

City of Portland, Maine  
Portland International Jetport

**REQUEST FOR PROPOSALS:**

**AIR RESCUE AND FIRE FIGHTING (ARFF) STATION IMPROVEMENTS  
DESIGN AND PLANNING SERVICES  
FOR THE  
PORTLAND INTERNATIONAL JETPORT**

**RFP #23057**

Notice and Specifications

Sealed proposals for furnishing the City with said services shall be submitted electronically to [bidsubmit@portlandmaine.gov](mailto:bidsubmit@portlandmaine.gov) with the name of the Proposer, Contract Name and RFP number in the subject line will be received until 3:30 p.m. Tuesday, March, 21, 2023, at which time they will be opened. Proposals may also be submitted in PDF format on a thumb drive; via USPS, UPS, FedEx, or in person to the City of Portland, Purchasing Rm. 103, 389 Congress St., Portland ME 04101. It is the proposer's sole responsibility to ensure that their proposal is submitted prior to the date and time specified. Late or unsigned proposals shall not be accepted.

The services for this selection will cover the design, engineering, planning services, and construction administration services related to the Portland International Jetport Aircraft Rescue & Fire Fighting (ARFF) Station Improvements. The Portland International Jetport ARFF station is a roughly 7,500 square foot facility that consists of four (4) garage bays, staff office space, kitchen, workout space, sleeping quarters, utility rooms, and restroom facilities. The purpose of the Station Improvement Project is to expand the ARFF vehicle garage space and storage to accept a new piece of equipment. The station improvement project will also include electrical, HVAC, restroom, and other incidental improvements. The contract will commence on a date to be established in a written Notice to Proceed.

Copies of the above documents will be available at the Purchasing Office, either by e-mail [jrl@portlandmaine.gov](mailto:jrl@portlandmaine.gov), or phone (207) 874-8654. Each prospective proposer will be required to obtain from the City a copy of the proposal form.