

## **REQUEST FOR QUALIFICATIONS AIRPORT PLANNING AND ENGINEERING SERVICES**

The CITY OF OLD TOWN is seeking to retain the services of a consultant, experienced in the practice of airport planning and engineering advisory services in the State of Maine, as a multi-year Airport Engineer.

The CITY OF OLD TOWN must receive qualification and experience statements no later than **2:00 p.m. local time on September 7, 2018** to be eligible for consideration. Statements shall be submitted in a single sealed envelope/package, clearly marked "Request for Qualifications for Engineering Services at DeWitt Field." E-mailed or faxed submittals will be considered as unresponsive. Complete packages must be delivered to:

Lance Farrar  
Airport Manager  
265 Main Street  
Old Town, Maine 04468  
Phone: (207) 827-7175

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to Lance Farrar (e-mail [lfarrar@old-town.org](mailto:lfarrar@old-town.org)) and must be received by 2:00 p.m. local time on September 7, 2018. All questions will be answered by 2:00 p.m. local time on September 4, 2018 and posted on the MaineDOT website at <http://www.maine.gov/mdot/cpo/>. It will be the proposer's responsibility to check the referenced website for any new amendments.

### **I. GENERAL INFORMATION**

The CITY OF OLD TOWN is seeking the services of an Airport Planning and Engineering consultant. Interested firms should respond to this request on or before the time due for submission.

Following the receipt of the qualification and experience statement, a review committee shall evaluate the statements and select a firm or, at the discretion of the review committee, select a short list of firms to interview. Emphasis in selecting a consulting firm shall be placed on the firm's qualifications and experience in projects similar to those which the CITY OF OLD TOWN anticipates undertaking.

In order to be considered responsive, seven (7) bound paper copies of the statements must be submitted to Lance Farrar, Airport Manager, DeWitt Field, 265 Main Street, Old Town, Maine 04468, no later than 2:00 p.m. on September 7, 2017. Statements must be limited to 10 pages, double sided, size 12 point font including references and resumes of key personnel. Covers, cover letter, table of contents, and dividers (if used), are not

included in the 10 page limit. Statements shall be submitted in a single sealed envelope/package, clearly marked "Request for Qualifications for Engineering Services at DeWitt Field."

The CITY OF OLD TOWN reserves the right to accept or reject any or all Qualification Statements received as a result of this request, or to cancel in part or in its entirety this Request for Qualification, if it is in the best interest of the CITY OF OLD TOWN to do so.

Selection Schedule:

Post RFQ.....	August 24, 2018
Question to RFQ Due.....	September 4, 2018 (2 pm)
Question Answered.....	September 5, 2018
Proposals Due .....	September 7, 2018 (2 pm)
Interview Dates (if held) .....	TBD
Award Contract.....	September 14, 2018

## II. GUIDELINES FOR PROSPECTIVE CONSULTANTS

Prospective consultants must meet the following standards as they relate to this request:

- A. Have adequate financial resources for performance or have the ability to obtain such resources as required during performance;
- B. Have the necessary experience, organization, technical and professional qualification, skills and facilities;
- C. Be able to comply with the proposed or required time of completion or performance schedule;
- D. Have a demonstrated satisfactory record of performance.

## III. STATEMENT PREPARATION

In order to facilitate evaluation of the qualifications and experience statement, interested consultants are instructed to follow the outline below. Statements that do not follow the outline, or do not contain the required information may be considered as unresponsive proposals. In rating the proposals, the CITY will weigh each section according to the percentages listed.

- A. **Experience:** provide a list of previous and current contracts, if any, awarded by a municipality and/or government agency within the past 5 years which are considered similar in scope of services discussed herein; information shall include contract duration with dates, services performed, and contracting agency name, address and telephone number for verification purposes. (30%)
- B. **Ability to Perform:** demonstrate an understanding and familiarity with projects of the type outlined herein or similar contracts developed by listing all previous Airport

- Planning and Engineering Advisory programs of comparable type, which they have prepared or supervised within the last five (5) years. (30%)
- C. **Key Staff Members:** identify the staff client manager and key project managers that will be assigned to work with the CITY OF OLD TOWN; one page resumes shall be included for each of the key individuals. (25%)
  - D. **Local Knowledge:** demonstrate familiarity with DeWitt Field and its aviation support systems. (5%)
  - E. **Company Background Material:** pertinent information concerning the background, experience, and reputation of the firm. (5%)
  - F. **References:** submit along with the above information three (3) work related job references. (5%)

#### **IV. PROGRAM BACKGROUND**

The CITY of OLD TOWN owns and operates the DeWitt Field located in OLD TOWN, Maine. The airport facilities includes two paved runways (Runway 12-30 75' x 4,000' and Runway 4-22 75' x 2,800') and one (1) 35' wide stub taxiway. The Runway has Medium Intensity Runway Lights (MIRL). One paved aircraft apron with tie downs exists which is approximately 500' long and 150' wide. The airport has four (4) corporate hangars and three (3) T-Hangar building. The airport has 100 octane low lead aviation gasoline available.

#### **V. DISCRETIONARY AIRPORT PROJECTS**

The CITY of OLD TOWN is seeking to utilize Omnibus funding with the intent of further developing DeWitt Field. Specifically, the extension of Runway 12-30, a partial parallel taxiway, and obstruction removal, along with any other applicable projects. The CITY is seeking qualified professionals with expertise to assist with justification and implementation of these projects specific to the FAA Omnibus grant process. The projects involved with this solicitation will consist of future development as already defined in the airports Ultimate Airport Layout Plan. Specifics for these tasks and associated deadlines are outlined below. The goal of the project is to capture funding as recently enacted by legislative action to further the development at the airport.

##### **Planning Services**

The projects for this term are currently in the Airports Master Plan, however, are not in the airport's Capital Improvement Plan. This will require the necessary justification and modifications to the CIP. The existing Master plan was updated in 2010 and does not include a detailed analysis on extending the runway. A runway length analysis will be required to justify the extension. This project will require the development of new instrument procedures and relocation of navigational aids. Similarly, the partial parallel taxiways identified in the Master Plan does not have detailed analysis and will require similar justification to inclusion in the CIP. The successful firm will be required to complete this task by October 15, 2018.

## **Environmental Services**

The projects slated for this term will require environmental review per FAA requirements. The CITY does not anticipate the acquisition of land or easements for this project. The Runway extension project does anticipate the impact of wetlands and will require an Environmental Assessment. The Environmental Assessment will parallel the Planning study's previously mentioned and properly justify this project. A key component to this task is identifying the purpose and need and successfully obtaining approval from the FAA and MaineDOT. In addition, a Maine DEP Site Location of Development Amendment and Army Corps permit will be required. The selected firm will be required to complete this task by June 1, 2019 with the intent of obtaining a FONSI by August 1, 2019.

## **Design & Construction Services**

The proposed projects and their final design shall be determined from the Planning and Environmental tasks and successful award of FAA discretionary funding. Based on the Airport Layout Plan, it is anticipated that a 500' extension will be required to fulfill the needs of the current and future airport users. The selected consultant will be required to provide final design documents for bidding and construction services for the runway extension, partial parallel taxiway, and obstruction removal by April 1, 2020 in anticipation of an FY2020 FAA and MaineDOT grant application. This Request for Qualifications should address potential follow-on projects in subsequent years as funding becomes available based on the newly developed Capital Improvement Plan.

## **VI. CONTRACT AWARD**

Any contract entered into by the CITY OF OLD TOWN shall be in response to the proposal and subsequent discussions. The award shall be based on the criteria described herein.

## **VII. INDEMNIFICATION AND INSURANCE**

The successful Consultant selected shall agree to indemnify and hold the CITY OF OLD TOWN harmless from claims, demands, suits, causes of action and judgments arising from the Consultants performance, including claims of professional malpractice or negligence.

The above referenced indemnity shall be in addition to and as a complement to the required contract provisions for federally-funded contracts contained in the most recent version of the State of Maine Department of Transportation's Airport Consultant General Conditions and the most recent version of the related Supplement to these Consultant General Conditions. The Airport Consultant General Conditions may be found at <http://www.maine.gov/mdot/cpo/airport/>.

## VII. CERTIFIED DBE

MaineDOT Certified Disadvantaged Business Enterprise (**DBE**) **consultants are encouraged to apply as the prime consultant for this work.** It is important that DBE Firms take advantage of this RFQ to at least gain entry to the MaineDOT Prequalification List for transportation project related services. Non-DBE Firms shall ensure that DBE's have the maximum opportunity to participate in the performance of any project contract in accordance with MaineDOT current requirements for DBE utilization. Firms certified by another state's transportation agency must be certified by MaineDOT.

Current requirements may be found at the MaineDOT website, "Certified Disadvantaged and Women Business Enterprise" directory available at:

<http://maine.gov/mdot/civilrights/>, or by contacting:

Sherry Y. Tompkins  
Disadvantaged Business Enterprises  
Program Administrator  
Maine Department of Transportation  
Civil Rights Office  
16 State House Station  
Augusta, Maine 04333-0016

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