

SOLICITATION FOR PROFESSIONAL SERVICES

by

The City of Presque Isle
The Presque Isle International Airport

January 2022

PRESQUE ISLE INTERNATIONAL AIRPORT

SOLICITATION FOR PROFESSIONAL SERVICES

The City of Presque Isle is requesting letters of interest and statements of qualifications from professional aviation planning and engineering firms interested in working on Airport Improvement Projects at the Presque Isle International Airport for a period of up to (5) years.

The airport is currently updating its Master Plan. Therefore the 5 year CIP is subject to change. Listed in the Table 1 below are projects which are being considered for inclusion in the Airport Master plan and has the potential of being completed in the next 5 years.

Services expected of the selected firm are all inclusive, taking each project from its inception through completion. For Federal projects, this means coordination of the initial contract with FAA, creation of all administration necessary for the project's success and all engineering, planning and architectural work for a specific project.

Firms experienced in Airport planning, design and engineering are requested to submit qualifications, including the following information:

- (1) Firm name, addresses and phone numbers of references associated with the previous work experience.
- (2) Location of office(s) from which airport work will be accomplished.
- (3) Previous experience in airport development, including list of completed and current projects of similar nature on which the firm is engineer of record.
- (4) Names and resumes of key personnel who would be assigned to projects.
- (5) Organizational chart of project team.
- (6) Completed application form
- (7) A brief history of the firm (no more than (1) page)
- (8) Form SF-330
- (9) A description of the firm's success in meeting sponsor's Disadvantaged Business Enterprise goals in contracting for consultant services

Ten copies of qualifications must be received no later than 5:00 p.m., on February 18, 2022 in the Airport Director's Office, Presque Isle International Airport, 650 Airport Drive, Suite 11, Presque Isle, Maine 04769. Submittals shall be in a sealed package and clearly marked Professional Services Submittal. A firm will be selected for up to a five year period based on a committee's review of the qualifications submitted and any other relevant considerations.

For additional information please contact Scott Wardwell, Airport Director, at (207) 764-2550.

Table 1: Potential Projects of 5 Year Period

| Project Title | Project Description |
|---|--|
| Pavement Repair | The airport completes a pavement repair project each year. The area of work includes all runways, taxiways and aprons. |
| Pavement Markings | Due to winter ops, the pavement markings need to be redone each year. The area of work includes all rwys, twy and aprons. |
| Passenger Terminal | Our current terminal is a 1950s converted Air Force Fire Station. It is anticipated that over the next five years that a new terminal will be constructed. In addition the expansion of the current passenger terminal apron maybe necessary. |
| Land Acquisition | In an effort protect and improve our approaches to Runways 10-28 and 1-19, it is anticipated that Easements and fee acquisitions will be necessary |
| Obstruction Removal | It is anticipated that obstruction removal projects including tree, earth and structure removal will be required for Runways 10-28 and 1-19. |
| Study and Improvement plan for the approach to Rwy 19 | Currently the approach to Rwy 19 has relatively high minimums. Given that the wind is favoring this approach a high percent of the time, it is anticipated that a full study with recommendations and an implementation plan will be required. |
| Twy for Rwy 10-28 | The airport intends to construct a aerospace research park on airport property just north of Rwy 10-28. To support this effort it is anticipated that a new parallel taxiway will need to be designed and constructed. |
| Apron Reconstruction | The airport intends to construct an aerospace research park on airport property just north of Rwy 10-28. To support this effort it is anticipated that a reconstruction of an existing apron will need to be designed and constructed. |
| Maintenance/SRE/ARFF building expansion | The airport intends to expand its existing ARFF/SRE/Maintenance building. |
| T-Hangar Ramp Expansion | Along Twy A a set of 5-T-hangars was recently constructed. This complex may need to be expanded. To support this effort the apron may need to be expanded. |
| Runway Renumbering | The master plan has identified the need to renumber the rwys. |
| Relocate Twy E | The placement and design of Twy E does not currently meet FAA standards. |
| Reconstruction of the North Hangar ramp | This concrete/pavement ramp is very old and over the next five year period may require a full reconstruction. . |
| Extension of Rwy 19 | This project would include the extension of Rwy 19 by almost 600 feet to the south. |
| Rwy 1-19 Overlay | It is anticipated that an overlay to the existing Rwy 1-19 will be necessary. |

ADDITIONAL INFORMATION

DISADVANTAGED BUSINESS ENTERPRISE COMMITMENT:

It is the policy of the Presque Isle International Airport to provide maximum opportunity for participation of minority and women owned businesses. To ensure implementation of this policy, the City has established a combined 3.59% goal for Disadvantaged Business Enterprises (DBE) on all federally assisted projects. As a prerequisite to the award of any contract, the selected firm will be required to certify and demonstrate that they are making a good faith effort to comply with the above policy as well as all requirements pertaining to equal opportunity, nondiscrimination, and affirmative action.

INSURANCE REQUIREMENTS:

The selected firm shall agree to hold the City harmless from all loss, costs, or damage caused by its acts or those of its agents. Prior to the signing of a contract, the firm shall produce evidence satisfactory to the City that it is adequately covered for Worker's Compensation and that it has in effect, Professional Liability Insurance for errors, omissions, and negligence in an amount satisfactory to the City.

TIME CONSIDERATIONS:

It is the City's desire to complete several of the projects listed in Table 1 as soon as possible. In order to reach these goals, the selected firm will need to conduct extensive planning efforts in securing FAA discretionary funding. Some of the funding sources such as the recently approved Terminal Program are only available for a limited time. Firm needs to work with Airport Staff to maximize the availability of funding.

SOLICITATION CONTENT:

Information requested by this solicitation is not intended to be limiting or inclusive. Supplementary material, such as brochures, etc., may be included along with a firm's direct responses to this solicitation. Additionally; information presented in this solicitation is illustrative only and not intended to represent a complete listing.

SELECTION OF A FIRM:

A firm will be evaluated by a selection committee based on a number of criteria including; integrity, record of past performance, project team qualifications, extent of related experience, technical resources, ability to perform, knowledge of local environments, airport/industrial park experience, knowledge of AIP program and accessibility. Presque Isle International Airport is Part 139, Primary Airport. The Firm and the Project Team, including construction monitoring personnel, need to have extensive experience working at similar classified airports. A firm will be selected, subject to negotiation of a fair and reasonable price.

NOTE: The following SCOPE OF SERVICES is for a single project only and serves as an illustration of the depth and breath of the services required of any project. The particular project outlined in the SCOPE OF SERVICES may or may not be undertaken in the 5 year period.

SCOPE OF SERVICES

RUNWAY 10-28 TAXIWAY CONSTRUCTION

PRESQUE ISLE INTERNATIONAL AIRPORT

The consultant will provide the required professional services to design the construction of a parallel taxiway located just north of Rwy 10-28. This work will be performed and constructed under a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant to the airport.

The Taxiway will be constructed of bitumous pavement. The abutting portion of the proposed aerospace research park ramp will be constructed of bitumous pavement with a concrete hard stands. The project shall also include the design and construction of the taxiway edge lighting and signage. It is anticipated that new feed cable from the electrical vault to the newly constructed Taxiway will be necessary. In the electrical vault an additional transformer will be need to be sized and installed. Extensive drainage system design is expected.

Professional services to be provided by the consultant will include civil, electrical and structural, and geotechnical engineering services required to accomplish the following items:

PHASE 1 - PRELIMINARY DESIGN

The preliminary design phase is intended to identify and evaluate alternatives to assure cost effective and practical solutions for the work items identified. The consultant will complete its evaluation of alternatives through contacts with local authorities (including Airport Director and Maintenance Foreman) and review of the preapplication, field investigations, and a practical design approach. The design will take advantage of local knowledge and experience and utilize expertise from recent construction projects to design a cost-effective project and ensure competitive construction bids.

Activities include:

- a) Coordinate with airport operations and the airlines to minimize impacts in day-to-day operations of the airlines and air cargo lines. Also coordinate with facilities and maintenance and fire department.
- b) Prepare a preliminary estimate of probable construction costs and schematic design for each element of the project.
- c) Provide all geotechnical investigation and analysis and pavement and other nondestructive testing and analysis required for the design.
- d) Acquire necessary Survey Information. Some survey work has already been completed. A review of the information shall be completed and the need for additional survey work will be determined.

- e) Prepare an overall construction phasing plan in order to maximize project constructability and minimize interference with airport operations. The consultant's phasing plan must take into account other airport construction projects.
- f) Determine aircraft usage through coordination with Airport staff and information (Master Plan) furnished by the sponsor. Design the pavements to meet the anticipated aircraft traffic.

PHASE 2 - ENGINEERING PHASE ACTIVITIES

- a) Evaluate local conditions.
 - 1. Evaluate local material suppliers, sources, and capabilities.
 - 2. Evaluate drainage alternatives.
 - 3. Review electrical lighting layouts and determine system relocation capacities.
- b) Review and evaluate project layout.
 - 1. Verify master plan dimensions and data.
 - 2. Review findings and recommendations with airport personnel.
- c) Complete a soils investigation, soils report, and recommendations including:
 - 1. Field Exploration.
 - i. Conduct test pit explorations.
 - 2. Laboratory Testing.
 - i. Perform laboratory index and strength tests.
- d) Complete necessary topography and site surveying, including establishment of project control points.
- e) Complete pavement section alternatives analysis and provide recommendations including:
 - 1. Conduct an initial cost analysis, life-cycle cost analysis, and analysis of locally available resources for up to three alternatives.
 - 2. Strategize bidding procedures and pavement section alternatives to provide a basis for competitive bidding.
- f) Complete preliminary plan and profile design for the taxiway and adjacent research park ramp.
- g) Complete preliminary runway lighting, signing, and system circuitry layout.
- h) Provide recommendations for construction phasing to the sponsor for their review.
- i) Complete estimates of probable construction costs for the recommended alternatives.
- j) Provide two sets of review documents for Airport Staff. Provide additional sets as required for oversight agencies such as FAA and Maine Department of Environmental Protection.
- k) Complete the preliminary design report including:
 - 1. Geotechnical investigation.
 - 2. Topographical survey.
 - 3. Preliminary plans.
 - 4. Pavement section design and analysis.
 - 5. Drainage design analysis.
 - 6. Estimates of probable construction costs.
 - 7. Final summary and recommendations.
 - 8. Phasing and scheduling recommendations.
- l) Solicit comments on preliminary design from airport personnel and the FAA.

PHASE 3 - FINAL DESIGN

In the decision phase, the consultant will provide well-defined construction requirements, with selected bid alternatives as appropriate to provide a basis for competitive construction bids. Construction schedules will be closely coordinated to assure the best possible weather conditions and the least possible interference with airport operations. Assist the airport with the advertisement, notification of local airport users, and generally complete the final construction contract documents for the project. The following outline describes in greater detail the tasks and products.

- a) Incorporate preliminary design comments and respond as necessary to requests for additional information. The incorporation of the comments and the timely response for additional information from Airport Staff is essential to the successful competition of the final design phase. The Airport Staff is the best suited to determine operational impacts of design decisions. Due to the challenging operational and financial environment that the Presque Isle International Airport operates in, unique approaches to the design of the infrastructure is necessary.
- b) Provide final design drawings, specifications, and final estimate of probable construction costs and schedule for the project.
- c) Provide Engineering Report.
- d) Develop specifications using Advisory Circular 150/5370-10, *Standards for Specifying Construction of Airports*, as amended, and utilize standard provisions supplied by the sponsor.
- e) Develop a safety plan in accordance with AC 150/5370-2, *Operational Safety on Airports During Construction*. As the Presque Isle International Airport is an un-towered field while still required to adhere to Part 139 safety standards, a higher level of planning is necessary to ensure the safe operation of the facility.
- f) Design all improvements in accordance with FAA standards and guidelines and in accordance with the Airport Certification Manual.
- g) Coordinate the design of the project with existing and ultimate grades established at adjacent areas.
- h) Provide for all required design of utilities and services within the area defined in the preliminary design.
- i) Complete final quantity calculations.
- j) Solicit sponsor and FAA review and approval.
- k) Provide necessary sets of contract documents.
- l) Assist airport with advertising and interpretation of project requirements.
- m) Assist airport with preparation of the FAA application.
- n) Provide review of all submittal and shop drawings during construction.
- o) Provide technical assistance and recommendations to the sponsor during construction.
- p) Prepare all necessary documents required to meet the current Disadvantage Business Enterprise program requirements.

PHASE 4 - CONSTRUCTION SERVICES

During the construction phase of the project, the consultant will assist the sponsor to monitor and document progress for quality and cost. Review consultant payment requests, complete necessary quality control testing, establish necessary survey control, continually inform the sponsor on project progress and problems, conduct the final project inspection, and complete the associated certification.

ACTIVITIES

- a) Assist with prebid conference and bid opening. Issue addenda, prepare an abstract of bids, and make recommendations for award.
- b) Assist in award notification to successful bidder and notify and return bid bonds to the unsuccessful bidders.
- c) Solicit and review bonds, insurance certificates, construction schedules, etc.
- d) Conduct preconstruction conference.
- e) Complete construction staking, provide horizontal and vertical control.
- f) Provide resident project representative to monitor and document construction progress, confirm conformance with schedules, plans and specifications, measure and document construction pay quantities, document significant conversations or situations, document input or visits by local authorities, etc.
- g) Prepare change orders and supplemental agreement, if required.
- h) Prepare and submit inspection reports.
- i) Prepare and confirm monthly payment request.
- j) Conduct necessary quality control testing.
- k) Conduct and document periodic wage rate interviews.
- l) Conduct a final project inspection with airport personnel, the FAA, and the consultant.
- m) Prepare as-constructed drawings and the final project from information furnished by the consultant.

APPLICATION
to
PROFESSIONAL SERVICES REVIEW COMMITTEE

NAME OF FIRM: _____

ADDRESS: _____

FEDERAL I.D. NO.: _____

PROPRIETORSHIP _____ PARTNERSHIP _____ CORPORATION _____

MINORITY OR DISADVANTAGE BUSINESS _____

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NAME OF PRINCIPAL TO CONTACT: _____

TITLE: _____ TELEPHONE: (____) _____

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PRINCIPAL BUSINESS OF THIS FIRM AND PRINCIPAL SPECIALIZATION:

=====

PROFESSIONAL LIABILITY INSURANCE:

| Name of Company | Aggregate Amount | Policy # | Expiration |
|-----------------|------------------|----------|------------|
|-----------------|------------------|----------|------------|

=====

NAMES AND TITLES OF ALL PARTNERS OR DIRECTORS:

| Name | % Stock | Discipline |
|------|---------|------------|
|------|---------|------------|

KEY PERSONS, SPECIALISTS AND INDIVIDUALS IN FIRM TO BE ASSIGNED TO THESE PROJECTS:

| Name and Title | Discipline / Project Role |
|----------------|---------------------------|
| | |

FULL TIME PERSONNEL IN YOUR FIRM'S OFFICE BY DISCIPLINE:

| | | | |
|------------------------|-------|------------------------|-------|
| Administrative | _____ | Planners | _____ |
| Architectural | _____ | Structural Engineering | _____ |
| Civil Engineering | _____ | Surveyors | _____ |
| Electrical Engineering | _____ | Transportation Engin. | _____ |
| Environmental Engin. | _____ | Draftsmen | _____ |
| Interior Designing | _____ | Other | _____ |
| Mechanical Engineering | _____ | Total Personnel | _____ |

RECENT PROJECTS BEST ILLUSTRATING CURRENT QUALIFICATIONS FOR THESE PROJECTS:

| Location and Description | Project | Cost / Fee | Year Completed |
|--------------------------|---------|------------|----------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

PROJECT REFERENCES AND PHONE NUMBERS:

| Project | Name and Title | Telephone Number |
|---------|----------------|------------------|
| 1. | _____ | () _____ |
| 2. | _____ | () _____ |
| 3. | _____ | () _____ |
| 4. | _____ | () _____ |

FINANCIAL INSTITUTIONS WHICH CAN PROVIDE CREDIT REFERENCES

| Name | Address | Contact | Telephone |
|------|---------|---------|-----------|
|------|---------|---------|-----------|

INDICATE YOUR FIRMS EXPERIENCE WITH THE FEDERAL AVIATION ADMINISTRATION'S – AIRPORT IMPROVEMENT PROGRAM, AND COMMENT ON THE FIRMS WORKING RELATIONSHIP WITH THE NEW ENGLAND REGION: _____

INDICATE ANY CONCERNS OR EXPECTATIONS THAT YOU MAY HAVE, AS YOU CONTEMPLATE A WORKING RELATIONSHIP WITH THE NORTHERN MAINE REGIONAL AIRPORT: _____

INFORMATION SUBMITTED AND ATTESTED TO BY:

Printed Name and Title: _____

Signature: _____

Date: _____

EVALUATION CRITERIA

| FIRM: | | | | | | |
|--|-----|-----|-----|-----|----|-----|
| PROPOSAL REVIEW CRITERIA: | 0.2 | 0.5 | 0.8 | 1.0 | Wt | Ttl |
| Team Experience on Similar Projects | | | | | 15 | |
| Experience with FAA (AIP) | | | | | 15 | |
| Demonstrated Capability (Full Range) | | | | | 15 | |
| Technical Resources (In House) | | | | | 15 | |
| Team Experience at Part 139 Primary ARPTs | | | | | 10 | |
| Experience with Environmental Permitting | | | | | 10 | |
| Project Management Approach | | | | | 10 | |
| Presentation of Proposal | | | | | 10 | |
| Airport/Industrial Park Experience | | | | | 05 | |
| Accessibility to PQI | | | | | 05 | |
| | | | | | | |
| | | | | | | |
| INTERVIEW CRITERIA: | | | | | | |
| Comprehension of AIP Program | | | | | 15 | |
| Apparent Knowledge of Airport Issues | | | | | 15 | |
| Comprehension of City's Needs | | | | | 15 | |
| Awareness of Potential Problems | | | | | 10 | |
| Project Priority (Current Workload) | | | | | 10 | |
| Cost Control Methods | | | | | 10 | |
| Affirmative Action Program | | | | | 05 | |
| Energy Conservation Ideas | | | | | 05 | |
| | | | | | | |
| | | | | | | |
| REFERENCE CRITERIA: | | | | | | |
| Change Order History | | | | | - | |
| Ability to Meet Schedule & Deadline | | | | | - | |
| Performance of Meeting Budget | | | | | - | |
| Professional Integrity & Reputation | | | | | - | |
| Customer Satisfaction | | | | | - | |
| | | | | | | |
| TOTAL: | | | | | | |
| SCORING KEY: 0.2 = Marginal, 0.5 = Acceptable, 0.8 = Exceeds Acceptable, 1 = Outstanding | | | | | | |