

## **NOTICE TO AIRPORT PLANNING/ENVIRONMENTAL CONSULTANTS**

The City of Jefferson, Missouri ("Sponsor") is hereby soliciting statements of qualifications and experience from qualified consultants for airfield development projects at the Jefferson City Memorial Airport (JEF). Projects may be subject to future receipt of Federal funding under the Federal Aviation Administration (FAA) Airport Improvement Program, as administered by the Missouri Department of Transportation (MoDOT) through the State Block Grant Program (SBGP), and may be accomplished during the course of multiple grants over a period of five (5) years. These projects may include the following:

1. Development of an Airport Layout Plan (ALP), Narrative, or Airport Master Plan.
2. Preparation of a Certificate of Title, including an Exhibit "A" Property Map.
3. Perform Aeronautical Surveys for development of instrument approach procedures and AGIS requirements.
4. Assistance with required environmental actions and documentation.
5. Assistance with land acquisition for Airport development.

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 (5) years. 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).

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 projects
- 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 shall submit five (5) copies of their statement of qualifications and experience, along with references, to the following address no later than **March 27, 2017 at 2:00 P.M. CT**. Responses received after the date and time will not be considered. 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 Airport Supervisor, Ron Craft, at 573-634-6469. Questions can also be directed to Britt Smith, Assistant Director of Operations for the City of Jefferson at 573-634-6410.

Response documents shall be submitted in a sealed package, clearly labeled in the lower left of the front "RFQ2909 – Airport Planning/Environmental Consultant" to:

Terry Stephenson, CPPB  
Purchasing Agent  
City of Jefferson  
320 East McCarty St. Room 202  
Jefferson City, MO 65101