

REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS AIRPORT PLANNING AND ENGINEERING SERVICES

The TOWN OF LINCOLN 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 LINCOLN must receive qualification and experience statements no later than **2:00 p.m. local time on October 5, 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 Lincoln Regional Airport." E-mailed or faxed submittals will be considered as unresponsive. Complete packages must be delivered to:

Mr. David Lloyd, Public Works Director
Town of Lincoln
63 Main Street
Lincoln, Maine 04457
Phone: (207) 794-6658

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to David Lloyd (e-mail David.Lloyd@lincolnmaine.org) and must be received by 2:00 p.m. local time on September 21, 2017. All questions will be answered by 2:00 p.m. local time on September 28, 2017 and posted on the Town's website at <https://lincolnmaine.org/>. It will be the proposer's responsibility to check the referenced website for any new amendments.

I. GENERAL INFORMATION

The TOWN OF LINCOLN 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 LINCOLN anticipates undertaking.

In order to be considered responsive, seven (7) bound paper copies of the statements must be submitted to Mr. David Lloyd, Public Works Director, Town of Lincoln, 63 Main

Street, Lincoln, Maine 04457, no later than 2:00 p.m. on October 5, 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 Lincoln Regional Airport.”

The TOWN OF LINCOLN 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 LINCOLN to do so.

Selection Schedule:

- Post RFQ.....September 14, 2017
- Question to RFQ Due.....September 21, 2017 (2 pm)
- Question Answered.....September 28, 2017
- Proposals DueOctober 5, 2017 (2 pm)
- Interview Dates (if held)October 16 – October 20, 2017
- Award Contract.....October 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. (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. (20%)
- C. **Key Staff Members:** identify the staff client manager and key project managers that will be assigned to work with the TOWN OF LINCOLN; one page resumes shall be included for each of the key individuals. (20%)
- D. **Local Knowledge:** demonstrate familiarity with the Lincoln Regional Airport and its aviation support systems. (20%)
- 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 Lincoln owns and operates the Lincoln Regional Airport located in Lincoln, Maine. The airport facilities include two active runways, Runway 17-35 is 2,804 feet long and 75 feet wide, and the water runway, Runway 6-24. Runway 17-35 has radio controlled Medium Intensity Runway Lights (MIRLS), a rotating beacon, wind indicator, segmented circle and a Unicom and non-directional beacon. Lincoln Regional Airport has 35,000 square feet of paved apron area on the southwest portion of the airfield. There are nineteen (19) privately owned conventional aircraft storage hangars.

V. FUTURE AIRPORT PROJECTS

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

- A. Land Acquisition
- B. Easement Acquisition
- C. Wildlife Hazard Assessment
- D. Obstruction Removal
- E. Design and Reconstruction of Runway with Safety Areas and Taxiway
- F. T – Hangar Construction

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	Land Acquisition	\$450,000	\$165,000	\$148,500	\$8,250	\$8,250
2018	Easement Acquisition for Runway 35 Approach – Phase II		\$100,000	\$90,000	\$5,000	\$5,000
2018	Wildlife Hazard Assessment		\$100,000	\$90,000	\$5,000	\$5,000
2019	Design and Permitting and Obstruction Removal Phase II (Runway 35 Approach)	\$271,500	\$150,000	\$135,000	\$7,500	\$7,500
2019	Design and Permitting for Reconstruction of Runway 17-35		\$300,000	\$136,500	\$15,000	\$15,000
2020	Reconstruction of Runway 17-35 with Safety Areas and Construction of Taxiway on 17 End	\$150,000	\$3,500,000	\$150,000	\$175,000	\$175,000
2021		\$150,000	\$0	\$0	\$0	\$0
2022		\$300,000	\$0	\$0	\$0	\$0
2023	Construct T – Hangars	\$450,000	\$500,000	\$450,000	\$25,000	\$25,000

VI. CONTRACT AWARD

Any contract entered into by the TOWN OF LINCOLN 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 LINCOLN 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:

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

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