

REQUEST FOR QUALIFICATIONS
MISSOURI DEPARTMENT OF TRANSPORTATION
AIRPORT PAVEMENT CONDITION STUDIES

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

**REQUEST FOR QUALIFICATIONS
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AIRPORT PAVEMENT CONDITION STUDIES**

The Missouri Department of Transportation (MoDOT) Aviation Section administers federal Airport Improvement Program (Block Grant) Funds for capital improvement projects at 70 National Plan of Integrated Airport Systems (NPIAS) airports in the State of Missouri. The intent and purpose of this Request for Qualifications is to solicit responses from a consultant or consultant team to perform statewide Airport Pavement Condition Studies (PCI) at the following 30 NPIAS airports in Missouri:

City Name:	
Bolivar	Bowling Green
Branson West	Cabool
Cape Girardeau	Clinton
Dexter	Eldon
Fort Leonard Wood	Fulton
Kennett	Lamar
Lee's Summit	Linn
Macon	Memphis
Moberly	Monett
Mountain Grove	Nevada
Osage Beach	Potosi
Salem	Sedalia
Sikeston	St. Clair
St. Joseph	St. Louis (Spirit)
Warsaw	Washington

In addition, the consultant or consultant team will calculate Pavement Classification Numbers (PCN) for ten of the airports listed above; the specific airports for which PCNs will be calculated will be determined by MoDOT and the selected consultant or consultant team. These pavement evaluations will assist airport sponsors in updating their pavement management plans as required under their federal grant assurances. The consultant or consultant team is required to utilize a nationally recognized or established system to perform pavement condition reports/analysis for updating airport system planning data that will be used to assist in the continued development of airport capital improvement plans.

Submittal Requirements

The Statement of Qualifications must include the following items and should be submitted in the following format for uniform review and easy access to information. A table of contents shall 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 in 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 shall 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;
 - 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. The past experience, recent past projects, expertise, qualifications, and professional background of each 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; and
 - d. A minimum of three (3) references which MoDOT may contact regarding qualifications and past performance. 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
 - Name of Study Team Participants.
- 3. Project Approach:** The submittal shall include a description of the consultant/consultant team's proposed approach/methodology for completing the PCI studies and PCN calculations. This portion of the submittal shall also include the consultant/consultant team's proposed schedule, which should identify the time to complete each task and the timeframe for final project deliverables. The submittal shall also include a discussion of how the final evaluation report would be presented.
- 4. Disadvantaged Business Enterprise (DBE) Development:** A five percent (5%) DBE goal has been established for this project. DBE firms must be certified by the Missouri Department of Transportation in order to be counted as participation toward the established DBE goal.
- 5. Project Team Responsibilities:** If the submission is prepared by a consultant team (multiple firms), the submittal shall include approximate percentage of the studies for which each firm will be responsible. Please be sure to indicate DBE firms.

Selection Procedure

A qualification based selection process conforming to Federal Aviation Administration (FAA) Advisory Circular 150/5100-14D will be utilized. Selection criteria will include, but not be limited to:

- Qualifications of firm and key personnel/project team;
- Knowledge of FAA Advisory Circulars relating to pavement engineering and evaluation;
- Knowledge of FAA/MoDOT regulations, policies and procedures;

- Comparable recent experience;
- Capacity to perform work in the allotted time;
- Capability to complete projects within budget; and
- Familiarity with and proximity to the project.

The statements of qualifications will be reviewed, and interviews with the top two to three firms may be scheduled in late March or early April, 2013. The prime consultant will be notified with the date and time of the interview.

Miscellaneous

1. Consultants shall not include fee or cost information when responding to this request. Fees will be negotiated as federal funds become available.
2. 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. 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.
3. The contract is subject to, but not limited to, the following Federal provisions:
 - 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 18.36(i) – Access to Records and Reports
 - 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 29 – Government-Wide Debarment and Suspension
 - DOT Regulation 49 CFR Part 30 – Federal Trade Restriction Clause
 - RSMo 285.525-285.550 – E-Verify
4. Prospective consultants 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.

Proposal Submission

Airport consultants should submit **three (3) paper copies and one (1) electronic copy** of their statement of qualifications and experience along with references to the following address by no later than 4:00 p.m. on March 8, 2013. 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
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