

REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS AIRPORT PLANNING AND ENGINEERING SERVICES

The TOWN OF GREENVILLE 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 GREENVILLE must receive qualification and experience statements no later than **2:00 p.m. local time on October 18, 2017** 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 Greenville Municipal Airport." E-mailed or faxed submittals will be considered as unresponsive. Complete packages must be delivered to:

Mr. Jesse Crandall
Town Manager/Airport Manager
Greenville Municipal Airport
P.O. Box 1109
Greenville, Maine 04441
Phone: (207) 695-2421

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to Jesse Crandall (e-mail manager@GreenvilleME.org) and must be received by 2:00 p.m. local time on October 4, 2017. All questions will be answered by 2:00 p.m. local time on October 11, 2017 and posted on the Town's website at <http://www.greenvilleme.com/>. It will be the proposer's responsibility to check the referenced websites for any new amendments.

I. GENERAL INFORMATION

The TOWN OF GREENVILLE 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 GREENVILLE anticipates undertaking.

In order to be considered responsive, seven (7) bound paper copies of the statements must be submitted to Mr. Jesse Crandall, Town Manager/Airport Manager, Greenville Municipal Airport, 7 Minden Street, P.O. Box 1109, Greenville, Maine 04441, no later than 2:00 p.m. on October 18, 2017. 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 Greenville Municipal Airport.”

The TOWN OF GREENVILLE 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 GREENVILLE to do so.

Selection Schedule:

- Post RFQ.....September 27, 2017
- Question to RFQ Due.....October 4, 2017 (2 pm)
- Question Answered.....October 11, 2017
- Proposals DueOctober 18, 2017 (2 pm)
- Interview Dates (if held)October 30 – November 3, 2017
- Award Contract.....October/November 2017

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. (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. (20%)
- C. **Key Staff Members:** identify the staff client manager and key project managers that will be assigned to work with the TOWN OF GREENVILLE; one page resumes shall be included for each of the key individuals. (20%)
- D. **Local Knowledge:** demonstrate familiarity with the Greenville Municipal Airport and its aviation support systems. (10%)
- 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 Greenville owns and operates the Greenville Municipal Airport located in Greenville, Maine. The airport facilities include two runways, the primary runway being 3,999' X 75' paved runway (Runway 14-32) and the cross-wind at 3,000' X 75' as well as a taxiway between Runway 14 and Runway 21. Runway 14-32 is lit with medium intensity runway edge lights. Greenville Municipal Airport has eight (8) unpaved tie-down spaces and a 220' X 150' paved based aircraft apron. There are eighteen (18) private aircraft storage hangars, with the potential of another twenty to be constructed. Fuel facilities include 100LL Avgas. Moosehead Aviation is the Fixed Based Operator for the airport.

V. FUTURE AIRPORT PROJECTS

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

- A. Fuel Farm
- B. Aeronautical Survey
- C. Design, Permitting and Site Preparation for Hangar Infrastructure
- D. 6 – Unit T – Hangar

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				
2018	Fuel Farm (12,000 Gallon 100 LL)	\$300,000	\$333,000	\$299,700	\$16,650	\$16,650
2019	Runway 32 Aeronautical Survey	\$150,300	\$100,000	\$90,000	\$5,000	\$5,000
2020		\$210,300				
2021	Design, Permitting and Site Preparation for Hangar Infrastructure	\$360,300	\$350,000	\$315,000	\$17,500	\$17,500
2021	Taxiway “A” Reconstruction	\$150,000	\$5,700,000	\$150,000	\$285,000	\$285,000
2022		\$195,300				
2023	6 Unit T – Hangar	\$345,300	\$383,000	\$344,700	\$19,150	\$19,150

VI. CONTRACT AWARD

Any contract entered into by the TOWN OF GREENVILLE 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 GREENVILLE 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

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