



REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS

AIRPORT PLANNING AND FACILITY ENGINEERING SERVICES

The MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY (MRRA) 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 MRRA must receive qualification and experience statements no later than **2:00 p.m. local time on July 7th, 2017** to be eligible for consideration. Each statement shall be submitted in a sealed envelope, clearly marked "Request for Qualifications for Engineering Services at Brunswick Executive Airport." E-mailed or faxed submittals will be considered as unresponsive. Complete packages must be delivered to:

Aviation Services Manager
Midcoast Regional Redevelopment Authority
15 Terminal Road, Suite 200
Brunswick, Me 04011
Phone: 207-798-6512

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to the above office (e-mail martym@mrra.us) and must be received by 2:00 p.m. local time on June 16th, 2017. All questions will be answered by 2:00 p.m. local time on June 23rd, 2017 and posted on MRRA's website at www.mrra.us. It will be the proposer's responsibility to check the referenced website for any new amendments.

REQUEST FOR QUALIFICATIONS AND EXPERIENCE STATEMENTS

AIRPORT PLANNING AND FACILITY ENGINEERING SERVICES

I. GENERAL INFORMATION

The MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY 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 MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY anticipates undertaking.

In order to be considered responsive, six (6) copies of the statements must be submitted to the Aviation Services Manager, Midcoast Regional Redevelopment Authority, 15 Terminal Road, Suite 200, Brunswick, Me 04011, no later than 2:00 p.m. on July 7th, 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. Each statement shall be submitted in a single sealed envelope, clearly marked "Request for Qualifications for Engineering Services at the Brunswick Executive Airport."

The MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY 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 MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY to do so.

Selection Schedule:

- Post RFQ.....June 6, 2017
- Question to RFQ Due.....June 16, 2017 (2 pm)
- Question Answered.....June 23, 2017 (2 pm)
- Proposals DueJuly 7, 2017 (2 pm)
- Interview Dates (if held)July 17 – July 21, 2017
- Award Contract.....July/August 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 Midcoast Regional Redevelopment Authority 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 five (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 MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY; one page resumes shall be included for each of the key individuals. (20%)
- D. Energy Efficiency and Sustainability: demonstrate an ability to design, construct, and renovate facilities and infrastructure to incorporate industry best practices in energy efficiency and sustainability. (15%)
- E. Local Knowledge: demonstrate familiarity with the Brunswick Executive Airport and its aviation support systems. (10%)

- F. Company Background Material: pertinent information concerning the background, experience, and reputation of the firm. (5%)
- G. References: submit along with the above information three (3) work related job references. (5%)

IV. PROGRAM BACKGROUND

The MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY operates the Brunswick Executive Airport located in Brunswick, Maine. The airport facilities include two parallel 8,000' x 200' paved runways and associated taxiways. Aircraft parking surfaces include over 90 acres of concrete apron space. The airport has a full service FBO providing services to based and transient aircraft. There are four (4) separate hangar structures of various sizes and styles. There are also various other airfield buildings which are available for development including a terminal building, and a Ground Support Equipment maintenance facility.

V. FUTURE AIRPORT PROJECTS

Anticipated future projects for the Brunswick Executive Airport may include, but are not limited to:

- A. Construct 10-unit t-hangar
- B. Construct itinerant box hangar
- C. Airport electrical system mapping
- D. Pavement repairs
- E. Airport planning studies
- F. Acquire snow removal equipment
- G. Airport access road improvements

In addition, the most recent copy of Brunswick Executive Airport's Capital Improvement Plan (CIP) is attached to the end of this as Appendix A.

VI. CONTRACT AWARD

Any contract entered into by the MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY 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 MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY 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

APPENDIX A

Brunswick Executive Airport 5 year CIP		
Years 2017 - 2021		
		Total Project
2017	Pavement Repairs and Maintenance	140,892
2017	Hangar Improvements, Phase 4 - Hangar 5 & 6	2,238,000
		2,378,892
2018	North / South End Obstruction Removal and Wildlife Fence	1,625,000
2018	Drainage Repairs - phase 2	400,000
2018	Sustainability master plan	200,000
2018	Airport Electrical Improvements	1,250,000
2018	Itinerant Box Hangar	3,000,000
		6,475,000
2019	Construct 10-unit T-hangar	1,100,000
2019	Pavement Maintenance, Removal (All Ramps and Parking Lots)	4,000,000
		5,100,000
2020	Hangar 5 & 6 Solar Power Installation	2,000,000
2020	Airport Access Road Improvements (pro-rated eligibility)	2,000,000
2020	Acquire Snow Removal Equipment	250,000
2020	Pavement Repairs and Maintenance	166,667
		4,416,667
2021	Pavement Repairs and Maintenance	166,667
		166,667
Total for 2017 through 2021		18,537,226