



## CITY OF BANGOR

**Request for Qualifications  
Airport Engineering Services  
RFQ No. P20-28**

**Purchasing Department  
73 Harlow Street  
Bangor, Maine 04401  
207-992-4282**

**Issue Date: October 15, 2019**

### **I. Introduction**

The City of Bangor invites interested consulting firms to submit written Statement of Qualifications (SOQ) to provide airport engineering and architectural services for an estimated period of 12 to 18 months to the Bangor International Airport for portions of its current AIP Capital Improvement Plan. A summary of anticipated projects are listed in Section IX. Project Summary. The airport is currently undertaking a Master Plan study, with an anticipated FAA approval in 2020/21. Once the Master Plan is approved, the City intends to solicit again for Requests for Qualifications for airport engineering services.

The Airport currently accommodates volumes in excess of 500,000 passengers per year and supports 50,000 aircraft movements annually. It serves as the gateway for central and northern Maine and specializes in transatlantic aircraft handling and passenger processing for more than 1,500 heavy jets annually. The Airport's facilities include a Domestic Terminal with adjacent hotel and fully operational International Arrivals Building. The Airport also houses sizable Army and Air National Guard units, which operate a variety of helicopters and heavy transports. Several industrial/commercial parks are located on the Airport's property and are managed by the Airport.

### **II. General Information**

General information is available on the City's website at the following web address: [www.bangormaine.gov/proposals](http://www.bangormaine.gov/proposals). By submitting a response to this solicitation, the Proposer accepts the responsibility for downloading, reading and bidding by the terms and conditions set forth in the City's "General Information for Vendors".

### **III. Submission**

Please submit one (1) original and one (1) digital copy of the letters of interest with attached qualifications.

To be considered, return the submission in an envelope **clearly** marked “**RFQ No. P20-28: Airport Engineering Services**” by **2:00 PM, Wednesday, November 20, 2019** to City of Bangor, Purchasing Department, 73 Harlow Street, Bangor, Maine 04401.

The digital copy may be submitted by flash drive or by emailing to: [bids@bangormaine.gov](mailto:bids@bangormaine.gov). If emailing Submission, please reference “**RFQ No. P20-28: Airport Engineering Services**” in the subject line. Submissions will be publicly opened on the date and time stated above.

#### **IV. Questions**

Any questions must be directed in writing to [bids@bangormaine.gov](mailto:bids@bangormaine.gov) no later than **4:30 PM, Tuesday, November 5, 2019**.

The City will issue a response to any questions or inquiries submitted in writing by the date above, on or before **4:30 PM, Friday, November 8, 2019**. The response will be in the form of an addendum, which will be posted to the City’s website.

#### **V. Late Submissions**

It is the responsibility of the Proposer(s) to see that their submissions have sufficient time to be received by the Purchasing Department before the submittal deadline.

Any submission, portion of a submission, or unrequested submission revision received at the City of Bangor Purchasing Department after the time and date specified, will be returned to the Proposer unopened.

#### **VI. Withdrawal of Submissions**

No Proposer may withdraw their submission for a period of ninety (90) days from the date of opening. All submissions shall be subject to acceptance by the City during this period.

To withdraw a submission prior to the opening, the Proposer shall request the withdrawal in writing. All costs associated with the withdrawal (i.e. mailing fees) will be borne by the Proposer.

#### **VII. Award**

Selection will be made in accordance with FAA Advisory Circular 150/5100-14E (latest edition).

#### **VIII. Rejection**

The City of Bangor reserves the right to reject any and all submissions, to waive any informalities or defects in submissions or to accept a higher cost submission if it is deemed to be in the best interest of the City of Bangor. The City also reserves the right to negotiate with the successful Proposer.

#### **IX. Project Summary**

The potential projects listed are a summary only and are tentatively scheduled over the next 12 – 18 months.

<b>Category</b>	<b>Project Description</b>	<b>Year</b>
Lighting	New LED Runway Edge Lights	FY 2020
Lighting	Replace airfield light. vault, regulators, ALCMS, engine generator	FY 2020
Runway	Runway ASR Relief & Repairs	FY 2021
Taxiway	Taxiway N rehabilitation	FY 2021
Taxiway	Taxiway M shoulder repairs	FY 2021
Taxiway	Taxiway A north shoulder repairs	FY 2021
Taxiway	Taxiway A center shoulder repairs	FY 2021
Taxiway	Taxiway X remove & replace shoulders	FY 2021

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.

Details of the projects can be obtained by contacting Curtis Davis, Manager of Airport Operations at 207-992-4608.

#### **X. Statement of Qualifications Requirements**

Submittals must be clear and concise, organized as indicated below, and with all identified sections included. Include only the information requested or directly related to the requested information in each section. If you feel additional information is necessary to support your qualifications, you may include it at the end of the required information in a section called "Supporting Data".

To be considered, please submit the following information:

1. Title Page: Please include the following:
  - a. The name of this RFQ ("Bangor International Airport – Airport Engineering Services").
  - b. The primary contact person of the Respondent's team, including name, phone number, and email address. This person shall be the primary point of contact for all matters pertaining to this RFQ.
2. Cover Letter: Include an introductory cover letter signed by a duly authorized representative of the firm that acknowledges compliance with the applicable DBE.SBE policy, nondiscriminatory and civil rights policies.
3. Firm Information: Identify the prime consultant and any sub-consultants, and include basic information about each firm, including name, location, number of employees, number of years in business, key areas of specialty, and role in this project. Include an overall organizational chart.
4. Qualifications and Experience: Provide relevant project information demonstrating previous experience related to performing projects of similar scope. Previous experience with airports of similar size and function is highly desired.

Project examples to include:

- a. Client organization name and location,
  - b. Service provided and date(s) of service, and
  - c. A narrative description of the project goals, overall scope, and outcome(s).
  - d. Additional project samples of work products for similar projects may be included by reference if desired – electronic only via PDF or web link (no hard copies).
5. References: Provide three (3) references of previous projects for which you have provided similar services within the past five (5) years.
  6. Statement of Availability: Provide sufficient information to demonstrate availability of proposed staff for the duration of the project (e.g., percentage of total billable time available over the course of the project).
  7. Any additional information, not-to-exceed one page, which is believed to be useful in evaluating the firm's qualifications for this specific project.

In addition to the above evidence, competence in report preparation, on-site engineering supervision and project cost control abilities will be factors considered.

A pre-proposal site visit is welcome but not required and will not be considered, directly or indirectly, in the proposal review process.

#### **XI. Evaluation of Qualifications**

A Selection Committee will review the qualifications and shall select, in order of preference and based on the criteria established, a short list of Proposers deemed to be the most qualified to provide the services required. The Selection Committee will consist of three (3) to five (5) officials of the Bangor International Airport and the City of Bangor. The Committee's recommendation will be final, subject only to the ratification by the Bangor City Council.

The selection of the short list will be based on demonstrated competence and qualifications. After the short list is selected, interviews of the top selected firms may be conducted. After selection, the City anticipates executing a contract with individual firm comprising the team for their respective required services. Any contract(s) awarded under this selection shall include negotiations of compensation and other contract terms and conditions the City determines to be fair and reasonable. In making this determination, the City shall take into account the scope, complexity, and nature of the required services. The Selection Committee's recommendation will be final, subject only to the ratification by the City Council.

Evaluation Criteria:

1. Capability to perform all or most aspects of the project, such as planning, environmental evaluations, financial analysis, etc.;
2. Past and current project experience and performance of respondent (Team/Firm) on similar projects;
3. Project management approach;

4. Reputation for personal and professional integrity and competence;
5. Key personnel's professional background and experience;
6. Current workload;
7. Demonstrated ability to meet schedules or deadlines;
8. Quality of projects previously undertaken.

The awarded consultant shall not participate directly or indirectly in the discrimination prohibited by 49 C.F.R. Section 21.5 including employment practices when the contract covers a program set forth in appendix B of the regulations.

The awarded consultant or sub-consultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this project. The awarded consultant shall carry out applicable requirements of 49 C.F.R. Part 26 in the award and administration of DOT assisted contracts. Failure by the consultant to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy, as the recipient deems appropriate.

The City of Bangor will seek grant funding from the Federal Aviation Administration, therefore the requirement of 49 C.F.R. Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Programs, applies to this contract. BGR has not set a DBE participation contract goal for these projects; however, DBE participation is encouraged.

The City of Bangor reserves the right to reject any and all offers received and to waive any informality, technical defect, or clerical error in any proposal as the interest of the City may require. Non-acceptance of any offer will be devoid of any criticism of the offer and of any implication that the offer is deficient in any manner. Rejection of any offer shall be construed as meaning simply that another offer is deemed more advantageous to the City for the particular services proposed.

All costs incurred in the preparation and submission of letters of interest and statements of qualifications will be borne by the Proposer.

## **XII. Security and Identification Badge Requirements**

For any contractor and their subcontractors engaged in work within the Airport's security fence, the following procedures and rates shall apply.

**ALL** personnel within the secured area shall have an Airport issued identification badge clearly displayed at all times as outlined below.

1. Background History, Verification & Declaration:
  - A. A minimum ten (10) year fingerprint based criminal history check, as well as a security threat assessment will be performed for each individual seeking regular, unescorted access into the secured area(s). This check will be performed by the Airport's Security and Compliance Office.

2. Photo Identification Badge:

- A. The primary contractor will be responsible for delegating one (1) primary and one (1) alternate representative for the company who will act as the signatories/security contacts for the overall project. These representatives will be required to have SIDA identification badges and will be the only persons authorized to approve badges and clearance for any contractor who may need access to the secure area(s). Scheduled training for these representatives must occur before badges are issued.
- B. Laminated Airport photo identification badges along with the appropriate clearance insignias affixed to them are required to be worn visibly on the outermost garment above the waist at all times while the contractor's employees are within the secured area(s).
- C. The primary and alternate representatives are required to attend a SIDA (Secure Identification Display Area) Class (approx. 1 hour) which explains the FAA/TSA responsibilities and requirements when receiving a photo identification badge. If they are required to drive within the secured area(s), they must also attend a Ground Vehicle Operations Class (Approx. 2 hours). The fingerprinting and badge issuing process takes up to a couple of weeks.
- D. The fee for each photo identification badge is \$125.00. Badges are **not** transferable. All badges must be returned to the Airport's Security and Compliance Office upon completion of the project and before final payment is made. An additional fee of \$200.00 per badge will be charged for each badge not returned.

If direct payment for unreturned badges is not received, the money will be deducted from the project's final payment. An additional fee of \$200.00 will apply for any lost badge.

3. Temporary Badges:

- A. Temporary badges are required for all personnel employed by the contractor (other than the primary or alternate representative) while working within the secured area(s). The primary or alternate representative must provide a list of such employees to the Airport's Security and Compliance Office, who will then issue laminated temporary badges to such employees.
- B. Laminated Airport temporary badges are required to be worn visibly on the outermost garment above the waist at all times while contractor's employees are within the Airport's secured area(s).

- C. The fee for each temporary badge is \$75.00. All badges must be returned to the Airport's Security and Compliance Office upon completion of the project and before final payment is made. An additional fee of \$200.00 per badge will be charged for each badge not returned.

If direct payment for unreturned badges is not received, the money will be deducted from the project's final payment. An additional fee of \$200.00 will apply for any lost badge.

4. Vehicles:

- A. Each vehicle that needs access to the Airport's secured area(s) shall be on file with the Airport's Security and Compliance Office. The General Contractor must provide a list of each vehicle to include the year, make, model, color, license number (registration) and VIN/serial number. A \$1,000,000 insurance policy is required to be on file with the City of Bangor as a certificate holder.

- B. Each vehicle must be appropriately marked with the Company's name, clearly legible on the body of the unit.

NOTE: In some cases, a ramp decal may be required to be affixed to the right rear bumper of the vehicle to ensure that it has been properly registered for airport usage.

- C. Any irregular delivery vehicles engaged in deliveries of materials, supplies, etc., must be escorted while entering and at all times while they are within the Airport's secured area(s) be under the authority of a cleared and badged individual.

These policies and procedures are presented as a guideline and are mandated in whole or in part by the TSA, FAA, U.S. Federal Inspection Agencies, and/or the Airport's Operating Safety/Security Criteria. Substantial fines may be imposed if violations occur.

Credentials for either individuals or vehicles may be revoked without notice for violations of these policies and procedures. Any fines imposed upon the Airport by any enforcement agency for violations committed by a contractor or their employees or representatives will be levied against the contractor.

Unauthorized use of or misrepresentation in the application for credentials of individuals or vehicles will be cause for immediate denial or withdrawal of any credentials.

All clearance checks and entry formalities must be completed before any work commences on the project. (Approximately two (2) weeks to complete).