



OXFORD COUNTY BOARD OF COMMISSIONERS

26 Western Avenue • P.O. Box 179 • South Paris, ME 04281

(207) 743-6359 • www.oxfordcounty.org

Timothy G. Turner, Chairman • Lisa M. Keim • H. Sawin Millett

REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS

(1) AIRPORT PLANNING AND (2) ENGINEERING SERVICES

The COUNTY OF OXFORD is seeking to retain the services of consultants, (1) experienced in the practice of airport planning and (1) experienced in engineering advisory services in the State of Maine, as a multi-year Airport Planning Consultant and multi-year Engineering Consultant.

The COUNTY OF OXFORD must receive qualification and experience statements no later than **2:00 p.m. local time on January 26th, 2026** to be eligible for consideration. Statements shall be submitted in a single sealed envelope/package, clearly marked "Request for Qualifications for (1) Planning Services and (2) Engineering Services at the Oxford County Regional Airport-81B." E-mailed or faxed submittals will be considered as unresponsive. Complete packages must be delivered to:

Mr. Zane Loper, County Administrator
Oxford County Commissioners' Office
P. O. Box 179
26 Western Avenue
South Paris, Maine 04281
Phone: (207) 743-6359

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to Mr. Tony Carter (e-mail tcarter@oxfordcounty.org) and must be received by 2:00 p.m. local time on January 21, 2026. All questions will be answered by 2:00 p.m. local time on January 23, 2026, and posted on the County's website at <https://www.oxfordcounty.org/>. It will be the proposer's responsibility to check the referenced website for any new amendments.

I. GENERAL INFORMATION

The COUNTY OF OXFORD is seeking the services of (1) Airport Planning and a second as an 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 COUNTY OF OXFORD anticipates undertaking.

In order to be considered responsive, five (5) bound paper copies of the statements must be submitted to Mr. Zane Loper, County Administrator, Oxford County Commissioners Office, P. O. Box 179, 26 Western Avenue, South Paris, Maine 04281 no later than 2:00 p.m. on January 26, 2026. Statements must be limited to 30 pages (30 single sides, 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 Oxford County Regional Airport."

The COUNTY OF OXFORD 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 COUNTY OF OXFORD to do so.

Selection Schedule:

- Post RFQJanuary 14, 2026
- Question to RFQ DueJanuary 21, 2026 (2 pm)
- Question AnsweredJanuary 23, 2026 (2 pm)
- Proposals DueJanuary 26, 2026 (2 pm)
- Interview Dates (if held)January 28 – January 30, 2026
- Award ContractFebruary 5, 2026 (dependent on Commissioner approvals)

II. GUIDELINES FOR PROSPECTIVE CONSULTANTS

Prospective consultants for both planning and engineering 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 County will weigh each section according to the percentages listed.

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. (40%)

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. (20%)

Key Staff Members: identify the staff client manager and key project managers that will be assigned to work with the COUNTY OF OXFORD; one-page resumes shall be included for each of the key individuals. (20%)

Local Knowledge: demonstrate familiarity with the Oxford County Regional Airport and its aviation support systems. (10%)

Company Background Material: pertinent information concerning the background, experience, and reputation of the firm. (5%)

References: submitting along with the above information three (3) work related job references. (5%)

IV. PROGRAM BACKGROUND

The Oxford County Regional Airport is owned and operated by Oxford County. The airport facilities include Runway 15-33 which is a paved runway measuring 3,000 feet long by 75 feet wide with Medium Intensity Runway Lights (MIRLS). Oxford County Regional Airport has three (3) stub taxiways. Taxiway Alpha (A) and Bravo (B) are used by the general public, while the third, unnamed taxiway, provided through-the-fence access for a private owner from his hangar, which was constructed on his property in 1988 and has since been closed to traffic. Taxiways A and B connect Runway 15-33 to the terminal apron. Taxiway A is 40 feet wide and Taxiway B is 26 feet wide. Both Taxiways are approximately 140 feet long and have medium intensity taxiway lights (MITLS). The unnamed Taxiway is 24 feet wide by approximately 300 feet long. Oxford County Regional Airport has run-up/holding bays located at the approach end of each runway. The holding bays are approximately 4,800 square feet in size, and located beyond the runway holding position line. There is one aircraft apron located east of the terminal building, west of Runway 15-33 and is approximately 196,100 square feet. Oxford County Regional Airport has the storage capacity for 10,000 gallons of fuel, 5,000 gallons of Jet "A" (not currently used) and 5,000 gallons of 100 LL Avgas, which is stored in one fuel farm facility, located approximately 100 feet north of the terminal building. There are two (2) buildings on airport property including a conventional hangar which is privately owned on land leased from Oxford County and a terminal building with associated attached hangars. The terminal building consists of the FBO office and three (3) attached hangars owned by Oxford County. There is a paved automobile parking lot located on the west side of the airport, west of the terminal building. Oxford County Regional Airport also has a rotating beacon, a global positioning system (GPS) approach to Runway 33, and four (4) obstruction lights located on the east side of the airport.

V. FUTURE AIRPORT PLANNING and FUTURE ENGINEERING PROJECTS

Anticipated future projects for the Oxford County Regional Airport may include, but are not limited to:

Planning.

- Master Plan (Planning Consultant)
- ALP Update (Planning Consultant)
- Runway Extension (Planning Consultant)
- Environmental Analysis (Planning Consultant)
- Aeronautical Survey (Planning Consultant)
- Obstruction Analysis (Planning Consultant)
- Land Easement Acquisition (Planning Consultant)

Engineering Consultant.

- Runway Extension and Taxiway Extension (Engineering Consultant)
- Runway 15-33 Maintenance and Repair (Engineering Consultant)
- Terminal Apron Reconstruction – Construct Phase 2 (Engineering Consultant)
- Terminal Apron Reconstruction – Phase 3 (Engineering Consultant)
- Runway Lighting Modifications (Engineering Consultant)
- Aviation Easements for Runway 15-33 (Engineering Consultant)

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

- Design & Construction for Runway Rehabilitation with Runway Extension
- Design & Construction for Partial Parallel Taxiway
- Design & Construction for Apron
- Design & Construction for LED Lighting
- Replace Rotating Beacon & Lighted Windsock with Segmented Circle
- Crack Sealing and Pavement Markings

VI. CONTRACT AWARD

Any contract entered into by the COUNTY OF OXFORD shall be in response to the proposal and subsequent discussions. The award shall be based on the criteria described herein. Planning and Engineering scoring will be conducted separately and awarded separately.

VII. INDEMNIFICATION AND INSURANCE

The successful Consultant selected shall agree to indemnify and hold the COUNTY OF OXFORD harmless from claims, demands, suits, causes of action and judgments arising from the Consultants performance, including claims of professional malpractice or negligence.

The above-mentioned 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:

<http://www.maine.gov/mdot/civilrights/dbe.htm>

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