



REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS AIRPORT PLANNING AND ENGINEERING SERVICES

The CITY OF WATERVILLE 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 WATERVILLE must receive qualification and experience statements no later than **2:00 p.m. local time on October 13, 2020** to be eligible for consideration. Statements shall be submitted in a single sealed envelope/package, clearly marked "Request for Qualifications for Engineering Services at the Robert LaFleur Airport." Electronic submittals will be accepted. Complete packages must be delivered to:

Mr. Randy Marshall, Jr.
Airport Manager
Robert LaFleur Airport
2 LaFleur Road
Waterville, Maine 04901
Phone: (207) 861-8013
e-mail: RMarshall@waterville-me.gov

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to Randy Marshall, Jr. (e-mail RMarshall@waterville-me.gov) and must be received by 2:00 p.m. local time on October 1, 2020. All questions will be answered by 2:00 p.m. local time on October 6, 2020 and posted on the City's website at <http://www.waterville-me.gov/>. It will be the proposer's responsibility to check the referenced websites for any new amendments.

I. GENERAL INFORMATION

The CITY OF WATERVILLE 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.

The sponsor reserves the right to select multiple firms under this selection. If multiple firms are selected, project assignments will be made at the time of selection. Firms must clearly state in their cover letter the services or projects for which they would like to be considered. All development work that results from the planning work completed under this selection will not be contracted under this selection as a new procurement action will be required.

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 WATERVILLE anticipates undertaking.

In order to be considered responsive, seven (7) bound paper copies of the statements or an electronic submission must be submitted to Randy Marshall, Jr., Airport Manager, Robert LaFleur Airport, 2 LaFleur Road, Waterville, Maine 04901, or by e-mail RMarshall@waterville-me.gov no later than 2:00 p.m. on October 13, 2020. Statements must be limited to 30 pages (30 single sided, or 15 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 30-page limit. Statements shall be submitted in a single sealed envelope/package, clearly marked “Request for Qualifications for Engineering Services at the Robert LaFleur Airport.”

The CITY OF WATERVILLE 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 WATERVILLE to do so.

Selection Schedule:

- Post RFQ.....September 28, 2020
- Question to RFQ Due.....October 1, 2020 (2 pm)
- Question Answered.....October 6, 2020
- Proposals DueOctober 13, 2020 (2 pm)
- Interview Dates (if held)October 19 – 23, 2020
- Award Contract.....October 2020

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. (40%)
- 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. (25%)
- C. **Key Staff Members:** identify the staff client manager and key project managers that will be assigned to work with the CITY OF WATERVILLE; one-page resumes shall be included for each of the key individuals. (20%)
- D. **Local Knowledge:** demonstrate familiarity with the Robert LaFleur Airport 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 Robert LaFleur Airport, opened in 1931, is owned and operated by the City of Waterville. The airport facilities include two (2) paved runways. Runway 5-23 measures 5,500 feet long by 100 feet wide and Runway 14-32 measures 2,301 feet long by 60 feet wide. Robert LaFleur Airport has one full length parallel taxiway and two (2) stub taxiways serving the main runway, one connecting taxiway to the terminal area, two (2) aircraft parking aprons, public and privately-owned aircraft hangars, utilities and navigational aids that support aviation activity. In addition, there is full-service Jet A and 100LL available. Airport property currently consists of approximately 368 acres. The airport lies within the City of Waterville in Kennebec County, Maine and has an elevation of 333 feet above mean sea level.

V. FUTURE AIRPORT PROJECTS

Anticipated future projects for the Robert LaFleur Airport may include, but are not limited to:

- A. Design, Permitting and Reconstruction of Taxiway “A”
- B. Perimeter Fencing
- C. Vegetation Management Plan
- D. Master Plan Update
- E. Snow Removal Equipment Building
- F. Environmental Assessment

In addition, the airport’s current Capital Improvement Plan (CIP) is included in the table that follows.

FFY	Description	Entitlement/ Year	Total Project Cost	Entitlement	State Share	Local Share
		\$150,000				
2021	Design, Permitting and Reconstruction of Taxiway “A”	\$393,407	\$6,100,000	\$393,407	\$305,000	\$305,000
2022	No Project	\$150,000	\$0	\$0	\$0	\$0
2023	Perimeter Fencing (East Side) – Phase 1	\$300,000	\$330,000	\$297,000	\$16,500	\$16,500
2024	Vegetation Management Plan and Airport Master Plan Update	\$153,000	\$150,000	\$135,000	\$7,500	\$7,500
2025	Snow Removal Equipment Building (Hangar Purchase or Renovation)	\$168,000	\$150,000	\$135,000	\$7,500	\$7,500
2026	Environmental Assessment for Master Plan Projects	\$183,000	\$150,000	\$135,000	\$7,500	\$7,500
2027	No Project	\$198,000	\$0	\$0	\$0	\$0

VI. CONTRACT AWARD

Any contract entered into by the CITY OF WATERVILLE 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 WATERVILLE 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://www.maine.gov/mdot/civilrights/dbe.htm>, 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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