REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS
AIRPORT PLANNING AND ENGINEERING SERVICES

The TOWN OF MACHIAS 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 MACHIAS must receive qualification and experience statements no later than 2:00 p.m. local time on December 3, 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 Machias Valley Airport." Electronic submittals will be accepted. Complete packages must be delivered to:

Ms. Christina M. Therrien
Town Manager/Airport Manager
Machias Valley Airport
7 Court Street, Suite #1
P.O. Box 418
Machias, Maine 04654
Phone: (207) 255-6492
e-mail: townmanager@machiasme.org

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to Christina M. Therrien (e-mail townmanager@machiasme.org) and must be received by 2:00 p.m. local time on November 20, 2020. All questions will be answered by 2:00 p.m. local time on November 24, 2020 and posted on the Town’s website at https://machiasme.org/. It will be the proposer’s responsibility to check the referenced websites for any new amendments.

1. GENERAL INFORMATION

The TOWN OF MACHIAS 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 TOWN OF MACHIAS anticipates undertaking.

In order to be considered responsive, seven (7) bound paper copies of the statements or an electronic submission must be submitted to Christina M. Therrien, Town Manager/Airport Manager, Machias Valley Airport, 7 Court Street, Suite #1, P.O. Box 418, Machias, Maine 04654, or by e-mail townmanager@machiasme.org no later than 2:00 p.m. on December 3, 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 Machias Valley Airport.”

The TOWN OF MACHIAS 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 MACHIAS to do so.

Selection Schedule:
- Post RFQ........................................November 17, 2020
- Question to RFQ Due................................November 20, 2020 (2 pm)
- Question Answered..............................November 24, 2020
- Proposals Due ......................................December 3, 2020 (2 pm)
- Interview Dates (if held) .........................December 9 – 15, 2020
- Award Contract..................................December 30, 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 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 MACHIAS; one-page resumes shall be included for each of the key individuals. (25%)

D. Local Knowledge: demonstrate familiarity with the Machias Valley 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 Machias owns and operates the Machias Valley Regional Airport located in Machias, Maine. Airport facilities include one (1) paved runway. Runway 18-36 measures 2,880 feet long by 60 feet wide with a turnaround on the Runway 18 approach end. There are stake-mounted medium intensity runway lights (MIRLS) and runway end identifier lights (REILS) on Runway 36. The airport has an Automated Weather Observation System (AWOS) AV, a segmented circle and lighted wind cone and a rotating beacon. Machias Valley Regional Airport has one (1) asphalt aircraft parking apron that is approximately 3,950 square yards in size and can accommodate approximately 12 to 14 aircraft tiedown/parking positions. There is a terminal building that is approximately 750 square feet with electrical hookup, lights, phone service, water, sewer and restrooms. The paved access road and automobile parking lot can accommodate six (6) vehicles and an unpaved parking area that can hold an additional 10-12 vehicles.
V. **FUTURE AIRPORT PROJECTS**

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

A. Installation of a Fuel Farm
B. Taxilane Construction
C. Apron Rehabilitation

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

<table>
<thead>
<tr>
<th>FFY</th>
<th>Description</th>
<th>Entitlement/Year</th>
<th>Total Project Cost</th>
<th>Entitlement</th>
<th>State Share</th>
<th>Local Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>Installation of Fuel Farm</td>
<td>$150,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td>No Project</td>
<td>$150,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2023</td>
<td>Design and Permit Taxilane</td>
<td>$300,000</td>
<td>$150,000</td>
<td>$135,000</td>
<td>$7,500</td>
<td>$7,500</td>
</tr>
<tr>
<td>2024</td>
<td>Construct Taxilane</td>
<td>$315,000</td>
<td>$350,000</td>
<td>$315,000</td>
<td>$17,500</td>
<td>$17,500</td>
</tr>
<tr>
<td>2025</td>
<td>No Project</td>
<td>$150,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2026</td>
<td>No Project</td>
<td>$300,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2027</td>
<td>No Project</td>
<td>$450,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2028</td>
<td>Expand and Rehabilitate Apron</td>
<td>$600,000</td>
<td>$1,000,000</td>
<td>$600,000</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
</tbody>
</table>
VI. CONTRACT AWARD

Any contract entered into by the TOWN OF MACHIAS 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 MACHIAS 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