



Town of Wiscasset

REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS AIRPORT PLANNING AND ENGINEERING SERVICES

The TOWN OF WISCASSET 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 TOWN OF WISCASSET must receive qualification and experience statements no later than **2:00 p.m. local time on December 11, 2019** 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 Wiscasset Airport." E-mailed or faxed submittals will be considered as unresponsive. Complete packages must be delivered to:

Mr. John O'Connell, Town Manager
Town of Wiscasset
51 Bath Road
Wiscasset, Maine 04578
Phone: (207) 882-8200

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to Mr. John O'Connell (e-mail manager@wiscasset.org) and must be received by 2:00 p.m. local time on November 27, 2019. All questions will be answered by 2:00 p.m. local time on December 4, 2019 and posted on the Town's website at <http://www.wiscasset.org/departments/airport>. It will be the proposer's responsibility to check the referenced website for any new amendments.

I. GENERAL INFORMATION

The TOWN OF WISCASSET 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 TOWN OF WISCASSET anticipates undertaking.

In order to be considered responsive, five (5) bound paper copies of the statements must be submitted to Mr. John O’Connell, Town Manager, Town of Wiscasset, 51 Bath Road, Wiscasset, Maine 04578, no later than 2:00 p.m. on December 11, 2019. 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 Wiscasset Airport.”

The TOWN OF WISCASSET 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 TOWN OF WISCASSET to do so.

Selection Schedule:

- Post RFQ.....November 20, 2019
- Question to RFQ Due.....November 27, 2019 (2 pm)
- Question Answered.....December 4, 2019
- Proposals DueDecember 11, 2019 (2 pm)
- Interview Dates (if held)December 18 – 23, 2019
- Award Contract.....December 2019

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 Town 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 TOWN OF WISCASSET; one-page resumes shall be included for each of the key individuals. (25%)
- D. **Local Knowledge:** demonstrate familiarity with the Wiscasset 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 Town of Wiscasset owns and operates the Wiscasset Municipal Airport located in Wiscasset, Maine. The airport is a general aviation facility (classified as local/basic) under the National Plan of Integrated Airport Systems. The current and forecast ARC is B-II based on the last master plan completed. The airport consists of Runway 7-25 that is 3,397 feet long and 75 feet wide with a full-length 35-foot wide parallel taxiway. The apron is 195,000 square foot with 30 tie downs. Buildings at Wiscasset include two 12-bay T-Hangars, 11 conventional hangars, a terminal building, and an SRE building. There is approximately 14,000 square feet of paved parking lots. The airport offers both AVGAS and Jet “A” fuel.

V. FUTURE AIRPORT PROJECTS

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

- A. Apron Crack Sealing
- B. Fencing
- C. Wildlife Hazard Assessment
- D. Design, Permitting and Rehabilitation of Runway 7-25
- E. Obstruction Removal
- F. Snow Removal Equipment Acquisition

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				
2020	Apron Crack Sealing	\$496,800	\$200,000	\$180,000	\$10,000	\$10,000
2020	Fencing		\$100,000	\$90,000	\$5,000	\$5,000
2020	Wildlife Hazard Assessment		\$100,000	\$90,000	\$5,000	\$5,000
2021	Design, Permitting and Rehabilitation of Runway 7-25 to include Obstruction Removal Phase 3	\$286,800	\$4,000,000	\$286,800	\$200,000	\$200,000
2022	Repayment from Rangeley (\$56,100)	\$206,100	\$0	\$0	\$0	\$0
2023	Snow Removal Equipment Acquisition	\$356,100	\$350,000	\$315,000	\$17,500	\$17,500
2024	No Project	\$191,100				

VI. CONTRACT AWARD

Any contract entered into by the TOWN OF WISCASSET 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 TOWN OF WISCASSET 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> 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

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