



WHITE MOUNTAIN REGIONAL AIRPORT
REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS
AIRPORT ENGINEERING SERVICES
January 21, 2026

The White Mountain Regional Airport is seeking to retain the services of a consultant, experienced in the practice of airport engineering services in the State of Maine, as an Airport Consultant for the Project at the White Mountain Regional Airport (IZG):

- ➔ New Precision Approach Path Indicator (PAPI) for Runway 32

The process will be administered by the IZG Airport Authority (Authority). Submissions must be received no later than **10:00 a.m. local time on February 4, 2026** to be eligible for consideration. Statements shall be submitted electronically via email with the subject line “RFQ for Engineering Services at the White Mountain Regional Airport.” Hard copy submittals will not be accepted. Complete packages must be emailed to:

Allison Navia, Airport Manager
Phone: (207) 266-6636
allison@whitemountainairport.com

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to Ms. Allison Navia and must be received by 2:00 p.m. local time on January 29, 2026. All questions will be answered by 4:00 p.m. local time on January 30, 2026 and posted on the Airport’s website www.whitemountainairport.com. It will be the proposer’s responsibility to check the referenced websites for any new amendments. If no questions are received, there will be no amendments on the website.

I. GENERAL INFORMATION

The WHITE MOUNTAIN REGIONAL AIRPORT is seeking the services of an Airport 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 WHITE MOUNTAIN REGIONAL AIRPORT anticipates undertaking.

In order to be considered responsive:

- ➔ one electronic copy must be submitted to Ms. Allison Navia, White Mountain Regional Airport, at allison@whitemountainairport.com no later than 10:00 a.m. on February 4, 2026.

Statements must be limited to five (5) pages in PDF format, 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 page limit. Emails shall contain in the subject line “RFQ for Consultant Services at the White Mountain Regional Airport.”

The WHITE MOUNTAIN REGIONAL AIRPORT 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 WHITE MOUNTAIN REGIONAL AIRPORT to do so.

Selection & Project Schedule:

- Post RFQ.....January 21, 2026
- Questions to RFQ DueJanuary 29, 2026 (2 pm)
- Questions AnsweredJanuary 30, 2026 (4 pm)
- Proposals DueFebruary 4, 2026 (10 am)
- Notify of Selection.....February 6, 2026
- Scoping Meeting with FAA.....Complete
- IFE and negotiations complete.....February 2026
- Submit Grant Application.....May 1, 2026 or sooner
- Contract AwardUpon Grant Offer

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 qualifications, 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 White Mountain Regional Airport will weigh each section according to the percentages listed.

- A. **Experience:** Provide details on two previous and/ or 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. One page limit for each project, total of two pages for this section. (40%)
- B. **Approach:** Explain the strategy that will be employed to succeed in obtaining funding, local and state input including Maine Department of Environmental Protection, tenant involvement and feedback, and other relevant aspects of how the project will be accomplished. One page limit for this section. (30%)
- C. **Key Staff Members:** Identify the staff client manager and key project managers that will be assigned to work with the White Mountain Regional Airport; one page limit for this section. (10%)
- D. **Company Background Material:** Provide pertinent information concerning the background, experience, and reputation of the firm. One page limit for this section. (10%)

E. **References:** Submit along with the above information three (3) work related job references with complete contact information. One page limit for this section. (10%)

IV. PROGRAM BACKGROUND

White Mountain Regional Airport (IZG) was developed in 1961 and was publicly owned by the Town of Fryeburg. The IZG Airport Authority, was formed in 1960 to commence efforts towards securing the Fryeburg, Maine location for a larger, more expansive airport to serve the community. Located near the convergence of Maine State Route 113, State Route 5, and US Route 302; the airport has a geographical reach that spans a multitude of municipalities, and these towns make-up the Board of Directors for the Authority. As the operator of IZG, the Authority manages the day-to-day operations of the airport. The town of Fryeburg is the owner and official sponsor of IZG. The Town of Fryeburg is responsible for the receipt of grants for infrastructure improvements to the facilities.

The Proposed Project Worksheet and Project Scope is attached hereto and made part hereof.

V. CONTRACT AWARD

Any contract entered into by the WHITE MOUNTAIN REGIONAL AIRPORT shall be in response to the proposal and subsequent discussions. The award shall be based on the criteria described herein.

VI. INDEMNIFICATION AND INSURANCE

The successful Consultant selected shall agree to indemnify and hold the WHITE MOUNTAIN REGIONAL AIRPORT 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/>.