

## NOTICE TO AIRPORT PLANNING/ENVIRONMENTAL CONSULTANTS

The Airport Board, City of Springfield, Missouri (“Sponsor”), is hereby soliciting statements of qualifications and experience from qualified consultants for airfield development projects at Springfield-Branson National Airport. Projects may be subject to future receipt of Federal funding under the Federal Aviation Administration (FAA) Airport Improvement Program. These projects may include the following:

1. Pavement Condition Study and Pavement Maintenance Plan (PCN Study Previously Prepared November 2016).
2. Perform Aeronautical Surveys for instrument approach procedure development and AGIS requirements.
3. Airport Master Plan and ALP updates.
4. Assistance with CIP development and grant applications.
5. Assistance with required environmental actions and documentation.
6. Assistance with land acquisition for airport development.
7. Perform parking lot capacity and demand survey.

The required services include, but are not limited to, airport planning, environmental, land acquisition, and necessary incidental services. The consultant should provide the name(s) of preferred firm(s) for any work which is likely to be sub-consulted. Sub-consultant changes can occur with Sponsor approval. At the Sponsor’s discretion, this selection can be retained for projects initiated within five years or until all projects are complete. Projects other than those listed above will require a new solicitation except as allowed in FAA Advisory Circular 150/5100-14 paragraph 2.7.2 (4). Disclosure: Under a previous agreement, Aviation Inc assisted the Sponsor with preparation of their CIP.

A qualification based selection process conforming to FAA Advisory Circular 150/5100-14 will be utilized to select the most qualified firm. Selection criteria will include, but may not be limited to:

- Recent experience in airport projects
- Capability to perform all aspects of project
- Ability to meet schedules within budget
- Knowledge of FAA/MoDOT regulations, policies and procedures
- Quality of previous airport projects undertaken
- Personnel experience and qualifications
- Familiarity with, and proximity to the project
- An implemented Affirmative Action Program

Fees will be negotiated for projects as federal funds become available. **Consultants shall not include fee or cost information when responding to this solicitation.** Prospective consultants are advised that applied overhead rates must be in accordance with the cost principles established within Federal Regulation 48 CFR Part 31, Contract Cost Principles and Procedures. After selection, the successful firm will be required to submit a copy of their current overhead rate audit certification or MoDOT pre-approval.

This contract is subject to all applicable Federal Provisions, which include, but are not limited to:

- Title VI of the Civil Rights Act of 1964
- Section 520 of the Airport and Airway Improvement Act of 1982
- DOT Regulation 49 CFR Part 20 – Lobbying and Influencing Federal Employees
- DOT Regulation 49 CFR Part 26 – Disadvantaged Business Enterprises Participation
- DOT Regulation 49 CFR Part 30 – Foreign Trade Restriction Clause
- DOT Regulation 2 CFR Part 180 and 1200 – Government Debarment and Suspension
- DOT Regulation 2 CFR 200 Appendix II, including Access to Records and Reports, Breach of Contract Terms, Rights to Inventions, and Termination of Contract

Airport consultants should submit five copies of their statement of qualifications and experience along with references to the following address, no later than May 4, 2018 at 3:00PM CST. Qualification Packets should not exceed 20 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Five (5) copies of the packets should be received at the address and by the time specified. The consultant should also provide an affidavit of compliance with the federal work authorization program and a copy of the firm’s E-Verify Memorandum of Understanding. Questions regarding this solicitation can be directed to David Schaumburg at 417-868-0500.

SUBMIT DOCUMENTS TO: Brian Weiler, Director of Aviation  
City of Springfield  
2300 N Airport Blvd, Ste 100  
Springfield, Missouri 65802