



**MaineDOT AIRPORTS and AVIATION
Request For Qualifications
AUGUSTA STATE AIRPORT
MASTER PLAN UPDATE
RFQ #T202507002**

The State of Maine Department of Transportation ("MaineDOT") is seeking to retain the services of a consultant, or consultants, experienced in the practice of airport infrastructure planning services in the State of Maine, for the project identified in this RFQ (Section 5 - Project).

1. RFQ COORDINATOR

All contact with the MaineDOT regarding this RFQ must be made through the RFQ Coordinator listed below, via e-mail. This contact includes, but is not limited to, questions, requests for clarification and/or additional information and Technical Submissions.

RFQ Coordinator: Tina Bushaw
Title: Procurement Support Manager
Office: Contract Procurement Office
E-mail: tina.bushaw@maine.gov

2. REQUESTS FOR CLARIFICATION / RFQ AMENDMENTS

During the Technical Submission preparation period, all questions, requests for clarification, and requests for additional information, must be submitted, via e-mail, to the RFQ Coordinator listed in Section 1 above. Such correspondence must reference the RFQ Number and Name in the e-mail subject line.

The deadline to submit questions and/or requests is 5:00 p.m. ET on August 6, 2025. Requests received after this deadline will not be accepted. Responses to questions and clarification requests will be placed on the MaineDOT website, no later than close of business on August 13, 2025. MaineDOT reserves the right not to answer any question received.

It is the potential Responder's responsibility to check the referenced RFQ website for the posting of (1) responses to any and all received questions/requests and (2) any amendments that may be issued in regard to this RFQ.

3. TECHNICAL SUBMISSION DUE DATE

Technical Submissions must be received, via e-mail, no later than:

Date Due: August 20, 2025
Local Time: 2:00 p.m. ET
E-mail: tina.bushaw@maine.gov

Any Technical Submission, portion of a Technical Submission, or unrequested Technical Submission revision received by the RFQ Coordinator after the time and date specified above will not be accepted.

For ease of identification, Technical Submissions must include the RFQ Number and Name in the e-mail subject line.

4. DISADVANTAGED BUSINESS ENTERPRISES

A. General Considerations

Because of the prospective use of federal funds, Maine DOT's Civil Rights Office may, at their option, participate in the committee meetings to advise and monitor Title VI (CRA 1964) and *Disadvantaged Business Enterprise* (DBE) concerns. Selection criteria, including an *Affirmative Action Questionnaire*, schedule of meetings, reports, etc. will be made available to the affirmative officer who will evaluate the adequacy of the *affirmative action*.

B. Certified DBE

MaineDOT Certified Disadvantaged Business Enterprise (DBE) Consultants are encouraged to apply as the prime Consultant for this work. Non-DBE Consultants shall ensure that DBEs have the maximum opportunity to participate in the performance of any project contract in accordance with MaineDOT current requirements for DBE utilization when utilizing Subconsultants. Consultants 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: [MaineDOT Disadvantaged Business Enterprises](#), or by contacting:

**Maine Department of Transportation
Civil Rights Office
16 State House Station
Augusta, ME 04333
Tel#: 207-624-3066
Fax#: 207-624-3021**

5. PROJECT

Projects for the MaineDOT Aviation Department include:

2025 Augusta State Airport Master Plan Update

6. TECHNICAL SUBMISSION PACKAGE

Technical Submissions submitted in response to this RFQ must be formatted to provide all information requested below, in the order presented, in one PDF file:

A. Appendix A - Firm's General Information Form

Responders are to complete all sections in **Appendix A**, which has been included with this RFQ.

B. Responder's Staff Qualifications

Responders are to identify all staff their company will assign to fulfill the contract requirements, including subcontractors, if applicable, and are to describe each staff's role on the project. (i.e. Project Managers, Quality Control personnel, assigned technicians, contact people, subconsultants, etc.). Resumes for each assigned staff must be included and must describe the staff's educational and work experiences, specifically their role on projects similar in nature to the services in this RFQ.

C. Responder's Experience

Responders are to provide three (3) similar projects their firm has completed with their current staff in the last five (5) years. For each project, Responders are to include a brief description of the project, dates of the project, results of the project, and points of contact (client's firm name, physical address, contact name, contact e-mail, and contact telephone number). Points of contact may be contacted to verify results and to inquire as to the client's general level of satisfaction with the Responder's services.

D. Responder's Understanding of, and Proposed Approach to, the Project

- 1) Responders are to demonstrate familiarity with Maine State Airports and its aviation support systems.
- 2) Responders are to demonstrate their capacity to be successful in performing the work required for this project.
- 3) Responders are to present their approach to delivering each project task, milestone, deliverable, etc. as well as the completion of the overall Project. In addition to describing their approach, Responders are to include a timeline covering from initiation to finalization of the Project.

E. Responder's Ability to Control Project Schedule and Costs

- 1) Schedule/Workload/Communication: Responders are to provide a brief outline of their firm's methods of schedule control and ability to handle projected workload. Responders are to discuss their project coordination with MaineDOT. Also describe how the firm will manage its role in this project and how it intends to maintain effective communication for the assignment.
- 2) Methods for controlling costs/quality control and assuring constructability: Responders are to provide a brief outline of the methods used by their firm to control and monitor client costs, control quality, and, if applicable, assure constructability of design plans.

7. TECHNICAL SUBMISSION RATING AND SELECTION PROCESS

- A. Technical Submissions will be reviewed and rated using the Scoring Criteria and Weights stated below in Section 8 of this RFQ.
- B. MaineDOT, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in Technical Submissions received in response to this RFQ.
- C. Contract history with the State of Maine will be considered in the rating process, even if not provided by the Responder. MaineDOT reserves the right to disqualify from consideration any Responder with "Unsatisfactory" or "Below Standard" performance ratings on previous work for MaineDOT, if the MaineDOT determines that such disqualification is in the best interest of the State.

8. TECHNICAL SUBMISSION SCORING CRITERIA AND WEIGHTS

Technical Submissions will be scored on the criteria below, using a 100-point scale. The point values/weights of each criterion are also provided below.

A. Responder's Staff Qualifications (20) Points

B. Responder's Experience (20) Points

C. Responder's Understanding of, and Proposed Approach to, the Project (35) Points

D. Responder's Ability to Control Project Schedule and Costs (25) Points

9. **AWARD**

The “Highest Qualified Responder” is defined as the Responder whose Technical Submissions received the highest score for each anticipated project based on the evaluation criteria stated above. MaineDOT will enter negotiations with the Highest Qualified Responder to finalize a contracts for this project. If MaineDOT is unable to negotiate a satisfactory contract with a Responder, MaineDOT reserves the right to formally terminate negotiations and to enter negotiations with the next most qualified Responder for that particular project, and so forth, until a contract is finalized. MaineDOT also reserves to withdraw any award and not enter into a contract if it is determined to be in the State’s best interest.

10. **COST PROPOSAL**

Following the rating of Technical Submissions, the Highest Qualified Responder for the awarded project will be requested to submit their Cost Proposal within five (5) business days from the date of the request. The Cost Proposal must include the Elements of Supporting Data as outlined in MaineDOT’s Consultant Proposal Instructions utilizing MaineDOT’s Consultant Detailed Cost Proposal Form.

Once received, MaineDOT’s Government Estimate will be compared against the Responder’s Cost Proposal and contract negotiations will begin.

The Respondent’s Cost Proposal must include the following:

[Completed Consultant’s Detailed Cost Proposal Form](#) *(click link to access document)*

- 1) RFQ Number, project location, phase of work, firm name and address and a contact name and e-mail address.
- 2) Direct Labor Expenses/Employee Classifications: The Cost Proposal must include each employee’s direct labor expenses based on their actual rate of pay along with each employee’s respective classification of labor. If using an average rate for a classification, please indicate the employee’s names and classifications on the Appendix A-1 Form.
- 3) Proposed Overhead Rate: The Cost Proposal must reflect a current audited overhead rate. The selected firm must have a current Audited Overhead Report (AOR) to be approved and accepted by MaineDOT’s Office of Audit. If a current AOR is not on file with MaineDOT, one must be provided. If there are changes to an approved overhead rate following contract execution, the firm must submit an updated AOR to MaineDOT’s Office of Audit for approval and acceptance.
- 4) Profit: The proposed profit is based on project specific factors such as degree of risk, relative difficulty of work, size of job, etc., and must fall within the range of 6% - 15%.
- 5) Itemized Direct Non-Salary Expenses (Direct Expenses): Project specific expenses such as printing, tolls, mileage (current mileage rate is \$.54 per mile), postage, Subconsultant costs, etc., that are not included in the Direct Labor, Profit and Overhead.
- 6) Total Proposed Cost: The maximum amount proposed - the sum of all Direct Labor, Overhead, Direct Expenses and Fixed Fee/Profit.

11. **CONTRACT REQUIREMENTS**

The following documents will be requested from the Highest Qualified Responder for the development of the resulting contract following the evaluation and rating process.

A. [Appendix A-1 Form](#) (click link to access document)

This form shall be completed utilizing the proposed Overhead and Profit Rates used to complete the Responder's Detailed Cost Proposal Form. The employee's names and classifications listed are those that will or potentially will be working on the specified project. The employee's rates listed must be actual rates paid to them and shall be supportable via certified payroll. For an Adjustable Burdened Rate payment method, any changes to the Appendix A-1 Form after contract execution shall be sent to the Contract Specialist with supporting documentation prior to any changes in billing. This form must be signed by an authorized financial or payroll representative of the Responder's firm.

B. [Wage Rate Waiver Form](#) (when applicable - click link to access document)

Responders with employee direct labor rates that are greater than MaineDOT's \$87.13 cap must submit their Appendix A-1 Form, accompanied by a Wage Rate Waiver Form to MaineDOT for approval.

C. [Disadvantaged Business Enterprise \(DBE\) Form](#) (click link to access document)

The DBE Form must reflect all Subconsultants used on a specified project; identifying whether they are DBE, WBE or Non-DBE and the percentage of the Subconsultant work that is proposed of the total contract value. The DBE Form shall also reflect whether the Prime Consultant themselves are a DBE.

D. Insurance Certificates

Insurance Certificates (Acord Form) must accompany Cost Proposals. Insurance shall not reference a specific project. Minimum coverages include, but depending on the project may not be limited to the following:

- 1) Professional Liability or Negligent Acts, Errors and Omissions Policy - \$1,000,000 per claim and annual aggregate
- 2) Commercial General Liability, listing MaineDOT as additional insured - \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- 3) Automobile Liability - \$1,000,000 per occurrence
- 4) Worker's Compensation – in accordance with the laws of the State of Maine.
- 5) Excess/Umbrella Liability (if applicable)

E. [Insurance Waiver Form](#) (when applicable)

Responders who do not meet the minimum insurance requirements must submit their Insurance Certificates accompanied by an Insurance Waiver Request Form to MaineDOT for approval.

F. Subconsultant Proposal (when applicable)

If a Subconsultant will be performing work on a project, the Prime Consultant must submit the Subconsultant's Cost Proposal with an itemized cost breakdown as supporting documentation.

If a Subconsultant is performing 25% or more of the value of the contract or modification, additional supporting documentation for the Subconsultant is required, i.e. A-1 Form and Audited Overhead Report.

12. CONTRACT TERM, TYPE, AND PAYMENT METHOD

The anticipated initial contract term shall be for a period of 30 months, commencing upon full execution of the contract. MaineDOT reserves the right to modify the initial contract term, at its sole discretion, as well as awarding additional phases of the Project when it is in the best interest of the State. The contract type, and payment method utilized for this Project, shall be determined following successful contract negotiations.

13. TERMS & CONDITIONS / FUNDING SOURCE / GENERAL INFORMATION

- A. The contract resulting from this RFQ will be governed by the most recent version of MaineDOT's Consultant General Conditions. A copy of the current Consultant General Conditions has been included with this RFQ (See **Appendix B**).
- B. This project will be funded with FAA funds. The Federal Contracting Provisions for this funding source are also contained in the above referenced Consultant General Conditions.
- C. This RFQ does not commit MaineDOT to pay any costs incurred in submitting your Technical Submission, making studies or designs for preparing the Technical Submission or in procuring or sub-contracting for services or supplies related to the Technical Submission.

14. NON-APPROPRIATION

Responder acknowledges that MaineDOT is a governmental entity and that the validity of any contract entered into by the MaineDOT is dependent upon the availability of public funding under the authority of its statutory mandate. Although the issuance of this RFQ manifests MaineDOT's intent to honor its terms and to seek funding to fulfill any contractual obligations arising in connection with it, by law, any such obligations are subject to available budgetary appropriations by the Maine Legislature and, therefore, this agreement does not create any obligation on behalf of MaineDOT in excess of such appropriations. Therefore, notwithstanding any other provision of this RFQ and any contract resulting there from, if at any time the Maine Legislature fails to appropriate, de-appropriates or appropriates insufficient funds to meet the obligations established pursuant thereto, or if for any reason MaineDOT is denied legal authority by the Maine Legislature or the Court system to expend funds appropriated for such purposes, then MaineDOT may terminate any contractual relationship established as a result of this solicitation and shall not be penalized for doing so.

15. FREEDOM OF ACCESS ACT - CONFIDENTIALITY

Interested parties are advised that under Maine's Freedom of Access Act, Title 1 M.R.S.A. Chapter 13 §402 (3), et seq., "Public Records" (as that term is defined in: [Title 1, § 402: Definitions](#)) are available for public inspection and copying once an award notification has been made.

As a general matter, information submitted in response to this RFQ will be considered to be "Public Records", available for public inspection and copying, once an award notification has been made. If, however, a Responder believes that parts of its Technical Submission fall within one or more of the exceptions to the definition of "Public Records" set forth in Title 1 M.R.S.A. Chapter 13 §402(3), that Responder may submit those parts of its Technical Submission, with each page marked "Confidential". Responders must include a non-confidential statement of the basis for Responder's claim that those parts of its Technical Submission fall within one or more of the exceptions to the definition of "Public records". Designating part of a Technical Submission "Confidential" does not, by itself, ensure that those parts of the Technical Submission will remain confidential. Technical Submissions with no sections designated as "Confidential" will be considered public information after award notification and will be released as such when requested.

In the event MaineDOT receives a request to inspect or copy those parts of the Responder's Technical Submission marked confidential, MaineDOT will notify the Responder that such a request has been received. If MaineDOT agrees that the documents so identified fall within one of the exceptions to the definition of "Public Records", MaineDOT will notify the party requesting disclosure ("Requestor") that the documents will be withheld. If MaineDOT determines that the confidential designation submitted is

overbroad, MaineDOT will contact the Responder in an effort to narrow the confidential designation. If the Responder disagrees with MaineDOT's determination of what constitutes public records available for disclosure, the Responder can seek a protective order or other legal remedy under Title 1, § 409. If the Requestor files a legal action to gain access to confidential information withheld under this section, then the Responder must retain counsel and file for a protective order. Responder's failure to join the action and secure a protective order shall constitute a waiver of its claim that the information is confidential. MaineDOT will comply with the order issued by the reviewing court.

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Appendix A - Proposer's General Information Form

1. CONTACT INFORMATION

A. Firm's Name:	B. Firm's Contact (First & Last Name): <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	C. Firm's Contact Title:
D. Firm's Contact E-mail Address:	E. Firm's Contact Office Phone No.:	F. Firm's Contact Cell Phone No.:
G. Firm's Web Address:		H. Firm's President/Managing Officer:

2. CORPORATE INFORMATION

A. Type (select one): <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Minority Owned <input type="checkbox"/> Woman Owned <input type="checkbox"/> Small Business <input type="checkbox"/> S Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation (State of origin): <input type="checkbox"/> Other:	B. Firm's DUNS Number:	E. Does your firm have an Audited Overhead Report dated within the last two (2) years? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the date of your most recent Audited Overhead Report?
	C. Firm's Federal EIN:	
	D. Firm's State of Maine Vendor/Customer No.: <input type="checkbox"/> VC OR <input type="checkbox"/> VS	
F. Is your firm a Disadvantaged Business Enterprise (DBE)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you certified as such by MaineDOT's Civil Rights Office? <input type="checkbox"/> Yes <input type="checkbox"/> No		
G. Is your firm's Corporate Headquarters located in Maine? <input type="checkbox"/> Yes <input type="checkbox"/> No Firm's Corporate Headquarters physical address:		

3. AFFIRMATIVE ACTION

A. Does your firm have a current Equal Employment Opportunity policy and plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	B. Is your firm aware of Equal Employment Opportunity (EEO) responsibilities? <input type="checkbox"/> Yes <input type="checkbox"/> No	C. Is your firm aware of MaineDOT's goals for utilization of DBE firms? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Appendix A - Proposer's General Information Form

4. CERTIFICATION

By submittal of this form, I certify to the best of my knowledge and belief that the firm, its principals, and all subcontractors (if any) named in the Technical Proposal Submission Package:

- A.** Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- B.** Have not, within three years of submitting the proposal for this contract, been convicted of, or had a civil judgment rendered against them for:
 - 1.** Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.
 - 2.** Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification and/or destruction of records, making false statements, or receiving stolen property.
- C.** Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification.
- D.** Have not, within a three-year period preceding this proposal, had one or more Federal, State, or Local government transactions terminated for cause or default.

☐ Check here to agree to the above statement.

By submittal of this form, I certify that I have thoroughly read and understand all information contained in the RFP, including all amendments, addendums, and responses to submitted questions.

☐ Check here to agree to the above statement.

By submittal of this form, I certify that I have reviewed the firm's Technical Proposal Submission Package to ensure all required documents are included.

☐ Check here to agree to agree with the above statement.

By submittal of this form, I certify that all information contained in the firm's Technical Proposal Submission Package are true and accurate and that I am an Authorized Signatory Officer of the Firm.

☐ Check here to agree to the above statement.

By submittal of this form, I certify that the typed name (a) is intended to have the same force as a manual signature, (b) is unique to myself, (c) is capable of verification, (d) is under the sole control of myself, (e) is linked to data in such a manner that it is invalidated if the data are changed. (10 M.R.S.A. §9501 et seq.)

☐ Check here to agree to the above statement.

A. Typed Name of Submitting Authorized Officer:	B. Title:	C. Date: