

BID # SYS27-01

ADDENDUM NUMBER 04

REQUEST FOR PROPOSALS FOR:

**System-wide Pre-Qualification
for Architectural and
Engineering Services**

Community College System Of NH
09/10/2026

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 three (3) pages.

AMENDMENT TO SYS27-01 ADDENDUM #1

ORIGINAL LANGUAGE

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

REVISED LANGUAGE

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?

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- ~~7. The firm's minority status and minority participation in the design team.~~
8. The firm's status with CCSNH

EXPLANATION

Minority status will not be considered in any evaluation related to this RFQ. Line #7 was included in Addendum #1 by mistake.



**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)