REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS
AIRPORT PLANNING AND ENGINEERING SERVICES

The CITY OF SANFORD 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 CITY OF SANFORD must receive qualification and experience statements no later than **2:00 p.m. local time on August 24, 2020** 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 Sanford Seacoast Regional Airport.” Electronic submittals will be accepted. Complete packages must be delivered to:

Allison Navia
Airport Manager
9 Presidential Lane
Sanford, Maine 04073
Phone: (207) 324-3172

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to Ms. Allison Navia (e-mail anavia@sanfordmaine.org) and must be received by 2:00 p.m. local time on August 10, 2020. All questions will be answered by 2:00 p.m. local time on August 17, 2020 and posted on the Airport’s website at [https://www.sanfordmaine.org/airport](https://www.sanfordmaine.org/airport). It will be the proposer’s responsibility to check the referenced websites for any new amendments.

I. GENERAL INFORMATION

The CITY OF SANFORD 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 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 CITY OF SANFORD anticipates undertaking.

In order to be considered responsive, seven (7) bound paper copies of the statements or an electronic submission must be submitted to Ms. Allison Navia, Sanford Seacoast Regional Airport, 9 Presidential Lane, Sanford, Maine 04073, no later than 2:00 p.m. on August 26, 2020. 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 Sanford Seacoast Regional Airport.”

The CITY OF SANFORD 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 CITY OF SANFORD to do so.

Selection Schedule:
- Post RFQ......................................................Monday August 3, 2020
- Questions to RFQ Due .........................Monday August 10, 2020 (2 pm)
- Questions Answered ............................Monday August 17, 2020
- Proposals Due ......................................Monday August 24, 2020 (2 pm)
- Interview Dates (if held).......................September 10, 2020
- Award Contract......................................September 2020

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 qualifications, 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 City of Sanford will weigh each section according to the percentages listed.

A. Local Knowledge: demonstrate familiarity with the Sanford Seacoast Regional Airport and its aviation support systems. (30%)

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. (20%)

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. (15%)

D. Key Staff Members: identify the staff client manager and key project managers that will be assigned to work with the City of Sanford; one page resumes shall be included for each of the key individuals. (20%)

E. Company Background Material: pertinent information concerning the background, experience, and reputation of the firm. (5%)

F. References: submit along with the above information three (3) work related job references. (10%)

IV. PROGRAM BACKGROUND

The City of Sanford owns and operates the Sanford Seacoast Regional Airport (KSFM) located in Sanford, Maine. The airport facilities include two (2) paved runways on over 1,100 acres. Runway 7-25 measures 6,389 feet long by 100 feet wide and Runway 14-32 measures 4,999 feet long by 100 feet wide. SFM has five (5) taxiways, one (1) access taxiway and two (2) taxilanes. There are three (3) asphalt aircraft aprons. Designated by the NPIAS as a Reliever airport, there is a significant amount of itinerant traffic including jets. There are over 100 based aircraft. SFM houses ninety-three (93) hangars located on and off airport property at Sanford Seacoast Regional Airport with a waiting list for new hangars. All hangars are privately owned with the exception of the terminal building, which is owned by the municipality. The terminal building houses the Fixed Base Operator, Southern Maine Aviation, and the full service restaurant, Pilots Cove Café. The Fixed Based Operator offers aircraft maintenance and corporate services, airplane flight training and rental, hangars and parking, general pilot supplies and charts, FAA Lasergrade testing, a full motion flight simulator, and scenic flights. In addition, there is
full service Jet A and 100LL available during business hours, plus self-service for Jet A, Avgas, and Mogas at all hours. Life Flight of Maine operates an aeromedical helicopter from SFM, one of three bases in the state. Pine Tree Helicopter operates out of the north hangars and offers rotorcraft flight training, a simulator, scenic tours, aerial photography, and is working on their Part 135 certificate. Sanford Soaring Club offers glider instruction during the summer months. The Airport is also home to the second largest solar farm on an operating airport in the world: Sanford Airport Solar, LLC.

V. FUTURE AIRPORT PROJECTS

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

A. Taxiway “C” Rehabilitation to include Lighting.
B. Apron Rehabilitation.
C. Master Plan Update.
D. Public/ Private Partnerships for future aeronautical developments as demand dictates
E. Maine Department of Environmental Protection permitting projects to facilitate development as demand dictates

The airport’s current FAA & MDOT Capital Improvement Plan (CIP) is included in the table that follows.

<table>
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<th>FFY</th>
<th>Description</th>
<th>Entitlement/Year</th>
<th>Total Project Cost</th>
<th>Entitlement</th>
<th>State Share</th>
<th>Local Share</th>
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<td>2021</td>
<td>Design and Construct Taxiway “C” Rehabilitation to include Lighting</td>
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<td>Design and Construct Apron Rehabilitation</td>
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VI. CONTRACT AWARD
Any contract entered into by the CITY OF SANFORD 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 CITY OF SANFORD 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/mdi/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.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

Tel: (207) 624-3066
Cell: (207) 592-0686
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