

****Extended to Thursday, January 6, 2011**

**Robertson Airport
Town of Plainville, CT
Request for Qualifications #2011-08
(Per FAA Advisory Circular 150/5100-14D)**

On-call Consultant Selection

1. Introduction

The Town of Plainville and Robertson Airport participate in the FAA Airport Improvement Program (AIP) and the State Department of Transport (DOT) Grant Programs and is requesting qualifications from airport engineering consultants to provide planning, design, and construction administration services for future projects up to a five year term.

2. Project Description

The selected consultant will be expected to perform various airfield and terminal area projects undertaken by Robertson Airport over the next five years. Projects will primarily include those funded by the FAA and the State Department of Transportation (DOT), but may include municipal or private funded projects as well.

Projects may include, but are not limited to the following:

- a. Runway Rehabilitation (Mill & Overlay)
- b. Taxiway Rehabilitation (Mill & Overlay)
- c. Main Apron Rehabilitation (Mill & Overlay)
- d. 20 Bay T-Hangar
- e. PAPI Installation (Both Runway Ends)
- f. Demolish Office
- g. New Windsocks & Segmented Circle

Services may include, but are not limited to, the following:

- a. Project coordination and administration
- b. Provide all services required to prepare complete and accurate plans and specifications and bid documents
- c. Conduct planning and environmental studies, as necessary
- d. Prepare permit applications and secure permits, as necessary; including requirements under NEPA, State, County, and local authorities, as required
- e. Conduct bidding services and construction administration and observation.

The scope of work for each assignment shall be developed by the consultant when requested by the Town of Plainville Aviation Commission, and corresponding fees will be negotiated as per FAA Advisory Circular 150/5100-14D.

3. Consultant Selection

The Aviation Commission intends to recommend a consulting engineering firm to the Town Council based exclusively upon qualifications for up to a five year term. All interested firms must be licensed to practice engineering in the State of Connecticut.

The criteria used in the selection process may include the following:

- a. Experience of the proposed personnel and firm in its entirety
- b. Qualifications and reputation of the firm/team
- c. Capabilities of the firm/team (based on size, disciplines, etc) to implement the planned projects
- d. Proximity of the proposed office location(s) to Robertson Airport
- e. Experience and familiarity with FAA and State DOT
- f. Experience with projects at similar sized airports
- g. Experience with environmental permitting

4. Proposal Format

- A. Consultant may not submit supporting marketing materials, brochures, etc to supplement the firm's credentials.
- B. Project Submission shall include the following:
 - a. Location of firm's main and branch offices, as applicable
 - b. Key personnel's professional qualifications, their roles, and applicable work experience, and office location
 - c. Consultant project qualifications at similar airports
 - d. Consultant's familiarity with Robertson Airport and/or the local community (if any), or similar size airports
 - e. Project references with contact information
- C. Submissions shall be limited to 25 pages (8.5" x 11" sheets) total, including the cover letter.
- D. Consultant shall have either on staff, or as a sub-consultant, persons with specific experience in the following disciplines:
 - a. Professional Engineer(s) and Surveyor(s) recognized by the State of Connecticut
 - b. Proven ability to work with local governments, DOT, and FAA
 - c. Proven ability to successfully accomplish a wide range of airport projects
 - d. Survey, and geotechnical & civil engineering
 - e. Planning and environmental permitting
 - f. Construction observation and Management
 - g. Proven ability to administer and manage projects on an active airfield

5. Submission - Extended Date

Qualifications should be received no later than 4:00 P.M. on **Thursday, January 6, 2011**, at the following address:

Town Manager's Office
Town of Plainville
One Central Square
Plainville, CT 06062

Each proposer is requested to submit five (5) bound copies of their qualifications. No other documentation should be included. **The copies should be in a sealed envelope and marked Airport Consultant, #2011-08 on the outside**. Questions regarding the submission should be directed to Robert Lee, Town Manager, at 860-793-0221 x201.

6. Terms and Conditions

The following terms and conditions apply:

- a. Robertson Airport and the Town of Plainville are not liable for costs incurred prior to the issuance of an executed contract and/or notice to proceed.
- b. Firms responding to the RFQ may be designated for an interview at the discretion of the Aviation Commission.
- c. The Town of Plainville reserves the right to accept or reject any submission when it is considered to be in the best interest of the Airport to do so.
- d. The successful Consultant shall not discriminate against any individual in accordance with applicable federal, state, or local laws. It will be the responsibility of the Consultant to ensure the appropriate DBE goals are satisfied on projects. Identification of DBE firms is not required at this time.
- e. The selected firm may subcontract portions of the project work, as appropriate. However, the Town of Plainville reserves the right to approve each project team under the on-call selection.

The Consultant shall prepare the contract(s) to be reviewed by the Town for each project or may use a standard on-call agreement form to be reviewed by the Town. Any modifications/addendum to the contract shall be negotiated with the Town. Should the proposed contract be unacceptable to the Town, or there is a failure to negotiate an agreed fee arrangement, the Town reserves the right to select another firm.

Per FAA requirements, fee will be negotiated following the requirements of Advisory Circular 150/5100-14D. Independent fee estimates or assistance from the State DOT may be necessary, per the project type and size.

Although this selection includes up to a 5 year period, re-selection of the airport consultant may be conducted at any time at the full discretion of the Town of Plainville.