



# LEE'S SUMMIT MISSOURI

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## REQUEST FOR QUALIFICATIONS FOR ON-CALL ENGINEERING SERVICES FOR THE LEE'S SUMMIT MUNICIPAL AIRPORT RFQ NO. 2020-067

The City of Lee's Summit is requesting Statements of Qualifications for the above-referenced project.

**Interested firms must upload their Statement of Qualifications into the Public Purchase E-procurement system prior to the closing date of June 5, 2020, at 5:00 PM (Central Time)**

**City of Lee's Summit, Public Works Department  
Attention: Bob Hartnett, Deputy Director of Public Works  
220 S.E. Green Street  
Lee's Summit, MO 64063  
816-969-1800**

It is the responsibility of interested firms to check the City's e-procurement system, Public Purchase, at <https://www.publicpurchase.com/gems/leessummit,mo/buyer/public/homeOpenBids> for any addendums or notices of information prior to the closing date and time of this RFQ. All addendums must be signed and included with electronic submittal.

Interested firms, or groups of firms, should prepare a response that is no more than ten (10) pages in length addressing:

- Experience and availability of key personnel;
- Responsiveness;
- Experience on similar projects;
- Project Approach/Work Plan; and
- Critical Issues and Approaches to Solutions.
- Capability to meet schedules or deadlines;
- Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns; and
- Familiarity with and proximity to the geographic location of the project.

The submittals must be on standard letter-size paper (8.5" x 11") and have a minimum font size of eleven (11) points. Up to five (5) additional pages may be submitted in an attached appendix and may be up to 11" x 17" in size for firms submitting for Section A. Airport Planning (below); up to ten (10) additional pages may be submitted in an attached appendix and may be up to 11" x 17" in size for firms submitting



for Section B. Airport Engineering (below); up to ten (15) additional pages may be submitted in an attached appendix and may be up to 11" x 17" in size for firms submitting for combined Section A (Planning) and Section B (Engineering). In addition, a one-page cover letter should be submitted, which includes a point of contact for the consultant team. The required signed Work Authorization Affidavit and the E-Verify program's Memorandum of Understanding must be included in your submittal; however they are not part of the maximum page requirement.

A selection committee will evaluate the submittals based on the above criteria and notify selected firms for oral interviews (if necessary). The City reserves the right to select multiple firms if it chooses based on the above criteria. Preference may be given to firms within a 50 mile radius of the City if the selection committee feels it will improve the quality of the service provided.

The selected firm(s) will be expected to sign the City of Lee's Summit's standard contract. For a copy of the standard contract, please contact the Project Manager listed below. If the Consultant team is unable to sign the contract, or requests modifications, please indicate so briefly in the cover letter and submit a separate letter detailing any issue(s) with the standard contract.

### **Schedule**

- Statement of Qualifications Due: June 5, 2020, Close of Business
- Selection Committee Meeting: June 11, 2020
- Firms Notified for Oral Interview: June 17, 2020
- Interviews (if necessary) Week of July 6 - July 10
  - 30 minutes for Planning (Section A) plus 10 minutes for questions and answers
  - 45 minutes for Engineering (Section B) plus 10 minutes for questions and answers
  - 75 Minutes for combined proposals (Section C) plus 10 minutes for questions and answers for each section

### **General Scope of Services**

The consultant will provide On-Call professional engineering services at Lee's Summit Municipal Airport. The On-Call Engineering Agreement will be for a period of one year, with four one-year renewal options. Fees will be negotiated for individual projects as grants or other funds become available. Projects could involve City funding only, or a combination of City funding with Federal and State grant funds.

Respondents can submit in the following general areas:

- A. Airport Planning
  - a. Activities relating master planning
  - b. Activities relating to business and financial planning
  - c. Activities relating to environmental assessments
- B. Airport Engineering
  - a. Activities including traditional civil site work
  - b. Activities relating to building design and construction
  - c. Activities relating to Land Acquisition Services
  - d. Construction management
- C. Airport Planning and Engineering combined



Services under the contract may include Airport projects in the currently adopted Capital Improvement Plan (CIP). Firms interested in submitting should be aware that the Airport is currently performing an Airport Master Plan (AMP) and Airport Business Plan (ABP) update which are expected to be approved and adopted in the next 12 to 18 months. The results of the new AMP and ABP may add, delete or modify the CIP. It is the intent of this RFQ to make those CIP changes, whether Federal or State funded or only City funded, part of this solicitation. The currently adopted City 2020-2024 CIP can be found on the City web site with the Airport CIP specifically found on pages 22 to 45 of the document at <https://cityofls.net/Portals/0/Files/Public-Works/FY20%20CIP%20LR.pdf?ver=2019-07-12-164209-360>. Please note that the FY- 2021 -2025 is in the approval process and will be available on the website during the RFP preparation process. **Please note that the current project cost estimates are provided in the Airport CIP.** Under a previous agreement, Crawford, Murphy & Tilly assisted the City with preparation of their CIP and the cost estimates included in the CIP.

The consultant interested in Airport Planning may be required to provide services for the following types of tasks and projects:

1. Preparation of Airport Master Plans and Airport Layout Plans including modification.
2. Preparation of preapplications or applications to the MoDOT/FAA.
3. Attend coordination meetings with MoDOT, City staff, and City committees or City Council as needed.
4. Preparation of forms, letters, documents, and reports.
5. Coordination with other consultants and agencies.
6. Public Outreach.

The consultant interested in Airport Engineering may be required to provide services for the following types of tasks and projects:

1. Pavement projects including runway extensions, runway widening, runway rehabilitation, aprons, taxiways, and access and perimeter roads
2. Terminal area development including terminal building, site design, access drives, parking, utilities
3. Hangar area development including hangar buildings, site design, access drives, parking, utilities
4. Fueling facility, including underground storage tank removal.
5. Air traffic control tower, including building, site design, access drives, parking, utilities
6. Safety area grading,
7. Airport/land acquisition, including appraisals, legal, plat preparation, negotiation, purchase and environmental site assessments.
8. Preparation, revision or updating of Exhibit A.
9. Demolition or relocation of buildings.
10. Assist in selection of subconsultants as required to perform architectural or other services for structures.
11. Airfield lighting, marking and signage
12. Airfield or Landside electrical systems improvements or investigations.
13. Complexity of construction phasing to minimize impacts on airport operations.
14. Preparation of Airport Pavement Management Study (PCI) or program for rehabilitation, maintenance, replacement of pavement.



15. Installation/rehabilitation of navigational aid facilities, airport lighting, including electrical vault improvements/installation.
16. Airport drainage/storm water studies and improvements.
17. Preparation of Airport Master Plans and Airport Layout Plans.
18. Preparation of preapplications or applications to the MoDOT/FAA.
19. Extension of municipal utilities to airport development areas.
20. Relocating, removing, burying and lighting of obstructions to runway approaches.
21. Airfield security and wildlife fencing.
22. Equipment acquisition.
  - a. ARFF vehicle.
  - b. Endloader.
  - c. Snow removal equipment.
23. Attend coordination meetings with MoDOT, City staff, and City committees or City Council as needed.
24. Survey and geotechnical testing requirements.
25. Environmental/Categorical exclusion documentation
26. Assistance with required environmental actions and documentation
27. Aeronautical surveys for instrument approach procedure development
28. Sponsor representation services during construction.
29. Quality control during construction.
30. As-Built ALDs
31. Preparation of forms, letters, documents, and reports.
32. Quality control during design.
33. Coordination with other consultants and agencies.
34. Public Outreach.

The required services include, but are not limited to, engineering services for preliminary, design, bidding, and construction phases and incidental special services including geotechnical, preparing categorical exclusion documentation, as-built ALP updates, and surveying.

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.

The selected consultant for both Airport Planning and Airport Engineering should be knowledgeable of the Airport's FAA-approved *Airport Layout Plan*, *Environmental Assessment*, *Benefit-Cost Analysis*, and *Airport Business Plan*. The consultant must also have a working knowledge of applicable FAA advisory circulars on consultant selection, fee negotiation, design standards, and construction services including AC 15/5100-14E. This contract is subject to the provisions of the following:

- Executive Order 11246 (Equal Employment Opportunity),
- Title VI of the Civil Rights Act of 1964,
- 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

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 Title 48 Code of Federal Regulations 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 for MoDOT pre-approval.

## Questions

For questions regarding this project, please contact:

***Bob Hartnett, Deputy Director of Public Works***

Public Works Department

City of Lee's Summit

220 S.E. Green Street

Lee's Summit, MO 64063

Phone: (816) 969-1800

Email: [Bob.Hartnett@CityofLS.net](mailto:Bob.Hartnett@CityofLS.net)

This Request for Qualifications (RFQ) is an invitation by the City for interested Professional Firms to submit qualifications, which may be subject to subsequent discussions and negotiations. It is not a request for a competitive bid. Submittal of qualifications does not create any right in or expectation to a contract with the City. The City reserves the right to reject any and all RFQ's.

Section 285.530, RSMo, affects all services provided in excess of \$5,000.00. This Section refers to the prohibition of employment of unauthorized aliens and requires participation in a Federal work authorization program. This law went into effect on January 1, 2009.

You are required to fill out and return with your submittal of qualifications the enclosed Work Authorization Affidavit and provide documentation evidencing current enrollment in a federal work authorization Program, e.g., the electronic signature page from the E-Verify program's Memorandum of Understanding. The required documentation must be from the federal work authorization program provider. Letters from contractors reciting compliance is not sufficient. E-verify, <http://www.dhs.gov/everify>, is a FREE Internet-based federal work authorization program operated by the Department of Homeland Security, U.S. Citizenship and Immigration Services that allows employers to verify the employment eligibility of their employees, regardless of citizenship. Based on information provided by employees on their Form I-9, E-Verify checks the information electronically against records contained in DHS and Social Security Administration databases. There are penalties for employing an unauthorized alien, including suspension of the contractor's business license, termination of the contract, debarment from City and State work for a period of three years or permanently, and withholding 25% of the total amount due the Contractor.



Project No.

**CITY OF LEE'S SUMMIT, MISSOURI  
WORK AUTHORIZATION AFFIDAVIT PURSUANT TO SECTION 285.530, RSMo  
(FOR ALL BIDS IN EXCESS OF \$5,000.00)  
Effective 1/1/2009**

County of \_\_\_\_\_ )  
 ) ss.  
 State of \_\_\_\_\_ )

My name is \_\_\_\_\_. I am an authorized agent of \_\_\_\_\_  
 (“Bidder”). Bidder is enrolled and participates in a federal work authorization program for all employees  
 working in connection with services provided to the City of Lee’s Summit, Missouri. Bidder does not  
 knowingly employ any person who is an unauthorized alien in connection with the services being  
 provided.

Bidder shall not knowingly employ or contract with an illegal alien to perform work for the City of Lee's Summit, Missouri or enter into a contract with a subcontractor that knowingly employs or contracts with an illegal alien.

Affiant

Printed Name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public

SEAL

