026

TO: ALL CONTRACT BIDDERS OF RECORD

This Addendum forms a part of the Contract Documents and modifies the Request for Proposals dated August 18, 2026, with amendments and additions noted below. This Addendum consists of a total of one (1) page.

BIDDER'S QUESTIONS

QUESTION #1: On the Exhibit A Statement of Qualifications Form in the RFQ, there is a line mentioning a maximum limit of 7 pages that can be submitted for that form, but additional information may supplement the form. Is there a page limit for the supplemental information that can be included?

ANSWER #1: No limit for supplemental information, provided it is sent in a sperate attachment.

QUESTION #2: Could you please clarify the process by which individual task orders will be procured under this contract? Specifically, when a project opportunity arises, will CCSNH issue a Scope of Work to all firms on the qualified list, or will task orders be offered directly to a selected firm?

ANSWER #2: A list of consultants and disciplines is created and kept on file at the office of Planning and Development for the term.

When a design need is identified, the consultant with the credentials for the project will be asked for a proposal based on the evaluation criteria below.

1. If the cost is within the budget and can be completed by an agreed upon date, the proposal is signed and work may begin.
2. If the firm is unable to complete the project due to workload another consultant will be asked for a proposal.
3. If the scale of the cost is out of the budget, additional proposals may be requested for comparison.
4. For larger projects, an RFP will be posted for a short list of consultants from the list.

Evaluation Criteria: The CCSNH's procedures for selecting consultants follow the intents of State and Federal guidelines. For each project, the firms will be evaluated based on the following:

1. The firm's qualifications for the specific project.
2. The number of projects the firm has completed that are similar in scope and size.
3. The current number of contracts the firm has with CCSNH (also at the college level).
4. The firm's past performance.
5. The firm's present workload.
6. The firm's experience with the project.
7. The firm's minority status and minority participation in the design team.
8. The firm's status with CCSNH



QUESTION #3: Is there a contract / solicitation for owner's project management (OPM) services? Or building and systems commissioning services?

ANSWER #3: CCSNH Department of Planning & Development is not currently seeking project managers. CCSNH posted requests for Construction Manager as Contractor separate to the system wide consultant RFQ. The Construction Manager as Contractor term for each college is valid 2026-2029.

Building and Systems Commissioning may be of interest within this RFQ if the company also offered engineering design, or provided design build expertise, or provided other services listed within the RFQ.

**Acknowledge receipt of this Addendum with the Proposal Form.
Failure to do so may disqualify the Bidder.**

NOTE: IN THE EVENT THAT YOUR BID HAS BEEN SENT TO THIS OFFICE PRIOR TO RECEIVING THIS ADDENDUM, RETURN THE ADDENDUM WITHIN THE SPECIFIED TIME WITH ANY CHANGES YOU MAY WISH TO MAKE AND MARK ON THE REMITTANCE ENVELOPE BID INVITATION NUMBER AND OPENING DATE. RETURNED ADDENDA WILL SUPERSEDE PREVIOUSLY SUBMITTED BID.

Bidder _____

By _____ Date _____
(This Document Must Be Signed)

Name _____
(Please Print or Type Name)