



Town of Wiscasset

REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS AIRPORT PLANNING AND ENGINEERING SERVICES

The TOWN OF WISCASSET 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 WISCASSET must receive qualification and experience statements no later than **2:00 p.m. local time on December 5, 2014** 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 Wiscasset Airport." Emailed or faxed submittals will be considered as unresponsive. Complete packages must be delivered to:

Christine Wolfe, Town Clerk
51 Bath Road
Wiscasset, ME 04578
Phone: (207) 882-8200 X-104

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to Ken Boudin (e-mail msc@kkboudin.com) and must be received by 2:00 p.m. local time on November 17, 2014. All questions will be answered by 2:00 p.m. local time on November 24, 2014 and posted on the Town's website at <http://www.wiscasset.org/departments/airport> and the MaineDOT site at <http://www.maine.gov/mdot/cop/>. It will be the proposer's responsibility to check the town's website for any new amendments.

I. GENERAL INFORMATION

The TOWN OF WISCASSET 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 WISCASSET anticipates undertaking.



In order to be considered responsive, five (5) bound paper copies of the statements and one (1) pdf on CD, DVD, or flashcard/stick must be submitted to Christine Wolfe, Town Clerk, Town of Wiscasset, 51 Bath Road, Wiscasset, Maine 04578, no later than 2:00 p.m. on December 5, 2014. 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 Wiscasset Airport.”

The TOWN OF WISCASSET 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 WISCASSET to do so.

Selection Schedule:

- Post RFQ.....November 10, 2014
- Question to RFQ Due.....November 17, 2014 (2 pm)
- Question Answered.....November 24, 2014
- Proposals DueDecember 5, 2014 (2 pm)
- Interview Dates (if held)December 9-11, 2014
- Board of Selectman Award ContractDecember 16, 2014

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. **Company Background Material:** pertinent information concerning the background, experience, and reputation of the firm. (5%)
- B. **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%)
- 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. **Key Staff Members:** identify the staff client manager and key project managers that will be assigned to work with the TOWN OF WISCASSET; one page resumes shall be included for each of the key individuals. (15%)
- E. **Local Knowledge:** demonstrate familiarity with the Wiscasset Airport and its aviation support systems. (30%)
- F. **References:** submit along with the above information three (3) work related job references. (5%)

IV. PROGRAM BACKGROUND

The [Wiscasset Municipal Airport](#) is an all-weather general aviation facility located in the town of Wiscasset, in Lincoln County. The airport is a general aviation facility (classified as local/basic) under the National Plan of Integrated Airport Systems. The current and forecast ARC is B-II based on the latest master plan completed this year.

The airport borders Chewonki Creek, Chewonki Neck Road, the Chewonki Foundation land, and Route 144. The primary feature of the airport is Runway 7-25, a paved lighted strip that is 3,397 feet long and 75 feet wide. Other features of the airport consist of a paved full-length 35-foot wide parallel taxiway, a 195,000 square foot paved aircraft parking apron, two 12-bay tee-hangars, 11 conventional hangars, a terminal building, SRE building and approximately 14,000 square feet of paved parking lots. Based aircraft fluctuate from 40 in the winter to 60 in the summer, with an average of 7,500 annual operations. Summer aircraft include a collection of World War II war birds owned and operated by the [Texas Flying Legends Museum](#).

The town operates the airport's only FBO and sells on average 40,000 gallons of avgas and jet fuel per year. The airport has had a balanced budget for three consecutive years. Once the projects listed in this RFQ are complete, the town plans on dedicating most of its AIP resources toward hangar development and revenue production.

As identified in the recently completed master plan and environmental assessment (both of which are available on the town website at www.wiscasset.org/departments/airport) the airport has a safety issue with tree growth in 20:1 VAS and Part 77 surfaces on both runway ends as



well as a campground partially in the Runway 7 RPZ. Trees penetrating protected airspace on the east end, approaching Runway 25 are primarily in a heavily wooded area both on and off airport. The off airport trees are located in two specific parcels; one is heavily wooded and the second is a privately owned public use campground. The growth of trees has resulted in the loss of night instrument procedures and is threatening the decommissioning of two FAA owned PAPI's. Thus, the primary focus of the town and its engineering consultant is to rectify this issue, sooner, rather than later.

In the interest of full disclosure, Ervin Deck is the airport manager and is also an employee of Stantec Consulting Services. Mr. Deck will not be part of the selection process and in addition, he has tender his resignation as airport manager effective January 31, 2015.

V. FUTURE AIRPORT PROJECTS

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

- A. Easement Acquisition and Permitting
- B. Obstruction Removal
- C. Snow Removal Equipment Acquisition
- D. Reconstruction of Runway 7-25
- E. Apron Crack Repair/Sealing

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				
2015	Easement Acquisition - Phase I (East End)	\$548,566	\$100,000	\$90,000	\$5,000	\$5,000
2015	Design, Permit and Remove Obstructions - Phase I (East End – Runway 25 approach)		\$100,000	\$90,000	\$5,000	\$5,000
2016	Easement Acquisition - Phase II (West End)	\$518,566	\$150,000	\$135,000	\$7,500	\$7,500
2016	Design, Permit and Remove Obstructions Phase II (West End – Runway 7 approach)		\$150,000	\$135,000	\$7,500	\$7,500

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2016	Snow Removal Equipment Acquisition		\$100,000	\$90,000	\$5,000	\$5,000
2017	No project	\$308,566				
2018	Design and Reconstruct Runway 7-25	\$458,566	\$1,400,000	\$458,566	\$70,000	\$70,000
2019	Apron Crack Repair/Seal	\$150,000	\$165,000	\$145,500	\$8,250	\$8,250

VI. CONTRACT AWARD

Any contract entered into by the TOWN OF WISCASSET 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 WISCASSET 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.

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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

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