

REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS

AIRPORT PLANNING AND ENGINEERING SERVICES

The City of Caribou 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 CITY OF CARIBOU must receive qualification and experience statements no later than **2:00 p.m. local time on August 13, 2010** to be eligible for consideration. Each statement shall be submitted in a sealed envelope, clearly marked "Request for Qualifications for Engineering Services at Caribou Municipal Airport." Complete packages must be delivered to:

Mr. Steven R. Buck, City Manager
City of Caribou
25 High Street
Caribou, Maine 04736
Phone: (207) 493-3324 Ext. 230

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to the above office (e-mail manager@cariboumaine.org) and must be received by 2:00 p.m. local time on July 30, 2010. All questions will be answered by 2:00 p.m. local time on August 5, 2010 and posted on the City of Caribou website at <http://www.cariboumaine.org/> and the State of Maine Department of Transportation website at <http://www.maine.gov/mdot/cpo/>. It will be the proposer's responsibility to check the referenced websites for any new amendments.

Statements that do not incorporate this request for Airport Planning and Engineering Consultant Services may not be considered.

REQUEST FOR QUALIFICATIONS AND EXPERIENCE STATEMENTS

AIRPORT PLANNING AND ENGINEERING SERVICES

I. GENERAL INFORMATION

The CITY OF CARIBOU 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 CITY OF CARIBOU anticipates undertaking.

In order to be considered responsive, ten (10) copies of the statements must be submitted to Mr. Steven R. Buck, City Manager, City of Caribou, 25 High Street, Caribou, Maine 04736 no later than 2:00 p.m. local time on August 20, 2010. Statements to be limited to 30 pages, size 12 point font including references. Each statement shall be submitted in a sealed envelope, clearly marked "Request for Qualifications for Engineering Services at the Caribou Municipal Airport."

The CITY OF CARIBOU 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 CITY OF CARIBOU to do so.

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.

- A. Experience: provide a list of previous and current contracts, if any, awarded by a municipality and/or government agency (pertaining to Maine airports) 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. Staff Project Manager – Contact Person: identify the staff project manager and individuals that will be assigned to work with the CITY OF CARIBOU; resumes shall be included. (25%)
- C. 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%)
- D. Company Background Material: pertinent information concerning the background, experience, and reputation of the firm. (5%)
- E. Local Knowledge: demonstrate familiarity with the Caribou Municipal Airport and its aviation support systems. (5%)
- F. References: submit along with the above information three (3) work related job references. (5%)

IV. PROGRAM BACKGROUND

The City of Caribou owns and operates the Caribou Municipal Airport located in Caribou, Maine. The airport facilities include two asphalt paved runways. Runway 1-19 is the primary runway and is 4,003 feet long by 100 feet wide with non-precision instrument runway markings. Runway 11-29 is 3,017 feet long by 75 feet wide. There is a partial parallel taxiway/apron taxilane located near the approach ends of Runways 1 and 29. It connects both runways to the aircraft parking apron along Runway 1-19. The Taxiway is 25 feet wide and is not lighted. There is a stub taxiway from Runway 29 to the main terminal area. Airfield lighting at Caribou includes Medium Intensity Runway Lighting (MIRL) for both Runways. There is Runway threshold lighting located at all runway ends and a rotating beacon located on top of the water tower along Main Street. There are two aprons for aircraft parking and one 73 foot by 35 foot T-hangar at the airport. The FBO terminal is located in the eastern portion of the airport property. A new

7,300 square foot hangar was constructed in 2000. Aircraft maintenance for single and twin engine aircraft is available. Airport operations also support the flight operations and housing of two Cessna 421 fixed wing air ambulance, a critical regional service, and special emphasis supporting the current and future needs of this service will be a major consideration. The airport has 100 octane low lead aviation gasoline available 24/7 using a credit card activated terminal.

V. FUTURE AIRPORT PROJECTS

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

- A. Airport Master Plan Update
- B. Land/Easement Acquisition
- C. Obstruction Removal
- D. Runway Reconstruction
- E. Runway Lighting
- F. Hangar Development
- G. Development of WAAS-enabled LPV Approaches

VI. CONTRACT AWARD

Any contract entered into by the CITY OF CARIBOU 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 City 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 State of Maine Department of Transportation's Airport Consultant General Conditions dated December 1, 2002 and related Supplement to these Consultant General Conditions dated December 9, 2002. 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:

[Certified Disadvantaged & Women Business Enterprises,](#)

or by contacting:

**Maine Department of Transportation
Attn: Jackie LaPerriere
Civil Rights Office
#16 State House Station
Augusta, Maine 04333-0016**

**Tel: (207) 624-3066
Fax: (207) 624-3021
TTY:(888)516-9364**