REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS

# AIRPORT PLANNING AND ENGINEERING SERVICES

The TOWN OF DEXTER 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 DEXTER must receive qualification and experience statements no later than **2:00 p.m. local time on December 20, 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 Dexter Regional Airport.” E-mailed or faxed submittals will be considered as unresponsive. Complete packages must be delivered to:

Mr. Trampas King

Town Manager/Airport Manager

Dexter Regional Airport

Town of Dexter 23 Main Street

Dexter, Maine 04930

Phone: (207) 924-7351

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to Trampas King (e-mail [manager@dextermaine.org](mailto:manager@dextermaine.org)) and must be received by 2:00 p.m. local time on December 3, 2021. All questions will be answered by 2:00 p.m. local time on December 10, 2021 and posted on the Town’s website at <https://dextermaine.org/>. It will be the proposer’s responsibility to check the referenced website for any new amendments.

# GENERAL INFORMATION

The TOWN OF DEXTER 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 statements, 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 DEXTER anticipates undertaking.

In order to be considered responsive, seven (7) bound paper copies of the statements must be submitted to Mr. Trampas King, Town Manager/Airport Manager, Dexter Regional Airport, Town of Dexter, 23 Main Street, Dexter, Maine 04930, no later than 2:00 p.m. on December 20, 2021. 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 Dexter Regional Airport.”

The TOWN OF DEXTER 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 Qualifications, if it is in the best interest of the TOWN OF DEXTER to do so.

Selection Schedule:

* Post RFQ November 29, 2021
* Question to RFQ Due December 3, 2021 (2 pm)
* Question Answered December 10, 2021
* Proposals Due December 20, 2021 (2 pm)
* Interview Dates (if held) December 27 – December 30, 2021
* Award Contract January 2022

# GUIDELINES FOR PROSPECTIVE CONSULTANTS

Prospective consultants must meet the following standards as they relate to this request:

* 1. Have adequate financial resources for performance or have the ability to obtain such resources as required during performance;
  2. Have the necessary experience, organization, technical and professional qualification, skills and facilities;
  3. Be able to comply with the proposed or required time of completion or performance schedule;
  4. Have a demonstrated satisfactory record of performance.

# 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.

* 1. **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. (40%)
  2. **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%)
  3. **Local Knowledge:** demonstrate familiarity with the Dexter Regional Airport and its aviation support systems. (20%)
  4. **Company Background Material:** pertinent information concerning the background, experience, and reputation of the firm. (10%)
  5. **Staff Project Manager – Contract Person:** identify the staff project manager and individuals that will be assigned to work with the TOWN OF DEXTER; resumes shall be included. (5%)
  6. **References:** submit along with the above information three (3) work related job references. (5%)

# PROGRAM BACKGROUND

The Town of Dexter owns and operates Dexter Regional Airport located in Dexter, Maine. The airport is managed by a part-time Airport Manager, oversight by an Airport Advisory Committee, Town Manager and Town Council. Airport facilities include one

(1) paved Runway and one (1) Turf Runway. Runway 16-34 measures 3,008 feet long by 75 feet wide and Runway 7-25 measures 1,250 feet long by 120 feet wide. Dexter Regional Airport has one (1) Taxiway, and two (2) Taxilanes. There is one (1) asphalt aircraft apron. There are twenty-four (24) hangars located on airport property at Dexter Regional Airport. Dexter is home to twenty (20) based aircraft. Dexter Regional Airport also has a terminal building, and a paved automobile parking lot. In addition there is self- service Avgas and Mogas at all hours.

# FUTURE AIRPORT PROJECTS

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

* 1. Crack Sealing and Pavement Markings
  2. Construction of Terminal Building
  3. Reconstruct Taxilane “A”
  4. Raze Hangar and Expand Apron
  5. Fence and Gate Improvements and Access Road Paving

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 |  |  |  |  |
| 2022 | Crack Sealing and Pavement Markings | $175,317 | $100,000 | $90,000 | $5,000 | $5,000 |
| 2023 | No Project | $235,317 | $0 | $0 | $0 | $0 |
| 2024 | Construction of Terminal Building | $385,317 | $425,000 | $382,500 | $21,250 | $21,250 |
| 2025 | No Project | $152,817 | $0 | $0 | $0 | $0 |
| 2026 | No Project | $302,817 | $0 | $0 | $0 | $0 |
| 2027 | Reconstruct Taxilane “A” | $452,817 | $375,000 | $337,500 | $18,750 | $18,750 |

# CONTRACT AWARD

Any contract entered into by the TOWN OF DEXTER shall be in response to the proposal and subsequent discussions. The award shall be based on the criteria described herein.

# INDEMNIFICATION AND INSURANCE

The successful Consultant selected shall agree to indemnify and hold the TOWN OF DEXTER 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/,](http://www.maine.gov/mdot/civilrights/dbe/) 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 |