



REQUEST FOR QUALIFICATIONS
AIRPORT PLANNING SERVICES
Auburn-Lewiston Municipal Airport (LEW)
Airport Master Plan Update Program

INTRODUCTION:

The Board of Directors for the Auburn-Lewiston Municipal Airport (LEW) is seeking a qualified consulting firm/team to provide professional airport planning services for all phases of development of an Airport Master Plan, following the guidance of the Federal Aviation Administration (FAA) AC 150/5100-14 Architectural, Environmental planning and permitting, Aviation engineering, and financial planning for general aviation and commercial service airports.

LEW is a 627-acre Reliever Airport with two intersecting runways that primarily serves the General Aviation community. LEW has a dedicated airport terminal which is designed to accommodate charter and commercial air travel. The Board of Directors is looking to expand the aeronautical use of the airport property to draw more based aircraft and establish regular scheduled air carrier service to the airport.

The Board of Directors is seeking a qualified firm to provide services of Master Plan development including aviation planning, environmental planning/assessments and permitting, aviation engineering, and financial planning for general aviation airports beginning October 2022.

PROJECT BACKGROUND AND DESCRIPTION

Indications of significant regional change related to the aeronautical industry are occurring in the Southeast Maine region which will have an impact on the Auburn-Lewiston Municipal Airport (LEW). The airport is in a commercial park designated as a Trade Free Zone and has several commercial businesses that are in the vicinity of the airport's operating environment. Businesses in the immediate area are Proctor & Gamble, United Parcel Service, and Tambrands, Inc., and others. Typical indicators such as the decline in impacts of the COVID pandemic has influenced the increased number of operations at LEW over the 2021 – 2022 timeframe. These changing dynamics are resulting in challenges requiring a comprehensive approach to planning for future airside and landside development scenarios and operational changes.

The airport terminal building is designed to offer commercial and charter service and is poised to support commercial air carrier service. The Master Plan study will involve improving the airport customer experience on the airside and land side operations.

With expectations of potential commercial and charter services being offered at LEW, along with an increase in based and itinerant aircraft operations, the airport will need to factor in anticipated aircraft configurations, their impact on existing facilities, along with alternatives to accommodate their use, if applicable – the Airport Master Plan's environmental assessment of Runway 4-22 extension will include a Part-150 Noise Study and Environmental Assessment to ensure the plan for airport is respectful of the existing neighboring community. The Noise Study will include local community input and educate realtors in the effects the airport noise and provide the public with a noise exposure map.

The Airport Master Plan project will examine the integration of the Auburn intermodal facility and future ground transportation operations and facilities needed to adapt and accommodate the various capacity/logistical issues associated with traditional and app-based transportation modes of transportation, public parking, employee parking, and rental car activity growth. The Airport Master Plan will include municipal public transportation providers to develop a commuter bus stop on airport property which will allow local residents access to the airport.

The existing airport property, within the Airport Operating Area, will be evaluated for the addition of nesting hangars for larger corporate jet aircraft and T-Hangars for private aircraft. The hangars will satisfy the demand for seasonal and monthly aircraft storage and ultimately increase the number of based aircraft at LEW.

The Airport's Master Plan will carve out space for private and contract maintenance business owners to operate Aircraft & Power Plant facilities and plans for aircraft storage when in the maintenance queue.

The LEW Airport provides an ideal business environment for the aircraft maintenance industry, resulting in the expansion of an existing MRO facility. The existing Maintenance Repair and Overhaul (MRO) Lease with Elite Airways is favorable to the community in terms of economic growth and lends credence to the fact the airport is ready to extend Runway 4-22 an additional 900 feet to accommodate the larger commercial service aircraft which will use LEW as a maintenance base and conduct commercial and charter passenger service. During the Airport Master Plan development process, staff will continue to evaluate commercial opportunities as they arise, and approved opportunities will be incorporated into the master plan study.

The Airport Master Plan study will proceed in a phased approach whereby items identified in the inventory and subsequent gap analysis may or may not lead to further study depending on the feasibility (practical and/or economical) of identified issues. The Airport Master Plan project will address short, medium and long-range facility requirements. All solutions will require phasing alternatives with clearly defined triggers and should be comprehensive, efficient, flexible, and supported by a financial plan demonstrating cost-efficiency.

LEW is an optimal place for Part 61 and 141 flight instruction and Part 65 aircraft maintenance learning center. The Airport Master Plan project will work with local educational institutions and State universities to determine the need for a billeting structure to accommodate students and instructors who attend seasonal flight instruction seminars, as well as provide an optimal location for Civil Air Patrol (CAP) national and regional events. This project will solicit data, for accommodation needs and funding from interested parties.

SELECTION AND FUNDING OF RFQ:

The successful respondent firm will be selected based on desired qualifications as outlined herein. Fee information will not be considered during the selection process.

It is anticipated that this work will be accomplished in part with funds from the FAA, State, other grants, and local funds. Since it is anticipated that these projects will be partially funded by federal grants, professional consultant services rendered for these projects must conform to all applicable requirements of the FAA, as well as those of the State. This project is solely contingent upon the availability of federal funds.

ISSUING PARTY:

Board of Directors for the Auburn-Lewiston Municipal Airport
Attn: James H. Scheller, C.M., Airport Manager
80 Airport Drive
Auburn, ME 04210

Direct all inquiries or requests for clarification to:

James H. Scheller, C.M.
(207) 786-0631
manager@flytomaine.com

SCOPE OF WORK:

The selected consultant must be able to undertake the FAA Master Plan Update process. The final product will be an adopted Airport Master Plan, Airport Layout Plan, and other associated documents satisfactory to the FAA, State of Maine Department of Transportation-Aviation Division, and to the Airport Board of Directors. The Consultant will follow the guidance in FAA AC 150/5070-6B Change 2 "Airport Master Plans" (or most current version) in the preparation of the Airport Master Plan.

TASKS:

Task areas which will be required, at a minimum:

1. Airport Master Planning
2. Public involvement program
3. Existing conditions
4. Environmental considerations
5. Aviation forecasts
6. Facility requirements
7. Alternatives for development and evaluation
8. Airport Layout Plan (ALP) drawing set.
9. Facilities implementation plan
10. Financial feasibility analysis
11. Land Use Planning, which will include a flyby digital rendering.
12. Implementation of Airport Geographic Information Systems (AGIS)
13. Airport Improvement Program (AIP) Grant Application and Reporting
14. Replacing, refurbishing, and relocating airport perimeter fencing
15. Establishing a Physical Access Control System (PACS)
16. Extend Runway 4-22 an additional 900 feet.
17. Develop the 5-years Capital Improvement Projects and prepare submission to the FAA and MDOT for grant funding.
18. Develop airport property to address the need for a student dormitory and classroom
19. Prepare and conduct an Environmental Assessment of areas to be developed.
20. Assess terminal building to expand the passenger and administrative office capacity.
21. Develop the Airport Certification Manual to comply with Part-139 certification.

SELECTION PROCESS:

The selection committee will consist of at least five members to include:

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- Joseph Morin, member of Auburn City Council
- Robert McCarthy, member of Lewiston City Council
- Brian Picard Airport Board Member (Non-Pilot)
- Marc Blais, Airport Board Member (Pilot)
- James H. Scheller, C.M., Airport Manager

The results of the selection process are at the sole and absolute discretion of the Airport Board of Directors and its Selection Committee which may accept or reject any or all Statements of Qualification (SOQ) submitted.

1. The Selection Committee will evaluate each submitted SOQ and select three finalist firms for an interview. Firms not selected for interview will be notified.
2. Upon completion of interviews the Selection Committee will rank the three finalist firms and notify them of their ranking position.
3. After the selection and ranking process is complete, the Airport Board will then attempt to negotiate a satisfactory contract with the highest-ranked firm. If the parties are unable to reach an agreement, the appointed Airport Board member will then formally notify the highest-ranking firm that the Airport Board will no longer seek to enter into an agreement with them and that the Airport Board will commence negotiation with the next-ranked firms in the same manner until it has reached a satisfactory agreement, at which time it will notify any remaining finalist(s).

STATEMENT REQUIREMENTS:

The Statement of Qualifications shall be limited to a maximum of 25 pages (12-point minimum font size) including all cover letters, tables of contents, resumes or any pre-printed or other promotional material included with the SOQ, whether bound or unbound. Pages left blank or dividers shall not be included in the page count. Interested firms are to submit six (6) complete copies of the Statements of Qualifications. Statement documents should be clearly marked on the outside of the envelope with "AMP SOQ". ***"Hard copies" only will be accepted, email or digital versions will not be deemed responsive to this Request for Qualifications.***

Submittals received after the deadline shall remain unopened and will under no circumstances be considered.

Questions regarding this RFQ must be received in writing or by email to the Auburn-Lewiston Municipal Airport at the address/email address listed above, no later than Friday, 22 July 2022, at 3:00 p.m. Oral statements or instructions made by staff, officials or consultants shall not constitute an amendment to this RFQ; any such amendment must be in writing and issued to all registered parties.

STATEMENT CONTENT:

The Statement of Qualifications shall include the following information and be presented in the following order:

1. A cover letter acknowledging the requirements and conditions of this Request for Qualifications as well as the identity and contact information for the principal of the firm responsible for the submittal of the SOQ.

2. A general description of the proposing firm, including company organizational structure with headquarters and subordinate offices, size of company, recent experience in comparable airport/aviation projects, and experience with projects funded by Federal Aviation Administration AIP grants.
3. A brief narrative statement detailing the proposer's understanding of the requirements of Airport Board's Master Plan goals and its capability to perform all or most aspects of the engineering projects and tasks considered.
4. Discuss the proposed project team and the identification of those key individuals who will be involved in the proposed projects along with their qualifications, backgrounds, experience, and specific responsibilities.
5. Demonstrate knowledge and understanding of FAA regulations, policies and procedures.
6. Provide a comprehensive schedule for the process and proof of the ability of the firm to meet that schedule, without delays, cost escalations or overruns.

This includes a proposed FAA compliant SCOPE OF WORK that would be utilized by the Airport Board in completing its FAA Form 424 which must be submitted to FAA.

7. Provide an overview of project management process and means used for project development and management.
8. A representative list of three previous clients and projects comparable to the proposed planning project. Include contact person, airport, brief project description(s), email address, and phone numbers.

All SOQs received will be evaluated based on FAA Advisory Circular 150/5100-14E, and compliance with this request for qualifications.

NONDISCRIMINATION

The Consultant, with regard to the work performed hereunder, shall not discriminate on the grounds of race, color, creed, national origin, sex, sexual orientation, gender identity or expression, or age in the selection and retention of any employee or applicant for employment, and subcontractors, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by 49 C.F.R. Section 21.5 including employment practices when the Agreement covers a program set forth in appendix (b) of the regulations.

The following requirements also apply for projects utilizing federal funding:

DBE POLICY

The Consultant or Sub-Consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted Agreements. Failure by the consultant to carry out these requirements is a material breach of Agreement, which

may result in the termination of this Agreement or such other remedy, as the recipient deems appropriate.

DBE PROJECT GOAL

This Agreement will be funded in part by a grant from the Federal Aviation Administration, therefore the requirements of Title 49 CFR Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Programs, applies to this Agreement. The Airport Board has not set a DBE participation contract goal for this Project; however, DBE participation is encouraged.

CIVIL RIGHTS

Title VI Solicitation Notice: The Auburn-Lewiston Municipal Airport Board of Directors, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all proposers that it will affirmatively ensure that any Agreement entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit statements of qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

GENERAL INSTRUCTIONS

The Airport and its Board of Directors shall not be responsible for costs incurred in responding to this Request for Qualifications. The Airport and its Board of Directors reserves the right to reject any or all Statements of Qualifications (SOQ), to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ received. All firms interested in this Project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms and to protect the integrity of the selection process. All contact on this

SELECTION CRITERIA:

Selection will be based upon the following criteria:

1) Cover Letter (Maximum 5 points)

The cover letter must contain the information requested above in Statement Content, Item 1.

2) Project Team Experience and Qualifications (Maximum 20 points)

- a) Firm's organizational structure
- b) Key personnel
- c) Availability of key personnel
- d) If specialized consulting is not available internally, identify proposed subconsultants, their area of expertise, and principals

3) Project Understanding (Maximum 15 points)

- a) Familiarity with projects impact on airport operations
- b) Understanding of the type of projects identified

4) Relevant Experience (Maximum 30 points)

- a) Experience of the firm on comparable projects
 - i) Experience of key members on similar projects
 - ii) List date and description
- b) Knowledge, understanding and experience with the FAA Seattle ADO
- c) Knowledge of other applicable regulations, policies, and procedures
- d) Demonstrated understanding of hydrology, geotechnology, wetlands delineation, permitting, mitigation, endangered species issues
- e) Experience of sub consultants on similar projects

5) Project Management (Maximum 10 points)

- a) Schedule, budget and quality control procedures with a demonstrated history of meeting schedules and budgets
- b) Consultant in-house services, technology used and capabilities
- c) Management and accountability processes for sub-consultants
- d) Project management approach
- e) Availability to proceed with work as currently scheduled

6) Demonstrated Leadership in Public Engagement (Maximum 10 points)

- a) Processes utilized for public engagement in the project
- b) Describe areas of public involvement

7) References (Maximum 15 points)

- a) Three references for work within the last five (5) years.
 - i) One reference may be from a source other than an airport project with work having been performed within the last five (5) years
- b) Identify any litigation, arbitration, or claims related to, or associated with, projects
 - i) Against firm within the last five (5) years
 - ii) Against a proposed team member within the last five (5) years

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SCHEDULE:

The following schedule identifies major milestones of the selection process and may be modified at the discretion of the Board of Directors.

<u>Activity</u>	<u>Deadline</u>
Master Planning RFQ Issued	Friday, 1 June 2022
Clarifications of Solicitation Questions	Friday, 22 Jul 2022, 1:00 p.m.
Last Date for Addenda Issued	Friday, 29 Jul 2022, 1:00 p.m.
Statement of Qualifications Submittal	Monday, 12 Aug 2022, 1:00 p.m.
Statement Evaluations	Monday-Friday, 22-26 Aug 2022
Interviews (Presume Online)	Tuesday - Thursday, 6 - 8 Sept 2022
Decision on selected firm	Wednesday, 14 Sept 2022
Authorization to Award Contract	Tuesday, 20 Sept 2022

Note: Any addendum(s) will be posted to the Auburn-Lewiston Municipal Airport website at www.flytomaine.com along with this RFQ.

Six (6) copies of the Statement of Qualifications will be accepted until Friday, 12 August 2022 at 1:00 p.m. and shall be submitted to:

Board of Directors for the Auburn-Lewiston Municipal Airport
Attn: James H. Scheller, C.M., Airport Manager – AMP SOQ Submission
80 Airport Drive
Auburn, ME 04210

Each submitting firm will receive an email acknowledgment of receipt of their SOQ.