

TOWN OF



# PLAINVILLE

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ONE CENTRAL SQUARE, PLAINVILLE, CONNECTICUT 06062

## REQUEST FOR QUALIFICATIONS

FOR

RFQ 2024-07

ON-CALL AIRPORT CONSULTING SERVICES

(A) ARCHITECTURAL AND ENGINEERING SERVICES

AND

(B) PLANNING SERVICES

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ISSUE DATE: February 12, 2024

RESPONSES DUE: Thursday, March 7, 2024 at 12:00 PM

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## 1.0 LEGAL NOTICE

### LEGAL NOTICE – DATED FEBRUARY 12, 2024

#### REQUEST FOR QUALIFICATIONS

The Town of Plainville, Connecticut is accepting statements of qualifications for:

1. RFQ 2024-07 (A): On-Call Airport Consulting Services – Architectural and Engineering Services
2. RFQ 2024-07 (B): On-Call Airport Consulting Services – Planning Services

The Town of Plainville, Connecticut (the "Town") is soliciting statements of qualifications from aviation consulting firms to provide (A) professional architectural, engineering, and construction phase services and (B) planning services on an on-call basis at Robertson Airport (4B8) in Plainville, Connecticut. Firms may select to submit qualifications for either or both projects.

**1. RFQ 2024-07 (A): On-Call Airport Consulting Services – Architectural and Engineering Services:**

The selected firm will provide the Town with assistance in implementing airport improvement and maintenance projects over the next five (5) years. Projects may include, but are not limited to, those included in the current 5-Year Airport Capital Improvement Program (ACIP), and involve the rotating beacon upgrade, apron replacement and rehabilitation, procurement of snow removal equipment, T-hangar and box hangar construction, and runway 2/20 extension feasibility study, as well as additional projects which may come up within the contract period.

**2. RFQ 2024-07 (B): On-Call Airport Consulting Services – Planning Services:**

The selected firm will provide the Town with assistance with planning services, including but not limited to updating the Airport Master Plan, strategic planning, data collection, land mapping and surveying, and updating the Airport Layout Plan (ALP).

The documents comprising the RFQ are available electronically and may be obtained via email by contacting Andy Cirioli, Assistant Town Manager at [purchasing@plainville-ct.gov](mailto:purchasing@plainville-ct.gov) or at the following website: <https://www.plainvillect.com/bids-rfps>.

RFQs shall be submitted in the manner specified to the Town of Plainville, Town Manager's Office, 1 Central Square, Plainville, CT 06062 until **12:00 PM local time on Thursday, March 7, 2024**. Submissions will be evaluated by the Town to select the most qualified, responsive, and experienced firm.

The Town invites and encourages the participation of disadvantaged business enterprises (DBEs) in this service. The Town does not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy), age, disability, sexual orientation, marital status, or any other status protected by law in the employment or provision of services.

The Town of Plainville reserves the right to reject any or all submissions or to accept any submission, or portions thereof, when, in their judgment, the public will be better served.

###

## 2.0 GENERAL INFORMATION

### 2.1 INTRODUCTION

The Town of Plainville, Connecticut (the "Town") is soliciting statements of qualifications from aviation consulting firms to provide (A) professional architectural, engineering, and construction phase services and (B) planning services on an on-call basis at Robertson Airport (4B8) in Plainville, Connecticut (the "Airport"). Firms may select to submit qualifications for either or both projects.

The Town and the Airport participate in the FAA Airport Improvement Program ("AIP") and the State Department of Transport ("CTDOT") Grant Programs.

### 2.2 KEY DATES

Date	Action
Monday, February 12, 2024	RFQ Issued
Tuesday, February 27, 2024	Last Day to Submit Inquiries
Thursday, February 29, 2024	Addenda Posted
Thursday, March 7, 2024 at 12:00 PM	Response Deadline

### 2.3 INQUIRIES AND ADDENDA

Inquiries regarding this RFQ must be submitted in writing and delivered by Tuesday, February 27, 2024 via mail or e-mail to:

Andy Cirioli, Assistant Town Manager  
Town of Plainville  
1 Central Square, Plainville, CT 06062  
[purchasing@plainville-ct.gov](mailto:purchasing@plainville-ct.gov)

Responses to inquiries and any supplementary instructions in the form of written addenda will be posted at <https://www.plainvillect.com/bids-rfps> no later than Thursday, February 29, 2024. It is the responsibility of the Firm to determine whether any addenda have been issued and to ensure that all requirements of the RFQ are met prior to submittal of the proposal.

Firms are prohibited from contacting any Town employee, representative, official, or the current property owner concerning this RFQ. A Firm's failure to comply with this requirement may result in disqualification. No oral statement, including oral statements by any Town representatives, can permit a waive, change, or modify any of the provisions of this RFQ, and no Firm should rely on any such oral statement regarding this RFQ.

## **2.4 RESPONSE DEADLINE**

Responses to this RFQ (“Responses”) must be received by 12:00 PM on Thursday, March 7, 2024 and be addressed to:

Andy Cirioli, Assistant Town Manager  
Town of Plainville  
1 Central Square, Plainville, CT 06062

## **2.5 SUBMISSION OF PROPOSALS**

Six (6) hardcopies and one (1) digital copy (via a USB-A drive) of the response to this RFQ must be received at the Town of Plainville, Town Manager’s Office, 1 Central Square, Plainville, CT 06062. The sealed envelope must have the Firm’s name and address and be labeled as follows:

DO NOT OPEN | RFQ 2024-07 (A): On-Call Airport Consulting Services –  
Architectural and Engineering Services AND RFQ 2024-07 (B): On-Call Airport  
Consulting Services – Planning Services

The Town of Plainville reserves the right to reject or accept, in whole or in part, any response and may waive any informality.

### **3.0 SCOPE OF SERVICES: (A) ARCHITECTURAL AND ENGINEERING SERVICES**

#### **3.1 PROJECT DESCRIPTION**

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

The required services to be provided by the selected Firm shall include all aspects of architectural and engineering services as follows:

1. The Firm will be responsible for assisting the Town in applying for and obtaining State and Federal funding and preparing necessary documentation for the reporting of Disadvantaged Business Enterprise (DBE) goals and accomplishments.
2. The Firm will provide the Town with full-service aviation consulting capabilities and be available on an on-call basis.
3. The Firm must be knowledgeable about and comply with all pertinent local, State, and Federal laws and guidelines. Familiarity with Federal Aviation Administration (FAA), Connecticut Department of Transportation (CTDOT), and Connecticut Airport Authority (CAA) regulations and criteria is required.

#### **3.2 SCOPE OF PROJECTS AND SERVICES**

Projects may include, but are not limited to, those included in the current 5-Year Airport Capital Improvement Program (ACIP) (Appendix B), and involve:

1. Rotating Beacon upgrade
2. Apron replacement and rehabilitation
3. Procurement of snow removal equipment
4. T-hangar and box hangar design and construction
5. Runway 2/20 extension feasibility study, as well as additional projects which may come up within the contract period.

Services may include, but are not limited to:

1. Project and construction coordination and management
2. Prepare permit applications and secure permits, as necessary, including requirements under NEPA, State, County, and local authorities, as required
3. Preparation of plans, specifications, and competitive solicitation documents (i.e., bids, RFQs, and RFPs)
4. Conduct competitive solicitation services and construction phase administration

The scope of work for each assignment shall be developed by the Firm when requested by the Town, and corresponding fees will be negotiated as per FAA Advisory Circular 150/5100-14E Change 1 “Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.”

The current Airport Capital Improvement Plan (ACIP) can be found in Appendix B.

**Note:** This general scope attempts to identify major items of work. Prior to any contract award, a more detailed and specific scope of work will need to be developed and agreed upon.

## **4.0 SCOPE OF SERVICES: (B) PLANNING SERVICES**

### **4.1 PROJECT DESCRIPTION**

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

The required services to be provided by the selected Firm shall include all aspects of planning services as follows:

1. The Firm will be responsible for assisting the Town in applying for and obtaining State and Federal funding and preparing necessary documentation for the reporting of Disadvantaged Business Enterprise (DBE) goals and accomplishments.
2. The Firm will provide the Town with full-service aviation consulting capabilities and be available on an on-call basis.
3. The Firm will provide services related to updating the Airport's master plan and airport layout plan (ALP). The master plan should include guidelines for the logical, timely, and economically viable development and operation of the airport for the next ten years. This effort should recognize the opportunities and limitations of the existing site, the desire of the Town to maintain the airport to serve the local area's general aviation needs, and the goal of making the airport as economically self-sufficient as possible.
4. The Firm must be knowledgeable about and comply with all pertinent local, State, and Federal laws and guidelines. Familiarity with Federal Aviation Administration (FAA), Connecticut Department of Transportation (CTDOT), and Connecticut Airport Authority (CAA) regulations and criteria is required. Specifically, the Firm will follow the guidance in FAA Advisory Circulars, specifically AC 150/5070-6B Change 2 "Airport Master Plans" (or most current version) in the preparation of an Airport Master Plan Update Report.

### **4.2 SCOPE OF SERVICES**

Projects may include, but are not limited to, those included in the current 5-Year Airport Capital Improvement Program (ACIP) (Appendix B), and involve:

1. Master Plan Update
2. Apron replacement and rehabilitation
3. Procurement of snow removal equipment
4. Runway 2/20 extension feasibility study, as well as additional projects which may come up within the contract period.



Elements of content or inclusion for the Master Plan Update may be, at a minimum:

1. Airport Geographic Information Systems (AGIS) Survey
2. Public/Stakeholder Involvement Program
3. Existing Conditions
4. Environmental Considerations
5. Aviation Forecasts
6. Facility Requirements
7. Alternatives Development and Evaluation
8. Airport Layout Plan (ALP) Drawing Set
9. Facilities Implementation Plan
10. Financial Feasibility Analysis
11. Land Acquisition
12. Lease lot Map Update

The scope of work for each assignment shall be developed by the Firm when requested by the Town, and corresponding fees will be negotiated as per FAA Advisory Circular 150/5100-14E Change 1 “Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.”

The current Airport Capital Improvement Plan (ACIP) can be found in Appendix B.

**Note:** This general scope attempts to identify major items of work. Prior to any contract award, a more detailed and specific scope of work will need to be developed and agreed upon.

## **5.0 REQUIRED INFORMATION**

Responses to this RFQ must not exceed 25 pages, include the following information and documentation, be clear and unambiguous, and be presented in the following manner:

1. Letter of Interest
2. Project Selection Form (Appendix A)
3. Organizational History and Information
4. Experience and Staffing Information: (A) Architectural and Engineering Services\*
5. Experience and Staffing Information: (B) Planning Services\*

*\* Only complete if applying for that project.*

### **5.1 LETTER OF INTEREST**

The Letter of Interest must specify the following:

- a. The Firm's name and mailing address.
- b. Name, title, email address, and telephone number of the individual(s) authorized by the Firm to commit it to this contract.
- c. Name, title, email address, and telephone number of the individual(s) the Town should contact regarding questions and clarifications.
- d. List of all owners of the Firm and the percentage of ownership held by each.
- e. The company name and mailing address of any proposed sub-contractors.

### **5.2 PROJECT SELECTION FORM**

Complete the Project Selection Form (Appendix A). Firms must indicate if they are applying to the Architectural and Engineering Services project, the Planning Services project, or both projects.

### **5.3 ORGANIZATIONAL HISTORY AND INFORMATION**

In its response, each Firm should include the following information regarding its organizational history and information:

- a. Firm's mission and core values
- b. Firm's history, including number of years in business and, if applicable, any Connecticut airports the Firm has provided or is currently providing services to.
- c. Capabilities of the Firm (based on size, disciplines, etc.)
- d. Organizational Chart
- e. Indicate whether the Firm, any team member, or any corporate officers have been party to any lawsuit involving the type of work included in this RFQ and provide a summary of the claims and status of the action.

#### **5.4 EXPERIENCE AND STAFFING INFORMATION: (A) ARCHITECTURAL AND ENGINEERING SERVICES**

**Note:** Only submit information in this subsection if applying for this project.

- a. Highlight the Firm’s qualifications and specific experience with providing on-call architectural, engineering, and environmental services to airports similar in size to Robertson Airport, particularly in CT and New England.
- b. If applicable, include a summary of projects completed within the last three years with scopes similar to those included in the 5-Year ACIP (Appendix B).
- c. Describe the Firm’s familiarity with Robertson Airport, the Town of Plainville, and the State of Connecticut.
- d. Describe the Firm’s familiarity with FAA, CTDOT, and CAA funding programs.
- e. Identify the project manager, other key personnel, and subcontractors that would be assigned to this project. Include their bios (length of time with firm, key projects, work history) and information regarding their availability and primary office location. Include which staff are Professional Engineer(s) and Surveyor(s) recognized by the State of CT.
- f. Provide three (3) project references, including the contact person’s name, email address, telephone number, and organization, as well as the nature of work performed, its location, and total contracted project value.

#### **5.5 EXPERIENCE AND STAFFING INFORMATION: (B) PLANNING SERVICES**

**Note:** Only submit information in this subsection if applying for this project.

- a. Highlight the Firm’s qualifications and specific experience with providing planning services and services related to updating airport master plans and airport layout plans at airports similar in size to Robertson Airport, particularly in CT and New England.
- b. Briefly outline the Firm’s approach to the master planning process.
- c. If applicable, include a summary of similar projects completed within the last three years.
- d. Describe the Firm’s familiarity with Robertson Airport, the Town of Plainville, and the State of Connecticut.
- e. Identify the project manager, other key personnel, and subcontractors that would be assigned to this project. Include their bios (length of time with firm, key projects, work history) and information regarding their availability and primary office location. Include which staff are Professional Engineer(s) and Surveyor(s) recognized by the State of CT.
- f. Provide three (3) references from similar projects, including the contact person’s name, email address, telephone number, and organization, as well as the nature of work performed, its location, and total contracted project value.

## **6.0 SUBMISSION OF RESPONSES**

Six (6) hardcopies and one (1) digital copy (via a USB-A drive) of the response to this RFQ must be received at the Town of Plainville Municipal Center, 1 Central Square, Plainville, CT 06062. The sealed envelope must have the Firm's name and address. The sealed envelope must be addressed to:

Andy Cirioli, Assistant Town Manager  
Town of Plainville  
1 Central Square, Plainville, CT 06062

The sealed envelope must have the Firm's name and address and be labeled:

DO NOT OPEN | RFQ 2024-07 (A): On-Call Airport Consulting Services –  
Architectural and Engineering Services AND RFQ 2024-07 (B): On-Call Airport  
Consulting Services – Planning Services

Responses to this RFQ must be received by 12:00 PM local time on Thursday, March 7, 2024. Responses received after the date and time prescribed will not be considered.

The Town of Plainville reserves the right to reject or accept, in whole or in part, any response and may waive any informality.

## **7.0 EVALUATION AND SELECTION**

### **7.1 EVALUATION CRITERIA: (A) ARCHITECTURAL AND ENGINEERING SERVICES**

The Town could (but is not obligated to) use the following criteria, among others, in evaluating submissions:

1. Prior performance with similar architectural, engineering, environmental, and construction projects at comparable airports
2. Ability to provide full-service aviation consulting services
3. Qualifications of the project manager and other key personnel
4. Overall qualifications and prior performance of firm
5. Experience with federal and state funding procedures

Regardless of anything to the contrary stated herein, the Town reserves the right to select a Firm based on factors not enumerated above at its unfettered and sole discretion.

### **7.2 EVALUATION CRITERIA: (B) PLANNING SERVICES**

The Town could (but is not obligated to) use the following criteria, among others, in evaluating submissions:

1. Prior performance with similar planning and design projects, including master plan updates and ALP projects at comparable airports
2. Resources and technology available to complete the project in accordance with FAA standards.
3. Cogent preliminary outline of master planning process
4. Qualifications of the project manager and other key personnel
5. Overall qualifications and prior performance of firm

Regardless of anything to the contrary stated herein, the Town reserves the right to select a Firm based on factors not enumerated above at its unfettered and sole discretion.

### **7.3 SELECTION PROCESS AND AWARD**

The Town will form a Selection Panel designed to review, evaluate, and interview Firms. The Selection Panel may request additional information from Firms, such as price and proposals, particularly for the Planning Services project pertaining to the master plan update. This RFQ includes two projects, and the Selection Panel may recommend the same or different Firms be awarded either or both projects.

The Selection Panel recommends for award the Firm(s) that, all things considered, the Town determines in its complete and sole discretion, is in the best interest of the Town. Due to the complexity of the projects, the Town is not and shall not be bound to make a selection based on any particular factor(s). Further, the Town can, at its discretion, negotiate with the selected Firm on price and proposal terms prior to making an award.

The Plainville Town Council will make an award(s) to the Firm(s) that is deemed to be in the Town's best interests. As a recipient of federal and state funding, any and all submissions may be sent to the FAA, CTDOT, or CAA for review prior to an award being made.

#### **7.4 DISQUALIFICATION**

The Town will not select any submission from a Firm if it is in arrears or in default to the Town regarding any tax, debt, contract, security, or any other obligation, nor shall it select any Firm if an owner thereof is in such arrears or default.

## **8.0 GENERAL PROVISIONS**

### **8.1 PRESUMPTION OF CONSULTANTING FIRM'S/CONTRACTOR'S FULL KNOWLEDGE**

Each Firm is responsible for having read and understood each aspect of this RFQ and any addenda issued by the Town or formal responses (if any) to questions posed by other Firms. A Firm's failure to review all information that is part of or applicable to this RFQ shall in no way relieve it from honoring any aspect of its submission or the obligations related thereto.

Each Firm is deemed to be familiar with and is required to comply with all local, federal and state statutes, regulations, ordinances, codes and orders, including any FAA-specific rules or guidance that in any manner relate to this RFQ or the performance of the work described herein.

By submitting qualifications, each Firm represents that it has thoroughly examined and become familiar with the scope of services requested and the terms of this RFQ and can perform the work to achieve the Town's objectives.

### **8.2 RIGHT TO AMEND OR TERMINATE THIS RFQ**

The Town reserves the right to amend or terminate the RFQ, accept or reject any or all proposals, waive any informalities or non-material deficiencies in a proposal, and issue an award to the Firm for the proposal that, in the Town's sole discretion and judgment, will be in the Town's best interests. The Town's decision shall be final, shall not be subject to review or appeal, and may be based on any criteria in the Town's sole discretion, including but not limited to price, terms, and the relative experience and reputation of the Firm.

### **8.3 INTERPRETATION**

Interpretation of the wording of this document shall be the sole right and responsibility of the Town and that interpretation shall be final.

### **8.4 COST OF SUBMISSION PREPARATION**

No reimbursement will be made by the Town for any costs incurred in the preparation of a response or during the selection process.

## **8.5 OWNERSHIP INFORMATION**

All responses submitted will be considered to be the property of the Town. All business confidential information protected from disclosure under the State of Connecticut Freedom of Information Act must be clearly identified as such.

## **8.6 ENTERING INTO AN AGREEMENT WITH THE TOWN**

Any agreements shall be preceded by a notice of award and letter of intent or option agreement and, thereafter, will be contingent and non-binding until: (1) all approvals and letters of support are received from applicable local, state and federal regulatory agencies, boards and authorities; (2) final, financeable service agreements are fully executed; and (3) all other pertinent written documents and contracts are signed by the Town and the awarded Firm.

## **8.7 FREEDOM OF INFORMATION ACT**

All information submitted in response to this RFQ or in response to a request for additional information is subject to disclosure under the state Freedom of Information Act as amended and judicially interpreted. All information submitted by Firms in response to this RFQ will not be treated as or considered confidential by the Town.

## **8.8 CONFLICTS OF INTEREST/CODE OF ETHICS**

The Firm should disclose any and all conflicts of interest or conflicts with the Town's Code of Ethics, in writing, to the Town who will consider the nature of the Firms responsibilities and the degree of potential or apparent conflict in deciding the course of action that the Firm needs to take to remedy the conflict of interest.

## **8.9 EQUAL OPPORTUNITY/NON-DISCRIMINATION**

Firms must meet all municipal, state, and federal affirmative action and equal employment opportunity practices. This includes compliance with the Executive Order 11246, "Equal Employment Opportunity," as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."



#### **8.10 DISCLAIMER**

The Town makes no representation or warranty and assumes no responsibility for the accuracy of the information set forth in this RFQ. Further, the Town does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facet of this RFQ once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the website on which this RFQ is posted, or in connection with any other electronic medium utilized by Firms in connection with or otherwise related to the RFQ.

**APPENDIX A: PROJECT SELECTION FORM**

Name of Consulting Firm: \_\_\_\_\_

Firms must select which project(s) they wish to be considered for by placing an “X” in the space provided to the right of the project name.

**RFQ 2024-07: On-Call Airport Consulting Services**

**(A) Architectural and Engineering Services**

**(B) Planning Services**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title \_\_\_\_\_ Date: \_\_\_\_\_

RFQ 2024-07 (A): On-Call Airport Consulting Services – Architectural and Engineering Services

RFQ 2024-07 (B): On-Call Airport Consulting Services – Planning Services

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**APPENDIX B: FY24-28 AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP)**

[PLEASE CONTINUE ONTO NEXT PAGE]

**ROBERTSON AIRPORT (4B8) - PLAINVILLE, CONNECTICUT  
FFY 2024-2028 FIVE YEAR AIRPORT CAPITAL IMPROVEMENT PLAN**

Project	Year	Anticipated Funding Source						
		Total	FAA				CAA*	Town
			Total FAA	Entitlement	Discretionary	BIL		
Installation of PAPI's, AWOS, and Wind Cones	2022	\$ 1,465,000	\$ 1,318,500	\$ 150,000	\$ 1,168,500	\$ -	\$ 109,875	\$ 36,625
Fence Replacement and Rehabilitation Construction	2023	\$ 532,000	\$ 478,800	\$ 150,000	\$ 328,800	\$ -	\$ 39,900	\$ 13,300
Airport Master Plan Update, include runway RSA and extension evaluation	2024	\$ 400,000	\$ 360,000	\$ 69,000	\$ 291,000	\$ -	\$ 30,000	\$ 10,000
Rotating Beacon Upgrade	2024	\$ 90,000	\$ 81,000	\$ 81,000	\$ -	\$ -	\$ 6,750	\$ 2,250
Apron Replacement and Rehabilitation Design and Environmental	2025	\$ 120,000	\$ 108,000	\$ -	\$ -	\$ 108,000	\$ 9,000	\$ 3,000
Apron Replacement and Rehabilitation Construction	2026	\$ 880,000	\$ 792,000	\$ 106,000	\$ 55,000	\$ 631,000	\$ 40,000	\$ 48,000
Snow Removal Equipment, purchase	2027	\$ 250,000	\$ 225,000	\$ 150,000	\$ 75,000	\$ -	\$ 18,750	\$ 6,250
T-Hangar and Box Hangar Design and Construction	2027	\$ 1,500,000	\$ 1,350,000	\$ -	\$ 1,000,000	\$ -	\$ 40,000	\$ 110,000
Runway RSA and Extension Feasibility Study, including preliminary design	2028	\$ 100,000	\$ 90,000	\$ 90,000	\$ -	\$ -	\$ 7,500	\$ 2,500
<b>TOTALS</b>		<b>\$ 5,337,000</b>	<b>\$ 4,803,300</b>	<b>\$ 796,000</b>	<b>\$ 2,918,300</b>	<b>\$ 739,000</b>	<b>\$ 301,775</b>	<b>\$ 231,925</b>

\* CAA maximum share per FY is \$40,000 unless there is left over funding available. Left over funding from all CT Airports can be requested at the time a grant offer is submitted to the CAA.