

Project: **Prepare Airport Master Plan (1 Contract)**
QUALIFICATIONS-BASED SELECTION CONTRACT

Posting date: **February 12, 2014**

Scope of Work: Prepare a Master Plan for the Plymouth Municipal Airport (1P1) that could include data collection, aerial photogrammetry, wetland delineation, aviation demand forecasts, facility needs assessment, alternatives development, environmental analysis following the National Environmental Policy Act, financial analysis, Airport Improvement Program eligibility evaluation, property survey, and preparation of an Airport Layout Plan set with property map, and other items as deemed necessary and eligible for funding.

Contact Information: **For additional information or a copy of the Request for Qualifications, please contact Colin McIver, Airport Director, Town of Plymouth, New Hampshire, at 603-254-6361 during regular business hours.**

Closing Date: **Interested firms must submit a Statement of Qualifications package that is no more than ten (10) pages in accordance with the Request for Qualifications on or before 4:00 p.m. March 5, 2014 to:**

Town of Plymouth
Airport Master Plan Project
6 Post Office Square
Plymouth, NH 03264

Request for Qualifications

For

Plymouth Municipal Airport (1P1) Master Plan

The Town of Plymouth New Hampshire desires to hire an airport consulting firm to provide a Master Plan for the Plymouth Municipal Airport (1P1). An airport consulting firm will be selected through a comparative analysis of firm qualifications necessary for satisfactory performance of the services required in an open and free competition.

Anticipated project scope of services

To prepare a master plan for the Plymouth Municipal Airport (1P1) that could include data collection, aerial photogrammetry, wetland delineation, aviation demand forecasts, facility needs assessment, alternatives development, environmental analysis following the National Environmental Policy Act, financial analysis, Airport Improvement Program eligibility evaluation, property survey, and preparation of an Airport Layout Plan set with property map, and other items as deemed necessary and eligible for funding.

This is for one project selection only.

Statements of Qualification Judging Criteria

The following judging criteria will be used to evaluate the Statements of Qualification submitted by the airport consulting firms. Two (2) sides of a sheet of paper may be used for all printed pages in the Statements of Qualification being submitted. Font size shall be no smaller than 12 point. Margins must allow for the document to be readable. All pages shall be numbered sequentially through the entire document. Total numbered pages shall be no more than ten (10). A cover page, cover letter page, title page, divider pages, and back cover page are allowed additional pages that are not included in the count of total pages. The Statements of Qualification must be bound in some manner; not submitted loose or stapled.

1. **Company Background.** No more than two (2) numbered pages are used to present the firm's background and resume(s) of key team member(s). The firm shall incorporate the following table somewhere within these two pages. Other firm background information may be added at the firm's discretion. It is preferred that the Town of Plymouth coordinate with the selected firm through one person, the client manager, at that firm. Resizing this table may be necessary to provide the requested information.

Company Background	Firm's Responses
Firm's office from which the project will be managed.	
Firm's offered client manager (attach this person's resume – one page maximum).	

Firm's offered sub consultants and their contact information.	
Firm's past (3 years) and present projects with The Town of Plymouth – include project title, and total of firm's contract amount.	
Firm is legally allowed to perform work/services in the state of New Hampshire? [circle one response]	YES/NO

2. **Capability to Perform and References.** No more than one (1) page. Describe the firm's capability to perform all or most aspects of the anticipated projects. Provide examples of recent experience with similar aviation projects. Describe the firm's ability to complete projects on time and on budget as well as ability to meet schedules and deadlines. Describe the firm's ability to manage unexpected project situations or circumstances. List at least three (3) references (name, address, phone number, e-mail address) that can attest to the firm's qualifications to carryout projects similar in nature to those identified in this Request for Qualifications.

3. **Company Organization.** No more than two (2) pages. Describe the organization of the firm, including providing an organizational chart showing the interrelationships between staff and their roles at the firm and with The Town of Plymouth. Include a table(s) or list(s) of the firm's current workload (project name and expected completion date) and the firm's one-year projected workload including a statement of the firm's capability to take on new work.

4. **Project Understanding.** No more than five (5) pages. From the Anticipated Project Scopes of Service (page 1 of this RFQ), select one project and describe the firm's understanding of this project. The firm must include, at a minimum, the following points: existing and/or future impact of this project on the Plymouth Municipal Airport (1P1) and the community, the firm's approach to addressing the implementation of this project, and what considerations the Town of Plymouth needs to make with regard to this project. It is important that the selected firm be able to present aviation issues in a clear and concise manner to non-aviation people in an interesting and/or innovative manner. The firm should incorporate these techniques into this section as a demonstration of their ability to communicate.

Certificate of Insurance. The selected consulting firm must provide a certificate of insurance which shows a minimum coverage of \$2,000,000 for general liability and minimum worker's compensation coverage per NH State Law requirements as well as naming the Town of Plymouth as an additionally insured party on the plan.

Evaluation Criteria

The Statement of Qualification from each submitting consulting firm will be judged on the firm's understanding and approach, and appearance of the document (because communication with the public and agencies will be a significant portion of these projects; how the document is presented will also be judged).

Other Information

The Town of Plymouth intends to select a consulting firm based on review and judging of the submitted Statements of Qualification, but reserves the right to conduct interviews of a short-list of firms before selecting a consulting firm.

The Town of Plymouth reserves the right to waive any informality or to reject any and all submissions responding to this Request for Qualifications for any reason. Faxed and e-mailed submissions will not be accepted.

The proposed project is intended to be funded in part by the FAA. If FAA grants funds are not available for the proposed project, the Town of Plymouth may delay or cancel said project for lack of funding and/or changes in proposed project priorities without further cost to the Town.

The consulting firm shall submit **six (6)** Copies of their Statement of Qualification package.

The Town of Plymouth shall receive sealed Statements of Qualification until **4:00 p.m.** on **March 5, 2014** to the following address:

Plymouth Town Hall
Airport Master Plan Project
6 Post Office Square
Plymouth, New Hampshire 03264