



# REQUEST FOR PROPOSALS (RFP) FOR HARTFORD BRAINARD AIRPORT PROPERTY

RFP No. 2022-3

**Regulatory Analysis of Hartford Brainard Airport**

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**BFJ Planning**

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Regulatory Analysis of Hartford Brainard Airport

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## Section I — GENERAL INFORMATION

### A. Introduction

This RFP contains submission requirements, the scope of service, period of service, terms, and conditions, and other pertinent information for submitting a proper and responsive proposal.

RFP No. 2022-1 will be posted on December 5, 2022, and can be downloaded from BFJ Planning's website [www.bfjplanning.com](http://www.bfjplanning.com).

Prospective Consultants desiring any explanation or interpretation of this solicitation must request it in writing by December 15, 2022. The request must be emailed to Thomas Madden, AICP, at [t.madden@bfjplanning.com](mailto:t.madden@bfjplanning.com).

Any information given to a prospective consultant about this solicitation will be furnished as a written amendment to all prospective consultants. If issued, all amendment(s) to this solicitation will be posted on BFJ Planning's website, [www.bfjplanning.com](http://www.bfjplanning.com). All consultants are encouraged to check the BFJ Planning website for amendment(s) issuance.

The RFP submission (with attachments) must be submitted no later than 5:00 PM on Friday, December 30, 2022, and must be emailed to [t.madden@bfjplanning.com](mailto:t.madden@bfjplanning.com).

Proposals received after the due date and time will be ineligible and will not be evaluated.

The proposal(s) must be emailed with the subject heading: Request for Proposals. RFP NO. 2022-03, Name of Regulatory Consultant: \_\_\_\_\_.

Submittals will be held in confidence and will not be released in any manner until after the contract award.

Submittals will be evaluated on the criteria stated in the RFP. Negotiations with consultants with a reasonable chance of being selected may be conducted. After evaluation of the proposals, if any, the contract will be awarded to the responsible Environmental Consultant(s) whose qualifications, project proposal, and other factors considered are the most advantageous to BFJ Planning, Inc.

This RFP does not commit BFJ Planning to award a contract or to pay any costs incurred in preparing a response to this request. BFJ Planning will not be liable in any way for any costs incurred by respondents in replying to this RFP.

BFJ Planning reserves the right to reject any and all submissions.

## **B. Procurement Schedule.**

BFJ Planning may amend the schedule as needed. Any change to non-target dates will be made by an amendment to this RFP and posted on the BFJ Planning Website.

- RFP Released: Thursday, December 1, 2022
- Deadline for Questions: Thursday, December 15, 2022
- RFP Informational Conference: Friday, December 16, 2022
- Response to Questions, Monday, December 19, 2022
- Proposals Due: Friday, December 30, 2022 (5 PM)
- (\*) Invitation for Interview: Monday, January 9, 2023
- (\*) Interviews: Week of January 16, 2022
- (\*) Start of Contract: Week of February 6, 2023

Dates after the due date for proposals (“Proposals Due”) are non-binding target dates only (\*).

## **C. Eligibility & Minimum Qualifications of Proposers.**

BFJ Planning Inc. will select a consultant based on documented capabilities; past like or similar project experience; key staff assigned to the project; knowledge of the airport operations; technical approach to regulatory activities; and proven ability to perform within the project budgets.

To qualify for a contract award, a proposer must have the following minimum qualifications:

- Firm has over ten years of experience in performing airport analysis:
  - Experience in planning and developing existing general aviation airports
  - Experience in planning and developing new general aviation airports
  - Experience in closing grant-obligated airports
  - Experience in state and regional airport and aviation system plans
  - Experience in airport strategic business plans
  - Experience in airport economic impact analysis
  - Experience in airspace use and capacity analysis
  - Experience in evaluating the environmental impact of airports (FAA Order 5010.1F and FAA Order 5050.4B)
  - Working knowledge of FAA Compliance Handbook (Order 5190.6B)
  - Working knowledge of FAA Airport Improvement Program Handbook (Order 5100.38D)
  - Ability to convey technical information verbally and in text to the general public.
- Selected contractors will commit to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10) in its selection of subcontractors.
  - Contractors will require the consultants to aggressively solicit the participation of certified minority business enterprises as subcontractors from CTDECD’s Connecticut supplier connection, State of CT BIZNET, City of Hartford Small or Minority/Women Businesses portal, CTDOT’s consultant listing, and CT Source website.
- References: Firms shall submit at least three references.

## **Section II — PURPOSE OF RFP AND SCOPE OF SERVICES.**

### **A. Project Overview**

BFJ Planning was awarded a contract under Public Act No. 22-118, Section 426, which mandates the CT Department of Economic and Community Development (DECD) on behalf of the state to assess the benefits and opportunity costs to the City of Hartford and the State of Connecticut of the current and alternative uses of the Hartford-Brainard Airport property. The state must do so in a way that is consistent with and supports the bill's stated goals of promoting the health, welfare, and safety of people in Connecticut; increasing their quality of life; boosting tourism; stimulating the economy, and enhancing people's ability to enjoy the Connecticut river.

DECD must submit a report of the analysis's findings, by October 15, 2023, to the Finance, Revenue, and Bonding Committee. BFJ Planning will prepare a Draft and Final Report which will synthesize; 1) a decision pathway for continued use or redevelopment of the Airport following Federal and State regulations; 2) a preferred development scenario with a clear regulatory pathway for redevelopment following Federal, State, and Local laws; and, 3) a Final Report summarizing the community engagement program, identify impacts and an environmental remediation phasing plan. The report will highlight development constraints and provide other recommendations to assist the final decision-making by members of the State Legislature. BFJ Planning must submit a draft report by August 31, 2023, to DECD.

BFJ is conducting this RFP process in accordance with its Brainard Airport contract with the State of Connecticut DECD and is issuing separate requests for qualifications/proposals (RFQ/RFP) to engage consultants to undertake (A) economic considerations, (B) environmental components, and (C) analysis of the regulatory components of the requirements stated in the DECD's RFP#22ECD2185.

The work completed by the three sub-consultants will help determine current airport operations and improvements and whether to keep the airport open or seek closure. The subconsultants environmental, economic and regulatory work will help BFJ Planning develop four redevelopment scenarios, which will present alternative approaches for the airport site. The scenarios will be based on the prior existing condition analysis and input from the community workshops.

Hartford-Brainard Airport (HFD) is located three miles from the City of Hartford's downtown business district; it is a public-use, publicly owned airport situated on 201 acres and managed by the Connecticut Airport Authority. The airport is designated as a Regional General Aviation Airport and a Reliever Airport in the FAA's National Plan of Integrated Airport Systems (NPIAS). HFD can relieve congestion from nearby Bradley International Airport and provides general aviation access to the general area.



The airport consists of one seasonal 2,350-foot-long turf runway and two (4,400 and 2,300 feet long) asphalt runways, one lighted helipad, and supporting infrastructure that includes a taxiway system, aircraft parking aprons, an instrument landing system, air traffic control tower, weather station, vehicle parking, and numerous airport tenant facilities.



Figure 1Hartford Brainard Airport

## B. Scope of Services Description

The selected Consultant is expected to analyze the current economic impact of Hartford Brainard Airport (HFD) and the potential economic impact of redeveloping the airport. The economic impact may include but is not limited to economic output, regional value-add, jobs, household earnings, business revenue and profits, property value, or tax benefits. Impacts may be direct, indirect, or induced. BFJ Planning will use the results of this study to help BFJ Planning to build a regulatory decision pathway to assist the final decision-making by members of the State Legislature on whether or not to close Hartford Brainard Airport and redevelop it for other uses.

The selected Regulatory Consultant will follow FAA regulatory rules and orders, particularly FAA Order 5190.6B, for either the continued use of the Airport or its closure and help work with the Selected Environmental and Economic Consultants on the Environmental Due Diligence Assessment and Economic Impact.

**A. Kick-Off Meeting**

**B. Current Analysis of Hartford Brainard Airport Operations**

The Consultant shall complete an analysis of the current operations of Hartford-Brainard airport, including the following:

- Evaluating the 20-year demand for aviation activity at the Airport;
- Evaluating the Airport's competitive status vis-a-vis other area airports;
  - tall structures/obstacles, water management, quality impacts, air quality issues, and aircraft noise issues associated with these options.
- Assessing alternative means, say two or three options, to improve the Airport to meet those demand levels, which typically include runway length and terminal area facility requirements, and instrument approach capabilities;
- Identifying the environmental and financial impacts of those options;
- Provide a report with recommended improvement concepts for current operations.

**Required Meeting:** Following the draft Analysis of the Current Operations report delivery, the consultant shall meet with BFJ Planning to review the report's results before proceeding to the next phase.

**Deliverables:**

Draft and Final Analysis of the Current Operations report

**B. Economic Impact Potential of Closing Hartford Brainard Airport**

The Consultant shall complete an analysis of the potential closing of the current operations of Hartford-Brainard airport with a focus on the previous report and look at whether there is a net benefit to civil aviation for the basis of closure to the Airport. The report will include the following:

- Define the net benefit to civil aviation and the impact of redistribution of the net sales value of the Airport and its usable facility assets to other airports in the area.
- This includes an evaluation of the capital development needs at those airports in order to identify a potential distribution of the monetary and physical assets of the net sales of the Airport.
- Incorporate a computation of the remaining unamortized grant values and their associated time requirements as a basis for closing the Airport.
- Work with the Selected Economic Consultant to produce an appraisal of the fair market value of the Brainard Airport by a qualified firm/individual.

- The regulatory element of this report addresses government obligations and redevelopment obstacles. This airport-specific type of work can be done independently of any other tasks that are performed by others because they will be focused on the economic and highest and best-use items for a closed airport.
- This standalone report may be submitted to the FAA and must incorporate the Task 1 analysis results.

**Required Meeting:** Following the draft Analysis of the potential Closing report delivery, the consultant shall meet with BFJ Planning to review the report's results before finalizing the regulatory pathway for the airport's closure.

BFJ Planning, along with the Selected Regulatory Consultant, will use these reports to build a regulatory decision pathway to assist the final decision-making by members of the State Legislature on whether or not to close Hartford Brainard Airport and redevelop it for other uses. The closure process involves an Environmental Assessment that addresses the planned repurposing of the Airport for which the FAA, by law, is obligated to review and issue a FONSI or prepare an EIS (because closure is a federal action under NEPA), the potential for an updated appraisal of the Airport, and other administrative matters, which are beyond the scope of the work now envisioned.

**Deliverables:**

Draft and Final Analysis of the Impacts of Closing Hartford-Brainard Airport report  
The regulatory pathway for airport closure

## **Section III — PROPOSAL SUBMISSION OVERVIEW**

### **A. Submission Format Information**

The following describes the minimum information consultants must supply in their proposals. It is open to all consultants to give such supplementary facts or materials they consider to assist in evaluating the submitted proposal. Proposals that omit critical elements may be considered non-responsive. Each proposal shall include a Table of Contents listing the proposal contents. Responses to this Request for Proposals (RFP) shall consist of the following:

- A.** The **Letter of Interest** must specify the following:
  1. The name and address of the consultant(s).
  2. General Information on the firm and any proposed sub-consultants.
  3. The name, title, telephone number, and email address of the individuals within the firm authorized to commit the company to this contract.
  4. The name, title, telephone number, and email address of the individual BFJ Planning Inc. should contact regarding questions and clarifications.
  5. A statement that the Consultant's proposal will remain in effect for ninety (90) days after acceptance of the Consultant's proposal by BFJ Planning Inc.



- B.** The **Technical Response** must contain a description of the consultant's proposed approach to performing the Scope of Services and demonstrate a commitment to sufficient staff resources with appropriate qualifications with specific reference to:
1. Understanding and approach to the Scope of Services.
  2. Description of any special services required.
  3. Name and required services of any subcontractors, including those intended to be used to meet the required DBE, MBE, SBE, and WBE goals established for this project.
  4. Consultant's Qualifications and Capabilities: Describe the qualifications and capabilities of the consultant as they relate to the management of brownfield projects and grants and the demonstrated ability to provide services on multiple projects and perform technical oversight of multiple subcontractors.
  5. Past Project Experience: Include project summaries of planning and developing existing general aviation airports, planning and developing new general aviation airports, and closing grant-obligated airports. Summarize the scope of work and provide client contact information for each project.
  6. Resumes of Key Staff Assigned to the Project: Identify specific personnel assigned to the following key roles for the project. Personnel identified in the proposal must be the principal staff working on the project and represent the majority of hours billed to the project. Consultants must provide an organization chart and brief resumes (2 pgs.) for the project manager and the lead technical staff members.
  7. Organization chart showing staff dedicated to this project and their respective roles(s).
  8. At least three (3) references from clients where the consultant has provided similar services.
  9. Standard Billing Rates: Provide standard billing rates for implementing brownfield assessment and cleanup planning services. These rates will be considered during the selection process.
  10. Describe and provide detail of your approach to completing these tasks and the basis of your costs. Please include the number of meetings and on-site visits expected.
  11. Staffing Expectations: The entity should have adequate staff to deliver the report to BFJ Planning Inc promptly. The entity should also have a team with appropriate credentials

and experience to select subject matter experts/entities and to be able to make recommendations.

12. Schedule: Please provide a schedule demonstrating that your firm can meet the timeframes required by DECD and for BFJ Planning to submit a draft report by August 31, 2023.

## **Section IV EVALUATION OF PROPOSALS**

BFJ Planning Inc. intends to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP.

The Review Committee will evaluate proposals submitted in response to this RFP. The Review Committee will be composed of BFJ Planning Inc. staff. The contents of all submitted proposals, including any confidential information, will be shared with the Review Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that comply with all instructions will be accepted with further consideration.

The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements and score and rank based on the evaluation criteria below and make recommendations for shortlisting to invite for an interview.

Following the Review Committee's preliminary scoring/evaluation process, interviews will be conducted with shortlisted entities to reach final award decisions. The Interviews are an opportunity for the Review Committee to learn more about the proposers' experience, substantiate the preliminary scoring/review, and finalize the scoring and award decisions. The Committee may also have questions about the content of proposals. BFJ Planning Inc. will notify proposers if they have been selected for an interview and share a list of interview questions in advance. Participation in an interview does not guarantee an award and may not be required to receive an award.

To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Eligibility and Qualification requirements to respond to the procurement, (3) follow the required Proposal Outline; and (4) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further.

Proposals meeting the Minimum Submission Requirements will be evaluated according to the Established Criteria. The criteria are the objective standards that the Review Committee will use to assess the technical merits of the proposals. Only the requirements listed below will be used to evaluate proposals.

- Organizational Qualifications and Experience

- Diversity, Equity, and Inclusion Considerations
- Staffing Plan; Plan to Hire Sub-Contractors
- Technology and Resources
- Work Plan; Schedule and Timeline
- Budget Narrative; Cost Competitiveness

The price shall be considered but need not be the sole or primary determining factor. Consultants shall state any exception to any liability provisions contained in the RFP in writing at the beginning of negotiations, and such exceptions shall be considered. If a satisfactory and advantageous contract to BFJ Planning Inc. can be negotiated that provides the best value to the overall State Contract; the award shall be made to that Consultant. Otherwise, negotiations with the Consultant ranked first shall be formally terminated, and negotiations conducted with the Consultant ranked second, and so on, until such a contract can be negotiated. Notwithstanding the preceding, BFJ Planning Inc., in its sole discretion, may award contracts under this procurement to more than one Consultant, primarily based on focus areas of DBE/SBE/MBE/WBE Consulting and Related Services. Should BFJ Planning Inc. determine in writing and its sole discretion that only one Consultant is fully qualified or that one Consultant is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that consultant. Consultants whose proposals are not accepted will be notified as soon as BFJ Planning Inc. approves the selected contractor or contractors.

As part of its evaluation of the Staffing Plan, the Review Committee will review the proposer's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

BFJ Planning Inc., however, specifically reserves the right in its sole discretion to:

- a. reject any and all responses received, to waive any irregularity or informality, and to select, negotiate and accept the Proposal if it is deemed to be in the best interest of BFJ Planning Inc.;
- b. request additional information from any and all Consultants to assist it in its evaluation process,
- c. negotiate the terms and conditions of any contract with the selected consultant, and, in its sole discretion, award contracts to more than one Offeror, and cancel this RFP at any time before an award, and is not required to furnish a reason why a particular proposal was not deemed the most advantageous.

## **Section V FEE STRUCTURE**

The estimated budget is \$200,000-\$275,000 for this portion of the project.

- A.** A flat fee proposal that is based on a municipal/government hourly rate and expense schedule broken down by direct deliverables that the selected entity is responsible for; and

- B.** An estimated fee proposal for any sub-consultants as part of affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10) in its selection of subcontractors. The markup charged for any subconsultant work should not exceed five (5)% and should be included in the sub-consultant line item. The entity most qualified to perform the required services based on the selection criteria while being cost-competitive will be chosen.

## **Section VII INSURANCE**

- A.** Contractor shall procure and maintain for the duration of the contract the following types of insurance, in amounts no less than the stated limits, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder:
- 1)** Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. Coverage shall include Premises and Operation, Independent Contractors, Products, Completed Operations, and Contractual Liability. If a general aggregate is used, the general aggregate limit shall apply separately to this agreement or the general aggregate limit shall be twice the occurrence limit.
  - 2)** Workers' Compensation and Employer's Liability: Statutory coverage in compliance with compensation laws of The State of Connecticut. Coverage shall include Employer's Liability with a minimum limit of \$100,000 for each accident, \$500,000 Disease - Policy limit, and \$100,000 for each employee.
  - 3)** Professional Liability: The contractor shall maintain professional liability coverage, providing a total limit of \$1,000,000 to cover any act, error, or omission to cover any claim arising from the performance of the designated professional services (if available).
- B.** Additional Insurance Provisions
- 1)** The State of Connecticut Department of Economic and Community Development and Connecticut Airport Authority, its officials, and employees shall be named as Additional Insured on the Commercial General Liability Policy.
  - 2)** Described insurance shall be primary coverage, and the contractor and contractor's insurer shall have no right of subrogation recovery or subrogation against the State of Connecticut.
  - 3)** Contractor shall assume any and all deductibles in the described insurance policies.
  - 4)** Each insurance policy shall not be suspended, voided, canceled, or reduced except after 30 days prior written notice by certified mail has been given to the State of Connecticut and Connecticut Airport Authority.

- 5) Each policy shall be issued by an Insurance Company licensed to do business by the Connecticut Department of Insurance and having the Best Rating of A-, VII, or better.

## **Section VIII EQUAL OPPORTUNITY AND NONDISCRIMINATION**

**A. Affirmative Action**

BFJ Planning Inc. is an equal opportunity employer and requires an affirmative action policy from all consultants as a condition of doing business with BFJ Planning Inc., as per Federal Order 11246. By responding to this RFQ, all consultants agree to this condition of doing business with BFJ Planning Inc., and should BFJ Planning Inc. choose to audit for compliance; the consultant agrees to cooperate fully.

**B. Disadvantaged Business Enterprise (DBE)/Small Business Enterprise (SBE)/ Woman Business Enterprise/Minority Business Enterprise (MBE)**

BFJ Planning Inc.'s policy is to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit a proposal. Selection will be based on and conditioned upon satisfying the requirements described in this RFQ and Scope of Services.