

**REQUEST FOR QUALIFICATIONS**  
**MISSOURI DEPARTMENT OF TRANSPORTATION**  
**STATE AIRPORT SYSTEM PLAN UPDATE**

**ADDENDUM**

**MISSOURI DEPARTMENT OF TRANSPORTATION**  
**AVIATION SECTION**  
**105 W. Capitol Ave.**  
**P.O. Box 270**  
**Jefferson City, MO 65102**

**REQUEST FOR QUALIFICATIONS  
MISSOURI DEPARTMENT OF TRANSPORTATION  
STATE AIRPORT SYSTEM PLAN UPDATE**

The original Missouri State Airport System Plan (MSASP) was completed in 1979. Since 1983, eleven updates have been made to the Plan. The intent and purpose of this Request for Qualifications (RFQ) is to solicit detailed responses from a consultant or consultant team to provide services to update the MSASP. This new MSASP Update shall develop realistic forecasts and facility requirements that will guide the aviation development programs for Missouri in the coming years.

The MSASP shall consist of a detailed study of all general aviation public use airports in the State of Missouri, resulting in the documentation of the airports and airport-related facilities needed to meet the current and future air transportation needs of the state. The consultant or consultant team shall furnish labor and materials to conduct the MSASP in general accordance with Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5070-7, *The Airport System Planning Process*. Services to be provided and selection processes are outlined in Federal Aviation Administration (FAA) AC 150/5100-14E. The study shall identify the aeronautical role of each airport and describe the development required at each facility, including timeframe and estimated costs.

The study shall be accomplished within a comprehensive planning framework, consistent with state goals and objectives for transportation, land use, and environmental development. The MSASP Update will be compatible with the Missouri Department of Transportation (MoDOT) Long Range Transportation Plan, Missouri on the Move. It will also utilize and update information provided in the most recent State System Plan Update (completed in 2005), and will utilize applicable information included in the State Rail Plan, Missouri Freight Plan, Statewide Airports Economic Impact Study (completed in 2012), the 2015 Kansas City Regional Aviation System Plan, and the Missouri Pavement Condition Index Study (updated annually).

In order to assure input and involvement by all areas of the state, a series of public meetings may be held during the various phases of the study, as well as other public outreach. The proposed outreach plan should be addressed in detail in response to this RFQ, including, but not limited to, the number of public meetings and the specific phase of the study in which they may occur, and other outreach resources that will be used to engage aviation shareholders and the general public in this study, including websites, social media, and the like.

The study will provide direction for airport master planning and serve as an important component of the FAA's National Plan of Integrated Airport Systems (NPIAS). It will be primarily concerned with the general aviation public use system of airports in the state. It shall include a facility inventory of all airports open to the public and a determination of their present and future demand and capacity. The update shall recommend the airport's proposed service level and role within the system, the expansion of general aviation airports where appropriate, the proposed timing and estimated cost of development, providing a basis for detailed individual airport planning. The study should also take into account how airports in surrounding states affect Missouri's airports.

An analysis of the airspace structure within the St. Louis, Kansas City, and Springfield metropolitan areas will be conducted to identify any airspace conflicts with future demand, capacity and general aviation airport service levels or roles. The consultant may also identify potential VFR and IFR procedures to accommodate future growth.

The MSASP Update should also consider emerging issues in the state aviation system, such as the incorporation of unmanned aircraft system into the airspace system, the pilot shortage and its impact upon commercial service in the State of Missouri, and airport infrastructure funding

challenges. The consultant or consultant team should provide recommendations on any other issues which may merit evaluation as part of their response to this RFQ.

It is anticipated the consultant or consultant team will coordinate its efforts with MoDOT Aviation, FAA, state metropolitan planning organizations, regional planning commissions, businesses, municipalities, airport tenants and users, the general public and an Advisory Committee established for the MSASP Update. An information program shall be developed early in the study and may involve such components as web page development, newsletters, media communications, public workshops, meetings, presentations, etc. A public outreach and input program should be developed by the consultant or consultant team to maximize input from stakeholders in the project as well as the dissemination of information to interested parties.

## **Submittal Requirements**

The Statement of Qualifications should include the following items and should be submitted in the following format for uniform review and easy access to information. A table of contents should also be provided and pages and exhibits numbered in an organized manner. The items to be addressed in the proposal in the order listed are:

- 1. Cover Page:** The Cover Page shall include the name of the firm and location at which project activities will be performed. It shall also include the name, address, and phone number for the primary point of contact for this proposal.
- 2. Qualifications:** The consultant or consultant team must possess the ability, experience and reputation for high quality service necessary to perform a successful study. Submittals should include a discussion of the consultant/consultant team's capability to carry out this project, including special assets, areas of expertise, analytical tools, and data sources, etc. to which the consultant may have access. If subcontractors will be used, they should be identified and their qualifications included. At a minimum, submittals should also include:
  - a. A listing/description of comparable projects undertaken within the last five (5) years by the consultant and/or consultant team. Identify any innovative projects/approaches that were beneficial to past projects or may be beneficial to these studies, and outline emerging issues recommended for inclusion in the MSASP Update. Provide executive summaries from at least two prior state system plan updates or comparable projects completed by the key professional staff that will be assigned to the MSASP Update;
  - b. Description of knowledge of applicable federal and state regulations, policies and procedures and applicable industry standards as they relate to these studies;
  - c. A staffing plan which identifies the key professional staff who will be assigned to these studies and their roles working on the MSASP Update. The past experience, recent past projects, expertise, qualifications, and professional background of each key member of the consultant/consultant team, as it relates to this project, shall be presented. The current workload of these individuals during the period of these studies shall also be described. If the submission is prepared by a consultant team (multiple firms), the submittal shall include approximate percentage of the MSASP Update for which each firm will be responsible. Please be sure to indicate Disadvantaged Business Enterprise (DBE) firms; and
  - d. A minimum of three (3) references which MoDOT may contact regarding qualifications and past performance. All references used must include studies in which members of the proposed study team have participated, especially the designated project manager. The following shall be included for each reference:
    - Name of Organization and Contact Person
    - Title of Contact

- Address
- Telephone Numbers
- Title of Project and Date Completed
- Names of Key Study Team Participants.

- 3. Project Approach:** The submittal shall include a description of the consultant/consultant team's proposed approach/methodology for completing the MSASP Update, including its proposed public outreach program to maximize stakeholder input. This portion of the submittal shall also include the consultant/consultant team's proposed schedule, which should identify the time to complete each task, the anticipated review time by MoDOT Aviation, public meetings, coordination meetings, and the timeframe for final project deliverables. The submittal shall also include a discussion of how the final report would be presented.
- 4. Disadvantaged Business Enterprise (DBE) Development:** A DBE program shall be developed that meets or exceeds the DBE requirements for this project. A ten percent (10%) DBE goal has been established for the MSASP Update. MoDOT invites and encourages participation in this project by businesses owned by socially and economically disadvantaged individuals, including utilization as subcontractors to perform work described in the RFQ. DBE firms must be certified by MoDOT's Missouri Regional Certification Committee (MRCC) in order to be counted as participation toward the established DBE goal.

## Selection Procedure

A qualification based selection process conforming to FAA Advisory Circular 150/5100-14E will be utilized. Responses to this Request for Qualifications will be scored as follows: past projects/experience (25%); project approach (40%); staffing plan/DBE development (25%); and schedule (10%).

The statements of qualifications will be reviewed, and interviews with the top firms may be scheduled in **late February-early March**, 2017. The prime consultant will be notified with the date and time of the interview. The consultant or consultant team should be prepared to discuss, clarify, and amplify any part of the proposal, discuss new initiatives and to respond to questions of the Selection Committee.

## Miscellaneous

- Consultants shall not include fee or cost information when responding to this request. This selection is being performed in anticipation of receiving federal Airport Improvement Program funds for the MSASP Update. Therefore, fees will be negotiated as federal funds become available.
- Prospective consultants/consultant team members are advised that applied overhead rates must be in accordance with the cost principles established within 2 CFR Part 200. The successful firm will be required to submit a copy of their current overhead rate audit certification and must be prequalified to conduct business with MoDOT prior to the execution of any agreement/contract for these studies.
- The contract is subject to, but not limited to, the following Federal and State provisions:
  - Title VI of the Civil Rights Act of 1964
  - Section 520 of the Airport and Airway Improvement Act of 1982

- OMB Regulation 2 CFR Part 180 – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)
  - OMB Regulation 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
  - DOT Regulation 49 CFR Part 20 – Lobbying and Influencing Federal Employees
  - DOT Regulation 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs
  - DOT Regulation 49 CFR Part 30 – Denial of Public Works Contracts to Suppliers of Goods and Services of Countries That Deny Procurement Market Access to U.S. Contractors
  - RSMo 285.525-285.550 – E-Verify
4. Prospective consultants/consultant team members are advised that the selected firm will have to maintain commercial general liability, automobile liability, and worker's compensation, employer's liability insurance, as well as professional liability insurance in full force and effect. Agreements/contracts will comply with all local, state, and federal laws and regulations which govern the performance of the agreement/contract.
  5. MoDOT, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all responders that it will affirmatively ensure that in any contract entered into pursuant to this RFQ, disadvantaged business enterprises will be afforded full and fair opportunity to submit qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.
  6. By responding to this solicitation, the prospective consultant certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.
  7. MoDOT and the FAA assume no obligation for any expenses incurred by a respondent to this solicitation.
  8. **Please send any questions to Amy Ludwig at [Amy.Ludwig@modot.mo.gov](mailto:Amy.Ludwig@modot.mo.gov) by 4:00 p.m. January 27, 2017. A question and answer document will be posted responding to any questions submitted prior to that date.**

## **Proposal Submission**

Airport consultants should submit **one (1) electronic copy and three (3) paper copies** of their statement of qualifications and experience along with references to the following address by no later than 4:00 p.m. on February **17**, 2017. 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 (15 CSR 60-15.020).

Missouri Department of Transportation  
Multimodal Operations – Aviation Section  
Amy Ludwig  
Administrator of Aviation  
105 W. Capitol  
P.O. Box 270  
Jefferson City, Missouri 65102  
Email: [Amy.Ludwig@modot.mo.gov](mailto:Amy.Ludwig@modot.mo.gov)