

Recommendation to the Millinocket Town Council

# **AIRPORT TERMINAL BUILDING RFP**

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Sustainability Committee

March 18, 2022



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## Cover Page

### **1. Committee Name**

- a. Sustainability Committee

### **2. Summary of Recommendation**

- a. The Sustainability Committee recommends that the Millinocket Town Council pass the Order included in this document to post an RFP for the A&E of a new airport terminal building. The Town would have the authority to accept or reject any and all proposals after examination and recommendation from the Sustainability Committee.

### **3. All Meeting Dates the Particular Issue was Discussed**

- a. Initial RFP process and NBRC grant discussions: 08/14/2020, 10/27/2020, 11/19/2020, 12/02/2020, 2/17/2021, 3/11/2021, 8/18/2021
- b. Current RFP process: 11/10/2021, 1/25/2022, 2/14/2022, 3/18/2022

### **4. Public Input Presented from the Community**

- a.

### **5. Vote from the Committee**

- a.



## Project Background

### PHASE I

The Town Council had allotted funds for the initial design of a new terminal building following a building/energy inventory of Town buildings, conducted by an intern and building and energy experts in 2020. The report (attached to this proposal) detailed the need for a new building due to the age and condition of the existing building. The design process included a survey, public input and coordination with the Airport Manager to create initial designs to be used as a reference for Phase II and estimated engineered plans to cost \$254,299.00.

### PHASE II

This recommendation is for the second phase of the terminal building project. After completion of Phase I, the Sustainability Committee and the Northern Forest Center collaborated on the application of an NBRC grant to fund engineered building plans for a new airport terminal building. The Town of Millinocket was awarded \$203,439.00 (80% of the total estimated project cost) in August of 2021. The Town Council passed an amended Order #320-2021 authorizing the Town Manager to sign and execute the grant agreement with NBRC, which did not require the Town to have identified matching funds. The RFP proposed in this recommendation would provide the Town with bidders to complete this project.

### PHASE III

Construction. The Sustainability Committee will seek additional funding for the completion of Phase III once Phase II has commenced.

## REQUEST FOR PROPOSAL ARCHITECTURAL & ENGINEERING SERVICES

### I. INTRODUCTION

The Town of Millinocket (Owner), a municipality located at 197 Penobscot Ave, Millinocket, ME is soliciting bids/Proposals from A&E firms to design and engineer a new FBO building for the Millinocket Municipal Airport (MLT).

### II. PROJECT DESCRIPTION

The current airport terminal building is located at 152 Medway Road, Millinocket, ME. In response to the need for a new terminal building due to significant energy and use-of-space inefficiencies, non-compliance with ADA regulations, and substantial renovations required of the existing building, the Town of Millinocket was awarded an NBRC grant for the design and engineering of a new airport terminal building. The project will be in compliance with all NBRC requirements and must strongly consider energy efficiency, use of space as a multi-functional building, and incorporating local history and resources (use of locally-sourced material and recognition of historical and social elements of the community). More details can be found in section V of this RFP.

Design must also meet FAA, local, county, state and other federal requirements.

### III. PREPARATION OF PROPOSALS

Envelopes containing Proposals shall be labeled as stated on the cover page and must be presented so that they may be easily identified as containing a Proposal. Envelopes must include the following:

Name and location of project.

Name and address of bidder.

Addressed to: Town of Millinocket Sustainability Subcommittee.

Submit proposal digitally to: [manager@millinocket.org](mailto:manager@millinocket.org) and [airport@millinocket.org](mailto:airport@millinocket.org)

OR via mail at:

Town of Millinocket  
ATTN: Sustainability Committee  
197 Penobscot Ave  
Millinocket, ME 04462



#### **IV. PRE-QUALIFICATION**

To be considered as eligible to submit a Proposal, bidder must have demonstrated prior experience in building design in accordance with applicable codes, standards, rules and regulations.

Bidders must have experience in energy efficiency and FAA regulations.

#### **V. SCOPE OF WORK**

Existing renderings and general floor plans may be used as a reference for the desired building and are attached to this RFP under Exhibit A. Further Committee, Council and community input will be required to ensure the completed project satisfies the needs of the town. This includes, but is not necessarily limited to, a conference room, pilots lounge, two sets of bathrooms (one set for private use and other set for general public), storage closets for maintenance and general office storage, office for airport supervisor, a ticketing area that can double as event space and offer other potential uses of the space, baggage area, room(s) that can be used as TSA security areas in anticipation for future growth, and secured seating area.

#### **VI. FORM OF PROPOSAL**

Proposals must consist of the following information in the order indicated below:


- Cover letter stating interest in project with signature of duly authorized principal.

Technical qualifications.

- Experience with similar projects.
- Experience of key staff personnel.
- Explanation of interest of project as it relates to the Bidders relationship with the municipality and the region.
- Cost of services breakdown in accordance with Section V Scope of Work.

#### **VII. ACCEPTANCE OR REJECTION OF PROPOSAL:**

The Owner reserves the right to reject any and/or all Proposals. Owner also reserves the right to waive any information and technicalities in bidding. Contract will be awarded on the basis of four factors which are described below by the Sustainability Committee. Each factor will be rated and the contract will be awarded (unless all bids are rejected), under normal circumstances, to the bidder receiving the highest number of points. Points will be awarded for Bid Proposals exceeding the minimum standards as described in Bidder's Pre-Qualifications. Owner reserves the right, however, to award contract to its best interest.



Price = 5 Points. The highest number of points in this category will be given to the lowest responsible bid price.

Capacity = 5 Points. Points will be awarded on the basis of prior experience in performing similar work produced; technical and financial resources in designing municipal or public buildings; experience of team.

Demonstrated understanding of Millinocket = 5 Points. All architecture and design must take into consideration the history, culture and vision for the future. Points will be awarded on the basis of a demonstrated understanding of the Town and Bidder's relationship with Millinocket and the region.

Energy Efficiency = 5 Points. Points will be awarded based upon prior experience with energy efficiency and the intended energy efficiency standards of the design.

### **VIII. GENERAL INFORMATION**

Bid Proposals will be received at the aforementioned email addresses or delivered to the Town Office until April 15th at 5PM. Bid Proposals received after the time and date stated will not be accepted. Proposals received on time will be opened publicly by the Sustainability Committee within three weeks of the due date. The Committee shall then determine which proposal to recommend to the Town Council for official action.

The Owner shall announce the successful bidder on or before 90 days from the final date of receipt of proposals.

Bidders should carefully review the pre-requisites for bidding which will be adhered to when interviewing the bids. Bids will be evaluated to determine the bidder that is responsive to the solicitation and is most advantageous to the Owner, price, capacity, experience, and other factors considered.



## Recommended Order

ORDER # \_\_\_\_\_ PROVIDING FOR ADVERTISING AIRPORT RFP

IT IS ORDERED that the Town Manager be authorized to advertise the attached RFP for A&E services for a new airport terminal building.