

NOTICE TO AIRPORT CONSULTANTS

The City of Butler, Missouri, is accepting Statements of Qualifications (SOQ) from capable firms for aviation planning, architectural/engineering, and special services for the design and construction administration/inspection of airport projects associated with the airport improvement program at the Butler Memorial Airport during the next five years. Projects are subject to the availability of MoDOT and/or FAA funding programs, and may include the following:

1. Airport Master Plan/Airport Layout Plan update
2. Runway 18-36, taxiway, and connectors
3. Aircraft parking apron
4. Terminal building
5. Aviation planning studies
6. Fueling system
7. T-hangars
8. Maintenance/conventional hangars
9. Airport access road and bridge
10. Perimeter/security fencing and gates
11. Automated Weather Observation System (AWOS)
12. Airport signage and markings
13. Airport-related feasibility studies
14. Assist with documentation required to secure federal and state aviation funds
15. Preparation of the airport capital improvement program (ACIP)

Expected funding for these projects will be 90% Federal and 10% City funds. The required services include, but are not limited to; planning and engineering services for preliminary, design, bidding and construction phases, including incidental special services, for the above listed projects. Projects are subject to MoDOT and/or FAA funding programs and eligibility.

A qualifications based selection process, as outlined in FAA Advisory Circular 150/5100-14D, will be utilized. Fee information will not be considered in the selection process and must not be submitted with this SOQ.

Selection Criteria

The SOQ selection criteria should include: Qualifications, Comparable Recent Experience, Knowledge of MoDOT/FAA regulations, policies and procedures, Implemented Affirmative Action and Disadvantaged Business Enterprise, (DBE) Program, Capacity to Meet Schedules and Budgets, Capability to Furnish Qualified Inspectors for Construction Observation, and Familiarity with the Butler Memorial Airport, and previous projects.

Prospective Consultants are advised that applied overhead rates must be in accordance with the cost principals established within Federal Regulation 48 CFR Part 31, Contract Cost Principles and Procedures. The successful firm may be asked to submit a copy of their current overhead rate audit certification.

This 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
- DOT Regulation 49 CRF Part 20 – Lobbying and Influencing Federal Employees

DOT Regulation 49 CFR Part 26 – Disadvantage Business Enterprise Participation.
DOT Regulation 49 CFR Part 29 – Government Debarment and Suspension
DOT Regulation 49 CFR Part 30 – Federal Trade Restriction Clause.

Rights of the Sponsor

The City of Butler reserves the right to reject any or all submittals. All SOQs submitted for consideration will remain the property of the City of Butler. The City of Butler is not responsible for any costs incurred by the prospective consultant related to the development or submittal of the SOQ.

Criteria for Selection

The SOQ submittal should address each of the evaluation criteria listed above. The City of Butler will review each submittal for content then rated according to the selection criteria. A short-list of up to three (3) qualified candidates may be requested for an interview. However, the City of Butler reserves the right to select directly from qualified SOQ submittals.

To facilitate the review of all submittals, each SOQ shall be:

- Printed on 8-1/2" x 11" pages
- Typewritten with 10-point font, or greater
- No more than 10 single-sided sheets, excluding front/back covers, cover letter, and section dividers.

Airport consultants should submit three (3) copies of their SOQ and experience along with references to the following address, no later than 2:00 PM on February 12, 2015, to the following address:

Casey Koehn
City Clerk
City of Butler
22 West Ohio
P.O. Box 420
Butler, Missouri 64730-0420

Electronic submittals will not be accepted.