

Request For Qualifications **AIRPORT ENGINEERING SERVICES**

RFQ # *EPM-ATP*

The City of Eastport is seeking to retain the services of a consultant, or consultants, experienced in the practice of airport engineering services in the State of Maine, for the projects identified in this RFQ.

1. RFQ COORDINATOR

All contact with the City of Eastport 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: Chris Krohn
Title: Chair – Eastport Airport Advisory Committee
E-mail: epm.airport@gmail.com

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 in the e-mail subject line.

The deadline to submit questions and/or requests is **5:00 p.m. ET on Tuesday, April 9th, 2024**. Requests received after this deadline will not be accepted. Responses to questions and clarification requests will be placed on the City of Eastport website no later than close of business on Friday, April 12th, 2024. The City of Eastport 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: Wednesday, April 17th, 2024
Local Time: 5:00 p.m. ET

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. The City of Eastport, at its sole discretion, reserves the right to extend or modify the submission due date.

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

4. DISADVANTAGED BUSINESS ENTERPRISES

A. General Considerations

Because of the prospective use of federal funds, the City of Eastport 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. ANTICIPATED PROJECT

2024 ATP Terminal Grant

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 - Proposer's General Information Form:

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

B. Proposer's Staff Qualifications:

Proposers 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. Proposer' Experience:

Proposers are to provide five (5) similar projects their firm has completed with their current staff in the last five (5) years. For each project, Proposers 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 Proposer's services.

Proposers shall identify all conflicts with clients in the past five (5) years which were not resolved to the satisfaction of the client within one (1) month of initial conflict. For each project conflict identified in response to the previous question, Proposers are to include a brief description of the conflict, length of time conflict remained unresolved, ultimate resolution to the conflict, 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 of conflict resolution.

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

- 1) Proposers are to demonstrate familiarity with Maine State Airports and its aviation support systems.
- 2) Proposers are to demonstrate their capacity to be successful in performing the work required for this project.
- 3) Proposers 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, Proposers are to include a timeline covering from initiation to finalization of the Project.

E. Proposer's Ability to Control Project Schedule and Costs:

- 1) Schedule/Workload/Communication: Proposers are to provide a brief outline of their firm's methods of schedule control and ability to handle projected workload. Proposers are to discuss their project coordination with the Sponsor/ MaineDOT/FAA. 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: Proposers 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 PROPOSAL RATING AND SELECTION PROCESS:

- A. Technical Proposals will be reviewed and rated using the Scoring Criteria and Weights stated below in Section 8 of this RFQ. The City of Eastport, at its sole discretion, reserves the right to modify the Scoring Criteria in any way and at any time during the selection process.
- B. The City of Eastport, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in Technical Proposals received in response to this RFQ.
- C. This is a Qualifications Based Selection (QBS) process. Therefore, costs will not be considered in the scoring process. Technical Proposals submitted in response to this RFQ are not to include any information regarding costs. Inclusion of cost information will result in the disqualification of that Technical Proposal from award consideration.
- D. Contract history with the City of Eastport will be considered in the rating process, even if not provided by the Proposer. The City of Eastport reserves the right to disqualify from consideration any Proposer with "Unsatisfactory" or "Below Standard" performance ratings on previous work for the City of Eastport, if the City of Eastport determines that such disqualification is in the best interest of the City of Eastport.

8. TECHNICAL PROPOSAL SCORING CRITERIA AND WEIGHTS:

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

- A. Proposer's Staff Qualifications (25) Points**
- B. Proposer's Experience (25) Points**
- C. Proposer's Understanding of, and Proposed Approach to the Project (35) Points**
- D. Proposer's Ability to Control Project Schedule and Costs (15) Points**

9. AWARD:

It is the intent of the City of Eastport to make one award, to the Highest Qualified Proposer, as a result of this RFQ process. However, the City of Eastport reserves the right to make multiple awards, or to make no award at all if it is determined to be in the best interest of the City of Eastport.

The "Highest Qualified Proposer" is defined as the Proposer whose Technical Proposal received the highest score based on the evaluation criteria stated above. In the event of a tie score, the City of Eastport reserves the right to utilize subjective criteria, at its sole discretion, to determine the winner between the Highest Qualified Proposers. The City of Eastport will enter negotiations with the Highest Qualified Proposer to finalize the contract for this project. If the City of Eastport is unable to negotiate a satisfactory contract with that Proposer, the City of Eastport reserves the right to formally terminate negotiations and to enter negotiations with the next highest ranked qualified Proposer, and so forth, until a contract is finalized. The City of Eastport also reserves the right to withdraw any award and not enter into a contract if it is determined to be in best interest of the City of Eastport.

10. COST PROPOSAL:

Following the rating of Technical Proposals, the Highest Qualified Proposer (#1 ranked firm) will be requested to submit their Cost Proposal within ten (10) business days from the date of the request.

Once received, the City of Eastport reserves the right to utilize an Independent Fee Estimate (IFE) to be compared against the first ranked firm's Cost Proposal and contract negotiations will begin.

The Respondent's Cost Proposal must include the following:

- 1) RFQ Number:** Project name, firm name and address as well as a primary 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 the City of Eastport. If a current AOR is not on file, one must be provided. If there are changes to an approved overhead rate following contract execution, the firm must submit an updated AOR to the City of Eastport 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 should fall within a range of 6% - 10%.

5) Itemized Direct Non-Salary Expenses (Direct Expenses): Project specific expenses such as printing, tolls, mileage (current mileage rate is \$.46 per mile), postage, Subconsultant costs, etc., that are not included in the Direct Labor, Profit and Overhead breakout.

6) Total Proposed Cost: The maximum amount proposed - the sum of all Direct Labor, Overhead, Direct Expenses and Fixed Fee/Profit.

11. CONTRACT TERM, TYPE, AND PAYMENT METHOD:

The anticipated initial contract term shall be for a period of eighteen (18) months, commencing upon full execution of the contract. The City of Eastport 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 sponsor. The contract type, and payment method utilized for this Project, shall be determined following successful contract negotiations.

12. TERMS & CONDITIONS / FUNDING SOURCE / GENERAL INFORMATION:

- A.** The contract resulting from this RFQ will be governed by the most recent version of the City of Eastport Consultant General Conditions. A copy of the MaineDOT current Consultant General Conditions can be accessed for reference at the following website:
<https://www.maine.gov/mdot/cpo/doingbusiness/>
- B.** This project will be partially 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 the City of Eastport to pay any costs incurred in submitting your Technical Proposal, making studies or designs for preparing the Technical Proposal or in procuring or sub-contracting for services or supplies related to the Technical Proposal.

Appendix A - Firm's General Information Form

RFQ# _____

1. CONTACT INFORMATION:

A. Firm's Name:	B. Firm's Contact (First & Last Name): <input type="checkbox"/> <input type="checkbox"/>	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 UEI 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.:	
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 - Firm's General Information Form

RFQ# _____

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 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 RFQ, 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 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 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:

APPENDIX A-1

**FIXED COMMERCIAL RATES FOR
CONSULTANT FIRM NAME**

Project Location: _____

<u>Name & Classification / Title</u>	<u>Hourly Rate</u>

Overnight Status

When the project requires overnight status with prior approval by MaineDOT, lodging and per diem will be billed using the Federal GSA rates, and mileage within the State of Maine will be billed at .46 cents per mile.

Miscellaneous Charges

Direct Expenses will be billed at actual cost with no markups.

CONSULTANT FIRM NAME

By: _____

(Date)

I certify that the foregoing signature is true and accurate, and if electronic, I further certify that it (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, and (e) is linked to data in such a manner that it is invalidated if the data are changed. 10 M.R.S.A. §9502, et seq.