

City of Biddeford
Airport Commission
September 29, 2022 6:00 PM Council Chambers and via Zoom
Please click this URL to join:
<https://biddeford.zoom.us/j/96233267840>

Webinar ID: 962 3326 7840
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Status: In Person; Council Chambers; 6:00 p.m.

Zoom Meeting Link:

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- 1. Roll Call**
- 2. Pledge of Allegiance**

Introductions

New Commission Member - Parker Montano
New Airport Manager - John Taylor

Acceptance of Minutes:

Airport Commission Meeting Minutes .. March 23, 2022

[3-23-2022 Airport Commission Minutes.docx](#)

3. Old Business

- 3.1. Update on Projects: Gale Associates

4. New Business

- 4.1. Update on RFP for Airport Consultant
[Airport Consultant RFQ-full package.docx](#)
[Airport Consultant RFQ-newspaper ad.docx](#)
- 4.2. Winter Preparations
- 4.3. Upcoming Projects

5. Airport Managers Report

6. Adjourn

**Airport Commission Meeting
March 23, 2022**

Commission Chair Rick Laverriere called the meeting to order at 6:00 p.m.

Roll Call: Rick Laverriere, Gerald Bernier, Carmen Bernier, Tom Bryand, Roland Pelletier and Frederick Oliver

Also present were Airport Manager Peter Donaher
Armand Dufresne from Gale Associates and Ralph Nicosia-Rusin from FAA both joined virtually

The Commission recited the Pledge of Allegiance.

Acceptance of Minutes: January 20, 2022

Motion by Tom Bryand, seconded by Roland Pelletier to accept the minutes as printed.

Vote: Unanimous.

Old Business:

Update on Master Plan: The Airport Master Plan is still under review by FAA.

Update on Snow Removal Equipment (SRE) Acquisition:

Airport Manager Peter Donaher informed the Commission that MDOT, Aviation Division has agreed to support the purchase of the SRE up to \$400,000. Additionally, Public Works Director Jeff Demers has worked through the City's CIP process to secure a \$40,000 contribution. Currently, Nikolas Ippolito from Gale Associates is working on the bidding process. The current SRE is about 18 years old and unforeseen maintenance issues are beginning to be needed.

Update on Outstanding Payments for Airport Projects:

Peter also provided this update, stating that the close-out payment for the Reconstruction Project is pending the finalization of paperwork. Likewise, the Master Plan remains outstanding until the Airport Layout Plan (ALP) is approved by FAA and then sent to the City Council for final approval.

New Business:

FAA – BIL (Bipartisan Infrastructure Bill) Terminal Program

Armand Dufresne from Gale Associates explained that the FAA has come out with the BIL (Bipartisan Infrastructure Bill) – Terminal Program where they will pay up to 95% of costs to either reconstruct or relocate an airport's terminal building. Armand is currently working to complete an application for B19's terminal and needs some clarification from the Commission.

- He confirmed that the terminal building is about 1,550 square feet in size; with a 10'x12' section that serves as the Airport Manager's Office and is not open to the public, and needs to be taken out of the equation
- The building is not ADA compliant
- The current terminal was built in 1985; and therefore is just under 40 years old

- The current rubber roof will need to be replaced
- New windows and heating system will also need to be acquired
- The current flooring is thought to be asbestos and is starting to have some structural damage, and will need to be replaced
- The outside of the building is steel and is discolored and in need of replacement
- The inside configuration of the terminal would be better if the square footage could be increased

Armand noted that the application deadline is coming up on March 28th, so time is of the essence.

Airport Manager Report:

Airport Manager Peter Donaher had the following items:

- 1) He reminded the Commission of two Grants that the City received, which can be used towards operational COVID costs (such as the Porta Potty which is located at the airport since the terminal building is still closed to the public due to COVID mandates). The City has four years to spend the money and we are currently six months into the Grant period. The Grant amounts are \$30,000 and \$13,000.
- 2) He brought up the issue of some additional land located at the airport which had been intended for a cross-wind runway. It has since been determined that a cross-wind runway is not necessary at B19. The land is located to the south and west of the runway. He would like to see something positive done with this land and has been approached by solar farm companies who are interested in developing this area. Peter asked City Clerk Carmen Bernier who she feels such requests should be directed to, and she suggested that folks who approach the Airport with ideas to use/develop the additional and unused land should put together a proposal and submit it to the City Manager's Office. Tom Bryand suggested that ideas be brought to the City's Climate Change Task Force for review prior to being submitted to the City Manager's Office, or the City Council. Roland Pelletier suggested that the City look to the Sanford Airport to see how the solar farm is working there.
Ralph Nicosia-Rusin from FAA is supportive of the idea of having a solar farm at the airport. He noted that it would be a great source of income for the City, as well as an environmentally responsible thing to do.

Motion Fred Oliver, seconded by Tom Bryand to adjourn.

Vote: Unanimous.

Time: 6:33 p.m.

REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS AIRPORT PLANNING AND ENGINEERING SERVICES

The CITY OF BIDDEFORD is seeking to retain the services of a consultant, experienced in the practice of airport planning and engineering advisory services in the State of Maine, as a multi-year Airport Engineer.

The CITY OF BIDDEFORD must receive qualification and experience statements no later than **2:00 p.m. local time on September 16, 2022** to be eligible for consideration. Statements shall be submitted in a single sealed envelope/package, clearly marked "Request for Qualifications for Engineering Services at the Biddeford Municipal Airport." E-mailed or faxed submittals will be considered as unresponsive. Complete packages must be delivered to:

**Jeff Demers, Public Works Director
Biddeford Municipal Airport
371 Hill Street
Biddeford, Maine 04005
Phone: (207) 282-1579**

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to Jeff Demers (e-mail Jeff.Demers@Biddefordmaine.org) A complete RFQ packet can be found on the City of Biddeford website: www.biddefordmaine.org. It will be the proposer's responsibility to check the referenced website for any new amendments.

I. GENERAL INFORMATION

The CITY OF BIDDEFORD 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 CITY OF BIDDEFORD anticipates undertaking.

In order to be considered responsive, seven (7) bound paper copies of the statements must be submitted to Jeff Demers, Public Works Director, 371 Hill Street, Biddeford, Maine 04005, no later than 2:00 p.m. on September 16, 2022.

Statements must be limited to 30 pages (30 single sided, or 15 double sided), size 12 point font including references and resumes of key personnel. Covers, cover letter, table of contents, and dividers (if used), are not included in the 30-page limit. Statements shall be submitted in a single sealed envelope/package, clearly marked “Request for Qualifications for Engineering Services at the Biddeford Municipal Airport.”

The CITY OF BIDDEFORD 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 CITY OF BIDDEFORD to do so.

Selection Schedule:

- Post RFQ.....August 25, 2022
- Proposals DueSeptember 16, 2022 at 2:00 p.m.
- Review of ProposalsAirport Commission Meeting – to be determined for some time in September
- Interview Dates (if held)October 2022
- Award Contract.....No later than December 1, 2022

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

In order 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 City will weigh each section according to the percentages listed.

- A. **Experience:** 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 contract duration with dates, services performed, and contracting agency name, address and telephone number for verification purposes. (35%)
- B. **Ability to Perform:** demonstrate an understanding and familiarity with projects of the type outlined herein or similar contracts developed by listing all previous Airport Planning and Engineering Advisory programs of comparable type, which they have prepared or supervised within the last five (5) years. (25%)
- C. **Key Staff Members:** identify the staff client manager and key project managers that will be assigned to work with the CITY OF BIDDEFORD; one page resumes shall be included for each of the key individuals. (20%)
- D. **Local Knowledge:** demonstrate familiarity with the Biddeford Municipal Airport and its aviation support systems. (10%)
- E. **Company Background Material:** pertinent information concerning the background, experience, and reputation of the firm. (5%)
- F. **References:** submit along with the above information three (3) work related job references. (5%)

IV. **PROGRAM BACKGROUND**

The City of Biddeford owns and operates the Biddeford Municipal Airport located in Biddeford, Maine. The airport facilities include a single 3,011' by 75' paved runway and one 50' wide by 90' long paved stub taxiway. There are two aprons, a 235' x 225' long terminal parking apron and a 250' x 195' transient parking apron. The airport has 100 octane low lead aviation gasoline available. There are 29 private hangar structures of various sizes and styles. The City owns a 1,500 square foot terminal with a 3,700 square foot maintenance hangar and attached shop. In addition, the City owns a 4,800 square foot cold storage hangar.

V. **FUTURE AIRPORT PROJECTS**

Anticipated future projects for the Biddeford Municipal Airport may include, but are not limited to:

- A. Terminal Building Renovations
- B. Design/Reconstruct West Apron
- C. Design/Reconstruct Terminal Apron
- D. Design/Reconstruct Taxilane(s)/Taxiway(s)
- E. Pavement Maintenance/Marking Runway 06-24
- F. Environmental Permitting
- G. Fuel Facility Removal and/or Replacement
- H. SRE Building Construction
- I. Installation of Weather Monitoring Cameras

In addition, the airport's current Capital Improvement Plan (CIP) is included in the table that follows.

FFY	Description	Entitlement/ BIL Funds/Year	Total Project Cost	Entitlement	State Share	Local Share
2023	Design/Reconstruct West Apron Phase 1	\$150,000/ \$159,000	\$1,100,000	\$593,531	\$55,000	\$55,000
2024	Apron Reconstruction (remove fuel tanks) Phase 2	\$150,000/ \$159,000	\$530,000	\$477,000	\$26,500	\$26,500
2026	Design/Reconstruct Taxilanes (a)	\$150,000/ \$159,000	\$535,000	\$317,700	\$17,650	\$17,650
2026	Construct Taxilanes (b)	\$150,000/ \$159,000	\$250,000	\$225,000	\$12,500	\$12,500
2027	Pavement Maintenance/ Marking Runway	\$150,000/ \$159,000	\$125,000	\$112,500	\$6,250	\$6,250

VI. CONTRACT AWARD

Any contract entered into by the CITY OF BIDDEFORD shall be in response to the proposal and subsequent discussions. The award shall be based on the criteria described herein.

VII. INDEMNIFICATION AND INSURANCE

The successful Consultant selected shall agree to indemnify and hold the CITY OF BIDDEFORD harmless from claims, demands, suits, causes of action and judgments arising from the Consultants 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 Consultant 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:

www.maine.gov/mdot/civilrights/dbe, or by contacting:

Sherry Y. Tompkins
Disadvantaged Business Enterprises
Program Administrator
Maine Department of Transportation
Civil Rights Office
16 State House Station
Augusta, Maine 04333-0016

Tel: (207) 624-3066
Fax: (207) 624-3021
TTY Users dial Maine Relay 711

**REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS
AIRPORT PLANNING AND ENGINEERING SERVICES**

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