



**TOWN OF HOULTON**  
**21 WATER STREET**  
**HOULTON, MAINE 04730**

PHONE: 207-532-7111

FAX: 207-532-1304

**REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS**

**AIRPORT PLANNING AND ENGINEERING SERVICES**

The Town of Houlton, Maine 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 Consultant.

The Town of Houlton must receive qualifications and experience statements no later than **2:00 PM on Friday, December 17, 2021** to be eligible for consideration. Each statement shall be submitted in a sealed envelope, clearly marked "Request for Qualifications for Engineering Services at the Houlton International Airport".

All statements received will be considered and not available for public review until after a consulting firm has been selected.

For additional information, interested firms should contact the following:

Marian L. Anderson, Town Manager  
Town of Houlton  
21 Water Street  
Houlton, Maine 04730  
(207) 532-7111  
(207) 532-1304 (Fax)  
[town.manager@houlton-maine.com](mailto:town.manager@houlton-maine.com)

## **REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS AIRPORT PLANNING AND ENGINEERING SERVICES**

The Town of Houlton 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 Town of Houlton must receive qualification and experience statements no later than **2:00 p.m. local time, Friday, December 17, 2021**, 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 Houlton International Airport." E-mailed or faxed submittals will be considered as unresponsive. Complete packages must be delivered to:

Marian L. Anderson, Town Manager  
Town of Houlton  
21 Water Street  
Houlton, ME 04730  
Phone: (207) 532-7111

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to the above office (e-mail [town.manager@houlton-maine.com](mailto:town.manager@houlton-maine.com)) and must be received by 2:00 p.m. local time, December 3, 2021. All questions will be answered by 2:00 p.m. local time, December 10, 2021, and posted to the Town's website at [www.houlton-maine.com](http://www.houlton-maine.com). It will be the proposer's responsibility to check the referenced website for any new amendments.

### **1. GENERAL INFORMATION**

The Town of Houlton 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 qualification and experience in projects similar to those which the Town of Houlton anticipates undertaking.

In order to be considered responsive, seven (7) bound paper copies of the statements must be submitted to the Town Manager at the address listed above no later than **2:00 p.m. local time, Friday, December 17, 2021**.

Statements must be limited to 30 pages (30 single sided, or 15 double sided), size 12 point font including references and resumes of any key personnel. Statements shall be submitted in a

single sealed envelope/package, clearly marked "Request for Qualification for Engineering Services at the Houlton International Airport."

The Town of Houlton 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 Houlton to do so.

Selection Schedule:

→ Post RFQ.....	November 22, 2021
→ Question to RFQ Due .....	December 3, 2021 (2 p.m.)
→ Question Answered.....	December 10, 2021 (2 p.m.)
→ Proposals Due .....	December 17, 2021 (2 p.m.)
→ Interview Dates (if held).....	December 20-23, 2021
→ Award Contract.....	January 2022

## 2. 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; and,
- D) Have a demonstrated satisfactory record of performance.

## 3. 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 unresponsive proposals. In rating the proposals, the Town will weight 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 five (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. (40%)
- 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 Planning and Engineering Advisory 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 Houlton; one page resumes shall be included for each of the key individuals. (20%)
- D) **Company Background Material:** Pertinent information concerning the background, experience, and reputation of the firm. (10%)
- E) **Local Knowledge:** Demonstrate familiarity with the Houlton International Airport and its aviation support systems. (5%)
- F) **References:** Submit along with the above information three (3) work related job references. (5%)

#### 4. PROGRAM BACKGROUND

The Houlton International Airport is owned by and operated by the Town of Houlton. The airport facilities include two paved runways. Runway 5/23 measures 5,015' long by 100' wide, and Runway 01/19 measures 2,700' long by 60' wide. Houlton International Airport has one (1) full length taxiway and one (1) stub taxiway serving the main runway, one (1) connecting taxiway to the crosswind runway, one very large aircraft parking apron, public and privately owned aircraft hangars, utilities and navigational aids that support aviation activity. The aprons have nine tie downs for smaller aircraft and sufficient space for a number of large aircraft. In addition, there is full service Jet-A and 100LL available. Beal's Aircraft is based at Houlton International Airport. Airport property currently consists of approximately 1615 acres. The airport lies within the Town of Houlton in Aroostook County, Maine and has an elevation of 490' above sea level.

#### 5. FUTURE AIRPORT PROJECTS

Anticipated future projects for the Houlton International Airport may include, but are not limited to:

- A) SRE (Snow Blower)
- B) Pavement Markings
- C) Design & Construct Taxilane for Hangars
- D) Replace Runway 23 PAPI & REIL
- E) Misc. Paving Projects
- F) Land Acquisition
- G) Fuel Farm replacement

In addition, the Airport's current Capital Improvement Plan (CIP) is included in the table that follows:

Year	Description	ent/year	Total Project Costs	Entitlement	State Share	Town Share
		150,000				
2022	SRE (Snow Blower)	300,000	400,000	300,000	20,000	20,000
2023	SRE (Snow Blower) - multiyear	150,000	100,000	90,000	5,000	5,000
2024		210,000		0	-	-
2025	Pavement Markings	360,000	150,000	135,000	7,500	7,500
2026	Design & Construct Taxilane for hangars	375,000	375,000	337,500	18,750	18,750

## 6. CONTRACT AWARD

Any contract entered into by the Town of Houlton shall be in response to the proposal and subsequent discussions. The award shall be based on the criteria described herein.

## 7. INDEMNIFICATION AND INSURANCE

The successful Consultant selected shall agree to indemnify and hold the Town of Houlton harmless from claims, demands, suits, causes of action and judgements 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/>

## 8. 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 MaineDOT website, "Certified Disadvantaged and Women Business Enterprise" directory available at:

<http://www.maine.gov/mdot/civilrights/dbe>, or by contacting:

**Sherry Y. Tompkins,**  
Disadvantaged Business Enterprises  
Program Administrator  
Maine Department of Transportation  
Civil Rights Office  
16 State House Station  
August, Maine 04333-0016

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