

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 October 12, 2021** 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 Caribou Municipal Airport.” E-mailed or faxed submittals will be considered as unresponsive. Complete packages must be delivered to:

Penny Thompson, Interim City Manager
City of Caribou
25 High Street
Caribou, Maine 04736
Phone: (207) 493-3324 Ext. 217

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to Penny Thompson (e-mail pthompson@cariboumaine.org) and must be received by 2:00 p.m. local time on September 24, 2021. All questions will be answered by 2:00 p.m. local time on September 30, 2021 and will be posted on the City’s website at <http://www.cariboumaine.org/> under Departments then Airport. It will be the proposer’s responsibility to check the referenced websites for any new amendments.

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.

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 CITY OF CARIBOU anticipates undertaking.

In order to be considered responsive, one (1) digital copy and three (3) paper copies of the statements must be submitted to Penny Thompson, Interim City Manager, City of Caribou, 25 High Street, Caribou, Maine 04736, no later than 2:00 p.m. on October 12, 2021. Statements must be limited to 20 pages (20 single sided, or 10 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 20 page limit. Statements shall be submitted in a single sealed envelope/package, 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.

Selection Schedule:

- Post RFQ.....September 10, 2021
- Questions to RFQ DueSeptember 24, 2021 (2 pm)
- Questions AnsweredSeptember 30, 2021 (2 pm)
- Proposals DueOctober 12, 2021 (2 pm)
- Award Contract.....October 2021

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 City 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. (25%)
- 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 CITY OF CARIBOU; one page resumes shall be included for each of the key individuals. (20%)
- D. **Local Knowledge:** demonstrate familiarity with the Caribou Municipal Airport and its aviation support systems. (20%)
- E. **References:** submit along with the above information three (3) work related job references. (10%)
- F. **Company Background Material:** pertinent information concerning the background, experience, and reputation of the firm. (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 taxiway 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 35 feet wide and is not lighted. 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 is an apron for aircraft parking. The airport terminal is located in the eastern portion of the airport property. There are two municipally owned T-hangars: a 73 foot by 35 foot T-hangar at the airport built in 1980 and 150 foot by 60 foot T-hangar at the airport built in 2018. There is one privately owned 48 foot by 48 foot hangar constructed in 2000. The airport has 100 octane low lead aviation gasoline available 24/7 using a credit card activated terminal. Currently, there is not a FBO at the airport.

V. FUTURE AIRPORT PROJECTS

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

- A. Design and Reconstruction of Terminal Apron
- B. Snow Removal Equipment
- C. Design, Permitting and Construction for Fuel Farm
- D. Taxilane for Hangar Development
- E. Airport Crack Sealing and Pavement Markings

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

FFY	Description	Total Project Cost	Entitlement	State Share	Local Share
2023	Apron Reconstruction	\$600,000	\$540,000	\$30,000	\$30,000
2025	Snow Removal Equipment	\$350,000	\$315,000	\$17,500	\$17,500
2028	Design & Permit Fuel Farm	\$150,000	\$135,000	\$7,500	\$7,500
2029	Construct Fuel Farm	\$400,000	\$360,000	\$20,000	\$20,000
2031	Taxilane for Hangar Development	\$400,000	\$360,000	\$20,000	\$20,000

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 OF CARIBOU 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:

<https://www.maine.gov/mdot/civilrights/dbe/> or by contacting:

Maine Department of Transportation
Attn: Stacie Haskell
Civil Rights Office
#16 State House Station
24 Child Street
Augusta, ME 04333-0016

Tel: (207) 624-3056
E-mail:
Stacie.haskell@maine.gov