

REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS

AIRPORT PLANNING AND ENGINEERING SERVICES

The Town of Pittsfield 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 PITTSFIELD must receive qualification and experience statements no later than **2:00 p.m. local time on March 29, 2013** to be eligible for consideration. Each statement shall be submitted in a sealed envelope, clearly marked "Request for Qualifications for Engineering Services at the Pittsfield Municipal Airport." Complete packages must be delivered to:

Kathryn Ruth, Town Manager
Town of Pittsfield
112 Somerset Avenue
Pittsfield, Maine 04967
Phone: (207) 487-3136

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to the above office (e-mail townmanager@pittsfield.org) and must be received by 2:00 p.m. local time on March 15, 2013. All questions will be answered by 2:00 p.m. local time on March 22, 2013 and posted on the Town of Pittsfield's website at <http://www.pittsfield.org/>. It will be the proposer's responsibility to check the referenced website 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 TOWN OF PITTSFIELD 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 PITTSFIELD anticipates undertaking.

In order to be considered responsive, nine (9) copies of the statements must be submitted to the Ms. Kathryn Ruth, Town Manager, Town of Pittsfield, 112 Somerset Avenue, Pittsfield, Maine 04967 no later than 2:00 p.m. on March 29, 2013. Statements to be limited to 30 pages (30 single sided, or 15 double sided), 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 Pittsfield Municipal Airport."

The TOWN OF PITTSFIELD 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 PITTSFIELD 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 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. 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. Staff Project Manager – Contact Person: identify the staff project manager and individuals that will be assigned to work with the TOWN OF PITTSFIELD; resumes shall be included. (20%)
- D. Company Background Material: pertinent information concerning the background, experience, and reputation of the firm. (10%)
- E. Local Knowledge: demonstrate familiarity with the Pittsfield 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 Town of Pittsfield owns and operates Pittsfield Municipal Airport located in Pittsfield, Maine. The day-to-day operations of the airport is managed by the FBO, Curtis Air while the Town Manager addresses the capital infrastructure needs, grant opportunities and required planning. Airport facilities include one (1) paved runway. Runway 18-36 measures 4,003 feet long by 100 feet wide. Pittsfield Municipal Airport has two (2) taxiways, and two (2) taxi lanes. There is one (1) asphalt aircraft apron. There are fourteen (14) hangars located on airport property at Pittsfield Municipal Airport. Pittsfield is home to nearly 40 based aircraft. Pittsfield Municipal Airport also has a terminal building and two (2) paved automobile parking lots. The Fixed Based Operator offers aircraft maintenance and corporate services, flight training and aircraft rental, hangars and parking, general pilot supplies and charts, FAA Laser grade testing, and scenic flights. In addition there is full service Jet A and Avgas available during business hours, plus self service for Jet A, Avgas, and Mogas at all hours.

V. FUTURE AIRPORT PROJECTS

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

- A. Apron Expansion and Taxiway Rehabilitation
- B. Master Plan Update to include Wildlife Hazard Site Visit
- C. T-Hangar Construction
- D. Perimeter Fencing

In addition, the most recent copy of Pittsfield Municipal 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 Town of Pittsfield 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 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/disadvantaged-business-enterprises/pdf/directory.pdf>

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

Name	Year	Description	ent/year	Total Project Costs	Entitlement	State Share	Town Share
			150,000				
Pittsfield Municipal	2013	Construct Apron Expansion & Rehab Taxiway between Hangars	529,965	498,000	448,200	24,900	24,900
Level II	2014	Airport Master Plan Update to include Wildlife Hazard Site Visit	231,765	150,000	135,000	7,500	7,500
	2015		246,765				
	2016		396,765				
	2017	8 Bay Nested T-Hangar	546,765	605,000	544,500	30,250	30,250
	2018	Perimeter Fencing	152,265	169,000	152,100	8,450	8,450
	2019		150,165				