



REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS AIRPORT PLANNING AND ENGINEERING SERVICES

The TOWN OF NORRIDGEWOCK seeks a qualified aviation consultant or consultants to provide multi-year airport planning and engineering advisory services in accordance with FAA Advisory Circular 150/5100-14E, Architectural, Engineering, and Planning Consultant Services. The TOWN OF NORRIDGEWOCK may select the same firm for planning and engineering, or separate firms, depending on the Qualification Statements received and evaluated by the review committee.

The TOWN OF NORRIDGEWOCK must receive qualification and experience statements no later than 2:00 pm local time on September 25, 2025 to be eligible for consideration. Statements shall be submitted in a single sealed envelope/package, clearly marked "Request for Qualifications for Planning and/or Engineering Services at the Central Maine Regional Airport." E-mailed or faxed submittals will be considered as unresponsive. Complete packages must be delivered to:

Mr. Richard A. LaBelle, Town Manager
Town of Norridgewock
P.O. Box 7 16 Perkins Street
Norridgewock, Maine 04957

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to Mr. Richard A. LaBelle (e-mail rlabelle@norridgewock.gov) and must be received by 2:00 p.m. local time on September 11, 2025. All questions will be answered by 2:00 p.m. local time on September 18, 2025 and posted on the Town's website at www.norridgewock.gov. It will be the proposer's responsibility to check the referenced website for any new amendments.

In order to be considered responsive, three (3) bound paper copies of the statements must be submitted to Mr. Richard A. LaBelle, Town Manager, Town of Norridgewock, P.O. Box 7, 16 Perkins Street, Norridgewock, Maine 04957, no later than 2:00 p.m. on September 25, 2025. An electronic copy must also be provided either via link or email to rlabelle@norridgewock.gov. Statements must be limited to 25 pages (25 single-sided, or 12 double sided), size 11-point font or greater, including references and resumes of key personnel. Covers, cover letter, table of contents, and dividers (if used), are not included in the 25- page limit. Statements shall be submitted in a single sealed envelope/package, clearly marked "Request for Qualifications for Planning and/or Engineering Services at the Central Maine Regional Airport." Please note in the cover letter if your firm is submitting for planning, engineering, or both.

I. GENERAL INFORMATION

The TOWN OF NORRIDGEWOCK 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.

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 qualifications and experience in projects similar to those which the TOWN OF NORRIDGEWOCK anticipates undertaking.

The TOWN OF NORRIDGEWOCK 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 NORRIDGEWOCK to do so.

Selection Schedule:

Post RFQ	September 4, 2025
Questions to RFQ Due	September 11, 2025 (2 pm)
Questions Answered	September 18, 2025
Proposals Due	September 25, 2025 (2 pm)
Interview Dates (if held)	TBD
Award Contract	TBD

II. 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;
- D. Have a demonstrated satisfactory record of performance.

III. STATEMENT PREPARATION

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 as unresponsive proposals. In rating the proposals, the Town will weigh each section according to the percentages listed.

- A. **Company Background Material:** pertinent information concerning the background, experience, and reputation of the firm, including the legal address of the firm office from which services will be provided. (5%)
- B. **Experience of Firm:** Provide a list of previous and current contracts, if any,

awarded by a municipality and/or government agency within the past 5 years which are considered similar in scope of services discussed herein; information shall include services performed, contract agency name, physical and email address, and telephone number for verification purposes. (25%)

- C. **Ability to Perform:** Describe at least three (3), but no more than six (6), relevant projects undertaken by your firm within the past 5 years, which best illustrates the firm's qualifications to perform on this contract. (25%)
- D. **Key Staff Members:** identify the staff client manager and key staff members that will be assigned to work with the Town of Norridgewock. One-page resumes shall be included for each of the key individuals. (25%)
- E. **Local Knowledge:** Demonstrate familiarity with the Central Maine Regional Airport and its aviation support systems. (15%)
- F. **References:** submit the names, addresses, and phone numbers of at least five (5) project/clients that have worked directly with the firm. (5%)

IV. PROGRAM BACKGROUND

The Town of Norridgewock owns and operates the Central Maine Regional Airport located in Norridgewock, Maine. The airport has two (2) paved Runways. Runway 15-33 is 4,000' x 100' (rehabilitated in 2012) and Runway 3-21 is 3,999' x 80'. There are two (2) Taxiways. Taxiway "A" is a partial parallel Taxiway to Runway 15-33 and is approximately 2,720 feet long. Taxiway "B" (also rehabilitated in 2012) is approximately 2,000 feet long and connects Runway 33 to Runway 3. There is a paved apron that is approximately 65,400 square feet located southeast of the Terminal Building. A gravel parking lot adjacent to the Terminal Building can accommodate approximately twenty (20) vehicles. The airport has several hangar structures of various sizes and styles. The Airport offers 100LL fuel and non-ethanol AVGas.

V. FUTURE AIRPORT PROJECTS

Anticipated future projects for the Central Maine Regional Airport may include, but are not limited to:

- A. Administration Building Upgrades/Replacement
- B. Construction Phase Services for Edge Lights, REILs, PAPIs, and Electrical Improvements
- C. Design, Permit, Bid, Construction Phase Services for Taxiway 'A' Reconstruction
- D. Design, Permit, Bid, Construction Phase Services for Fence/Gate Installation
- E. Design, Permit, Bid, Construction Phase Services for Apron Reconstruction
- F. Design, Permit, Bid, Construction Phase Services for Runway 03-21 Reconstruction
- G. Design, Permit, Bid, Construction Phase Services for Taxiway 'B' Reconstruction

- H. Environmental Permitting
- I. Airfield Pavement Rehabilitation, Markings, Crack Sealing
- J. Airport Master Plan and Airport Layout Plan Update

VI. CONTRACT AWARD

Any contract entered into by the TOWN OF NORRIDGEWOCK shall be in response to the proposal and subsequent discussions. The award shall be based on the criteria described herein, and shall be for a period of five (5) years.

VII. INDEMNIFICATION AND INSURANCE

The successful Consultant selected shall agree to indemnify and hold the TOWN OF NORRIDGEWOCK harmless from claims, demands, suits, causes of action and judgments arising from the Consultant's 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 Conditions

General Conditions. The Airport Consultant General Conditions may be found at <http://www.maine.gov/mdot/cpo/airport/>.

VII. 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 the MaineDOT website, "Certified Disadvantaged and Women Business Enterprise" directory available at: <https://www.maine.gov/dot/doing-business/civil-rights/dbe>