

REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS AIRPORT PLANNING SERVICES

The Town of Greenville, Maine is seeking to retain the services of a consultant, experienced in the practice of airport planning services in the State of Maine, as a multi-year Airport Consultant.

The Town of Greenville must receive qualification and experience statements no later than 1:00pm on **October 19, 2022**, to be eligible for consideration. Statements shall be emailed, with subject line of “Request for Qualifications for Planning Services at Greenville Municipal Airport.”

E-mail submittals must be addressed to townmanager@greenvilleme.com

- Submittals delivered after the deadline will not be considered.
- All questions shall be directed in writing/email and must be received by October 11, 2022.
- All questions will be answered by the Town Manager and posted on the Town’s website at greenvilleme.com. It will be the proposer’s responsibility to check the referenced website for any new amendments.

I. GENERAL INFORMATION

The Town of Greenville is seeking the services of an Airport Planning 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 Greenville anticipates undertaking.

In order to be considered responsive, a statement shall be emailed to Michael Roy, townmanager@greenvilleme.com no later than **October 19, 2022**. Statements must be limited to 30 pages, including references and resumes of key personnel. Cover letter and table of contents are not included in the 30-page limit. The Subject Line of the email shall read: “Request for Qualifications for Planning Services at the Greenville Municipal Airport.”

The Town of Greenville 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 Greenville to do so.

Selection Schedule:

- Post RFQ.....September 28, 2022
- Question to RFQ Due.....October 11, 2022
- Question Answered.....October 14, 2022
- Proposals DueOctober 19, 2022
- Contract AwardedOctober 19, 2022

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. **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, physical and email 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 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 Town of Greenville one-page resumes shall be included for each of the key individuals. (10%)
- D. **Local Knowledge:** Demonstrate familiarity with the Greenville Municipal Airport and its aviation support systems. (25%)
- E. **Company Background Material:** Pertinent information concerning the background, experience, and reputation of the firm. (10%)
- F. **References:** Submit along with the above information three (3) work related job references. (10%)

IV. PROGRAM BACKGROUND

As required.

V. FUTURE AIRPORT PROJECTS

Only list planning projects. Engineering projects shall be listed on separate RFQ.

VI. CONTRACT AWARD

Any contract entered into by the Town of Greenville 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 Greenville 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:

<https://www.maine.gov/mdot/civilrights/docs/dbe/2022/WeeklyDBEVendorList.pdf>