

REQUEST FOR QUALIFICATIONS

Airport Engineering Services

Bethel, Maine

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

1. RFQ COORDINATOR

All contact with Bethel, ME regarding this RFQ must be made through the RFQ Coordinator listed below, via e-mail. This includes, but is not limited to, questions, requests for clarification and/or additional information, and Technical Submissions.

RFQ Coordinator: Sharon Jackson

Title: Town Manager

Office: 207 824-2669

E

Mail: sjackson@bethelmaine.org

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. Such correspondence must reference the RFQ Number and Name in the e-mail subject line.

Submission Deadline for Questions: 5:00 p.m. ET on April 15, 2026. Requests received after this deadline will not be accepted.

Responses to questions and clarification requests will be posted on the Bethel, Maine website no later than close of business on April 20, 2026. Bethel, Maine reserves the right not to answer any question received.

It is the potential responder's responsibility to monitor the referenced RFQ website for (1) responses to any 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 the date and time specified below:

| | |
|--------------------|--------------------------|
| Date Due: | April 30,2026 |
| Local Time: | 2:00 p.m. ET |
| E-Mail: | sjackson@bethelmaine.org |

Any Technical Submission, portion of a Technical Submission, or unrequested revision received after the specified deadline will not be accepted. For ease of identification, Technical Submissions must include the RFQ Number and Name in the e-mail subject line.

4. ANTICIPATED PROJECTS

Anticipated projects for Town of Bethel include:

| Year | Project CIP Title |
|------|------------------------------------------------------------------------------------------------------------------------------|
| 2027 | Design/Build Apron Reconstruction-\$600,000 |
| 2028 | Design/BuildPaving Maintenance-\$250,000 |
| 2030 | Design/Build Runway Rehabilitation-\$2,000,000 |
| 2030 | Concurrent design/build NAVAID/Airfield Lighting improvements-\$500,000 |
| 2031 | Acquire Drainage Easement-\$75,000 |
| 2034 | Design/Build Wildlife Fencing/Obstruction Removal-\$189,865 |
| TBD | Funding advice, Design/Build 80' x 100' Hangar for Town of Bethel, ME-\$1,000,000 |
| TBD | Funding advice, Design/Install Alternative Air Mobility Universal Charging Station for Town of Bethel-\$1,200,000 |
| TBD | Funding advice, Design/Build Taxi Way Charlie for Terminal and Fueling access-\$1,200,000 |
| TBD | Funding advice, Design/Build Apron Expansion--\$1,500,000 |
| TBD | Funding advice, New Taxi Lane Design/Build for Hanger expansion--\$800,000 |
| TBD | <i>Applicable to all of the above- Environmental Permitting necessary for completion of all listed development projects.</i> |

Firms must clearly state in their submissions the specific projects for which they wish to be considered.

5. TECHNICAL SUBMISSION PACKAGE

Technical Submissions must be formatted to provide all information requested below, in the order presented, compiled into a single PDF file.

A. Appendix A — Firm’s General Information Form

Respondent must complete all sections of Appendix A, which has been included with this RFQ.

B. Responder’s Staff Qualifications

Responders must identify all staff to be assigned to fulfill contract requirements, including any subcontractors, and must describe each staff member’s role on the project (e.g., Project Manager, Quality Control Personnel, Assigned Technicians, Contact Personnel, Subconsultants, etc.).

Resumes for each assigned staff member must be included and must describe the individual's educational background and work experience, with specific emphasis on their role in projects similar in nature to the services described in this RFQ.

C. Responder's Experience

Responder must provide five (5) similar projects completed by their firm with their current staff within the last five (5) years. For each project, Proposers must include:

- A brief description of the project
- Dates of the project
- Results of the project
- Client contact information: firm name, physical address, contact name, contact e-mail, and contact telephone number

Note: Points of contact may be contacted to verify results and assess the client's general level of satisfaction with the Responders services.

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

- 1) Demonstrate familiarity with Maine State Airports and their aviation support systems.
- 2) Demonstrate the capacity to successfully perform the work required for this project.
- 3) Present the firm's approach to delivering each project task, milestone, and deliverable, as well as the overall completion of the Project. Include a timeline covering project initiation through finalization.

E. Responder's Ability to Control Project Schedule and Costs

- 4) Schedule / Workload / Communication: Provide a brief outline of the firm's methods of schedule control and its ability to handle projected workload. Discuss project coordination with Maine DOT and describe how the firm will manage its role and maintain effective communication throughout the assignment.
- 5) Cost Control / Quality Control / Constructability: Provide a brief outline of the methods used by the firm to control and monitor client costs, ensure quality, and — where applicable — assure the constructability of design plans.

6. TECHNICAL SUBMISSION RATING AND SELECTION PROCESS

- A. Technical Submissions will be reviewed and rated using the Scoring Criteria and Weights stated in Section 7 of this RFQ.
- B. Town of Bethel, Maine 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. Costs will not be considered in the scoring process. Technical Submissions must not include any cost information. Inclusion of cost information will result in disqualification from award consideration.
- D. Contract history with Town of Bethel, Maine will be considered in the rating process, even if not provided by the Responder. Town of Bethel, Maine reserves the right to disqualify any Responder with "Unsatisfactory" or "Below Standard" performance ratings on previous work, if such disqualification is determined to be in the best interest of Town of Bethel, Maine.

7. TECHNICAL SUBMISSION SCORING CRITERIA AND WEIGHTS

Technical Submissions will be scored on the criteria below using a 100-point scale.

| Evaluation Criterion | Points |
|------------------------------------------------------------------------|------------|
| A. Responder’s Staff Qualifications | 25 |
| B. Responder’s Experience | 25 |
| C. Responder’s Understanding of, and Proposed Approach to, the Project | 35 |
| D. Responder’s Ability to Control Project Schedule and Costs | 15 |
| Total | 100 |

8. AWARD

It is the intent of the Town of Bethel, Maine to make award(s) to the Highest Qualified Responder(s) because of this RFQ process. Bethel, Maine reserves the right to make multiple awards if it is determined to be in the best interest of the Town of Bethel, Maine.

The “Highest Qualified Responder” is defined as the Responder whose Technical Submission received the highest score for each anticipated project based on the evaluation criteria stated above. The town of Bethel, Maine will enter negotiations with the Highest Qualified Responder(s) to finalize the contract(s).

If the Town of Bethel, Maine is unable to negotiate a satisfactory contract with a Responder, it reserves the right to formally terminate negotiations and enter negotiations with the next most qualified Responder, and so forth, until a contract is finalized. The Town of Bethel, Maine also reserves the right to withdraw any award if it is determined to be in its best interest.

9. COST PROPOSAL

Following the rating of Technical Submissions, the Highest Qualified Responder for each awarded project will be requested to submit their Cost Proposal within five (5) business days from the date of the request. Upon receipt, the Bethel, Maine Independent Government Estimate will be compared against the Responder’s Cost Proposal and contract negotiations will begin.

The Respondent’s Cost Proposal must include the following:

- 6) **General Information:** RFQ Number-0B1, project location, phase of work, firm name and address, and a contact name and e-mail address.
- 7) **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 their respective labor classification. If using an average rate for a classification, please indicate the employees’ names and classifications on the Appendix A-1 Form.
- 8) **Proposed Overhead Rate:** The Cost Proposal must reflect a current audited overhead rate. The selected firm must have a current Audited Overhead Report (AOR) approved and accepted by the Town of Bethel, Maine. 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 for approval.

- 9) **Profit:** The proposed profit is based on project-specific factors such as degree of risk, relative difficulty of work, and size of job. Profit must fall within the range of 6%–15%.
- 10) **Itemized Direct Non-Salary Expenses:** Project-specific expenses not included in Direct Labor, Profit, and Overhead, such as printing, tolls, mileage (current rate: \$0.50/mile), postage, and Subconsultant costs.
- 11) **Total Proposed Cost:** The maximum amount proposed, representing the sum of all Direct Labor, Overhead, Direct Expenses, and Fixed Fee/Profit.

10. CONTRACT TERM, TYPE, AND PAYMENT METHOD

The anticipated initial contract term shall commence upon full execution of the contract. The Town of Bethel, Maine reserves the right to modify the initial contract term, at its sole discretion, as well as to award additional phases of the Project when it is in the best interest of the Town of Bethel, Maine. The contract type and payment method will be determined following successful contract negotiations.

11. TERMS & CONDITIONS / FUNDING SOURCE / GENERAL INFORMATION

- E. The contract resulting from this RFQ will be governed by the most recent version of The Town of Bethel, Maine’s Consultant General Conditions. A copy of Maine DOT’s current Consultant General Conditions has been included with this RFQ for reference.
- F. This project will be funded with FAA funds. The Federal Contracting Provisions for this funding source are contained in the above-referenced Consultant General Conditions.
- G. This RFQ does not commit the Town of Bethel, Maine to pay any costs incurred in submitting a Technical Submission, making studies or designs in preparation of the Technical Submission, or in procuring or subcontracting for services or supplies related to the Technical Submission.

12. DISADVANTAGED BUSINESS ENTERPRISES

Certified Disadvantaged Business Enterprise (DBE) Consultants certified by Maine DOT are encouraged to apply as the prime Consultant for this work. It is important that DBE Firms take advantage of this RFQ to gain entry to the Maine DOT Prequalification List for transportation project-related services.

Non-DBE Firms shall ensure that DBEs have the maximum opportunity to participate in the performance of any project contract, in accordance with Maine DOT’s current DBE utilization requirements. Firms certified by another state’s transportation agency must obtain Maine DOT certification.

For current DBE requirements, please visit:

<https://www.maine.gov/dot/doing-business/civil-rights/dbe>

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|----------------------|---------------------------------------------------------|
| Organization: | Maine Department of Transportation, Civil Rights Office |
| Address: | 16 State House Station, Augusta, ME 04333 |
| Telephone: | 207-624-3066 |
| Fax: | 207-624-3021 |

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