



**TOWN OF WISCASSET
REQUEST FOR QUALIFICATIONS (RFQ)
AIRPORT ENGINEERING SERVICES
WISCASSET MUNICIPAL AIRPORT**



Revised version April 24, 2023

The Town of Wiscasset is soliciting Statements of Qualifications (SOQ) to provide Architectural and Engineering Consultant Services (A/E) for Capital Improvement projects and other supplementary services at the Wiscasset Municipal Airport. SOQs must be received on or before the due date and time (local time) listed below.

Proposer shall submit their proposal electronically (PDF) to

Dennis Simmons, Town Manager (manager@wiscasset.org)

and

Rick Tetrev, Airport Manager (airport@wiscasset.org)

STATEMENTS OF QUALIFICATIONS MUST BE RECEIVED NO LATER THAN 4:00 P.M., ON MAY 11, 2023.

Proposers are also asked to submit one printed copy of the SOQ to Robin Plourde, Town of Wiscasset, 51 Bath Road, Wiscasset, ME 04578-4108, for receipt no later than May 16, 2023.

The proposed contract term will be from June 1, 2023, to May 30, 2028. The Ordering Period will end on May 30, 2027. Interested companies must be experienced in the practice of airport engineering in Maine. They should respond to this request on or before the time due for submission.

The Town will not accept electronically transmitted, late, or misdirected proposals. Proposers are responsible for delivery to the specific location cited above. The Town will not be responsible for late deliveries or mail delays. Statement of Qualifications received after the specified time and date shall be returned unopened.

Each hard copy SOQ submitted to the Town shall have the following information clearly marked on the face of the sealed package: Proposer's name, return address, due date for Statement of Qualifications, and the title of the RFQ.

All questions or requests for clarification regarding this RFQ must be submitted by e-mail no later than 4:00 pm, May 5, 2023, and directed to Rick Tetrev at airport@wiscasset.org. Written questions and responses will be posted at www.wiscasset.org/departments/airport on May 8, 2023. Verbal questions will not be accepted.

Costs incurred in the preparation of responses to this RFQ are the sole responsibility of the firm. The Town reserves the right to accept or reject any or all proposals, and parts thereof. It also

reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained within this request for proposals. The Town also reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received and to reject any or all proposals received for whatever reason it deems appropriate.

A. GENERAL INFORMATION

A review committee will evaluate the SOQs and select a firm or, at the discretion of the review committee, select a short list of firms to interview. The firm's trustworthiness, qualifications, and experience in projects like those that the Town of Wiscasset anticipates undertaking in the next five years are key in selecting the right firm. The selection committee will recommend to the Board of Selectman at its regularly scheduled meeting on May 16. Unselected firms will be notified by email on or about May 17, 2023.

Selection Schedule

- Post RFQ.....On or about April 21, 2023
- Questions to RFQ DueMay 5, 2023 (4:00 p.m.)
- Questions AnsweredMay 8, 2023
- Proposals DueMay 11, 2023 (4:00 p.m.)
- Interview Dates (if held).....May 15, 2023
- Board of Selectman Recommendation.....May 16, 2023
- Award Contract.....May 17, 2023

B. GUIDELINES FOR PROSPECTIVE CONSULTANTS

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

1. Have adequate financial resources for performance or obtain such resources as required during the performance.
2. Have the necessary experience, organization, technical and professional qualifications, skills, and facilities.
3. Be able to comply with the proposed or required completion time or performance schedule.
4. Have a demonstrated satisfactory record of performance.

C. STATEMENT PREPARATION

Interested firms are instructed to follow the outline below. Statements that do not follow the outline or do not contain the required information or extraneous information will be considered unresponsive proposals.

Statements are limited to 30 pages (30 single-sided or 15 double-sided), in an easy-to-read font style, color, and size. Covers, the cover letter, table of contents, dividers (if used), and résumés are not included in the 30-page limit.

The Town will weigh each Section in rating the proposals according to the percentages listed.

1. **Ability to Perform (30%).** In this section describe the services you provide and how these services relate to the needs of the Wiscasset Municipal Airport.
 - a. Provide, in written form, the primary services your firm offers in-house that may apply to the type of projects listed in Section D. List those services that will require a subcontractor.
 - b. Connect the services described with your understanding of the Wiscasset Municipal Airport's needs in the next five years.
2. **Experience (20%).** In tabular form, provide previous and current contracts awarded by a municipality or government agency since 2017 that are similar in scope of services listed in Section D, Future Airport Projects. The information must include the following.
 - a. Awarding Organization
 - b. Project Name
 - c. Project Dates (Month & Year)
 - d. Point of Contact (Name, Phone, Email) (this information will serve as your references)
3. **Personnel (25%).** Identify your staff, the proposed Client Manager (CM), and key Project Managers (PM).
 - a. Using an organization chart or descriptive narrative, or both, identify the key staff members and their supporting role (engineering, planning, environmental, etc.), and any subcontractor anticipated for the proposed projects in Section D. Include a one or two-page résumé for each of the top individuals (subcontractors excluded unless they will play a major role exceeding 25% of an estimated project budget). Attached the résumés in an appendix (do not count toward the page limit).
 - b. Identify the proposed Client Manager (CM) who will represent your firm and will be responsible to the Town of Wiscasset for all projects anticipated in this RFQ. List the CMs name, Maine professional engineering license number (if applicable), a list of all the CMs current projects, and past projects (within the past five years) related to the list in Section D, along with the type, nature, estimated or actual total cost, and the organizations primary POC (name, and email or phone). It is understood that people change jobs, retire, and relocate. If this is the case, please note and include their contact information if it does not violate any privacy issues.
 - c. Identify your key PMs who may be tasked with managing individual projects. Provide a brief biography, their Maine professional engineering license number (if applicable), their role concerning this RFQ, and one or two projects like the type they would manage. Include the project name, client, and dates. Attach their résumés in the appendix.
 - d. Provide a brief overview of the working relationship between the CM and PMs. Discuss the communications methods between the two and your quality control processes.

4. **Company Background Material (15%).** Provide your company's background and length of time offering aviation/airport engineering services. Describe your firm's reputation for providing high-quality engineering services as scheduled and budgeted. List your existing aviation clients in New England. Explain the number of employees and their disciplines who may work on projects for the Wiscasset Municipal Airport, whose primary roles are dedicated to airport projects.
5. **Ancillary Amenities (5%).** The selected consultant should be prepared and qualified to provide airport services unrelated to capital projects. Briefly explain how you provide these services to existing clients and how you would propose providing them to the Town of Wiscasset.
 - Be on call and available to the airport or town manager during regular business hours. Coordinate with the Town, airport officials, MaineDOT, and the FAA on applicable airport issues as needed.
 - Attend or participate in airport committee meetings. Note, we do not expect the airport consultant to attend all committee meetings but do expect them to avail themselves occasionally as needed to explain project status, issues, etc.
 - Participate in the maintenance of the CIP, including coordination with the funding agencies.
 - Maintain the Airport's DBE program and assist in filing required annual reports.
6. **Quality (5%).** The quality of the SOQ reflects the possible quality of work a company provides. Consideration will be given to the SOQs clarity and how easy it is to read and understand.
7. **References.** A separate list of references is not required. However, the Town of Wiscasset may contact the POC listed for specific projects in Section 1, Experience.

C. PROGRAM BACKGROUND

The Town of Wiscasset is the sponsor, owner, and operator of the Wiscasset Municipal Airport (IWI) located at 96 Chewonki Neck Road, Wiscasset, ME. The airport facilities include a 3,397 by 75 ft paved runway (Runway 7-25), a full-length 35 ft wide parallel taxiway, with three stub taxiways. The runway is marked non-precision and equipped with LED MIRL, with PAPI and REILs on both ends. Taxiway edge lights are a combination of incandescent and LED. Non-precision RNAV (GPS) procedures, without LPV minimums, serve both runway ends. The airport meets all FAA design standards for an ARC B-II airport.

Recent aviation easement acquisition and obstruction removal projects paved the way for the complete runway reconstruction in 2022. The airport has a 17,700 yd² paved aircraft apron with 30 tie-down, nine privately owned conventional hangars, and two 12-bay tee hangars on leased land. In addition, a separate hangar and private home are connected to the airport with an FAA-approved TTF agreement. There are 34 based aircraft.

The Town owns a 4,700 ft² combination hangar and two-story terminal (admin) building, a 3,250 ft² maintenance hangar currently used for aircraft storage, and a 2,550 ft² SRE building. The

airport has a recently rehabilitated the aircraft fuel farm, that includes two 12,000-gallon fuel tanks (Jet A and AvGas) with an electronic delivery credit card system. A 26-acre solar farm is nearing completion and is expected to go active this summer.

The October 2014 Airport Master Plan and ALP set are available on the Town's website at <http://wiscasset.org/departments/airport>.

D. FUTURE AIRPORT PROJECTS

Anticipated future projects for the Wiscasset Municipal Airport for this RFQ may include:

1. Terminal/Hangar Building Renovations
2. Maintenance Hangar Renovations
3. Apron Rehabilitation or Reconstruction
4. Taxiway Rehabilitation or Reconstruction
5. Pavement Maintenance
6. LPV Survey (AC 150/5300-18B)
7. Electrical Vault Relocation
8. Hangar Design and Construction

Necessary engineering services may be underwritten through the AIP, BIL, and local or private funding.

The engineering-related portions of the airport's current CIP are included in this table. Still, they are subject to change based on regular adjustments to airport needs, cost estimates, and funding agency prioritization.

Wiscasset Municipal Airport, Abbreviated CIP as of April 17, 2023

Year	Source	Project Description	Estimated Project Costs
2022	AIP	Repayment from Rangeley	\$86,621
2022	BIL	Hangar door replacement	\$176,666
2023	AIP	Save - Possible Grant Amendment for AIP #27-2021 (RWY Recon)	\$400,000
2023	BIL	Hangar renovations, including door replacement and building improvements	\$350,000
2024	AIP	Apron reconstruction	\$590,000
2024	BIL	Design and inspection for apron reconstruction	\$175,000
2025	BIL	18B LPV Survey - Improve approach Runway 7	\$175,000
2026	AIP	AMPU (Not part of this RFQ/SOQ)	\$300,000
2026	BIL	Relocate electrical vault	\$150,000

2028	AIP	Taxiway rehabilitation (Phase 1)	\$370,000
------	-----	----------------------------------	-----------

E. CONTRACT AWARD

Any contract entered with the Town of Wiscasset shall be in response to this proposal and subsequent discussions. The award shall be based on the criteria described herein.

F. INDEMNIFICATION AND INSURANCE

The successful consultant selected shall agree to indemnify and hold the Town of Wiscasset harmless from claims, demands, suits, causes of action, and judgments arising from the consultant's performance, including professional malpractice or negligence claims.

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/>.

G. DISADVANTAGE BUSINESS ENTERPRISE

The Town of Wiscasset's Disadvantage Business Enterprise (DBE) goal is 1.7% based on a report prepared in October 2020 and valid through September 30, 2023.

MaineDOT Certified DBE consultants are encouraged to apply as the prime consultant for this work. In addition, DBE Firms should consider responding to this RFQ to at least gain entry to the MaineDOT Prequalification.

Non-DBE Firms shall ensure that DBEs have the maximum opportunity to participate in the performance of any project contract under MaineDOT's 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> or by contacting:

Stacie Haskell
Disadvantaged Business Enterprises Program Administrator
Maine Department of Transportation Civil Rights Office
16 State House Station
Augusta, ME 04333-0016

Tel: (207) 624-3066
Cell: (207) 592-0686
Fax: (207) 624-3021
TTY Users dial Maine Relay 711

H. RATING PROCESS

The Town of Wiscasset uses a rating sheet as required in AC 5100-14E, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*. Each selection committee member will evaluate each company using the grading sheet on the next page.

Members will meet and compare grades and notes and, if necessary, adjust individual grades based on this internal discussion. If interviews are conducted, the selection committee will reevaluate the firms interviewed and compare the findings of the SOQ with their interview notes.

The selection committee will recommend to the Board of Selectman the firm the group feels is the highest qualified to provide aviation consulting services to the Town of Wiscasset. Overall grading criteria will be available upon request following the Board's decision.

WISCASSET MUNICIPAL AIRPORT ENGINEERING CONSULTANT SELECTION GRADING SHEET									
CRITERIA	WEIGHT	CONSULTANT							
		RATING	SCORE	RATING	SCORE	RATING	SCORE	RATING	SCORE
Ability	30%								
Experience	20%								
Personnel	25%								
Background	15%								
Amenities	5%								
Quality	5%								
Total	100%	600		600		600		600	
Submitted by: _____ Date: _____									
Rating = 100 possible points for each criterion. The score is the rating times the criteria weight.									

WISCASSET MUNICIPAL AIRPORT ENGINEERING CONSULTANT SELECTION COMPOSITE SCORES				
MEMBER	CONSULTANT			

TOTAL SCORE				
--------------------	--	--	--	--