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Jefferson City, Missouri 65102

Missouri Department of Transportation  
Patrick K. McKenna, Director

1.888.ASK MODOT (275.6636)

## NOTICE TO AIRPORT CONSULTANTS

### February 14, 2024

The Missouri Highways and Transportation Commission, in cooperation with the cities of Bethany, Buffalo, El Dorado Springs, Gideon, Steele, Thayer, Unionville, Versailles and Willow Springs and the county of Mississippi, hereby solicit statements of qualifications and experience from airport consultants for projects at:

1. Bethany Memorial Airport - Estimated Cost: \$1,200,000.
2. Buffalo Municipal Airport - Estimated Cost: \$325,000.
3. El Dorado Springs Memorial Airport - Estimated Cost: \$500,000.
4. Gideon Memorial Airport - Estimated Cost: \$600,000.
5. Steele Municipal Airport - Estimated Cost: \$750,000.
6. Thayer Memorial Airport - Estimated Cost: \$435,000.
7. Unionville Municipal Airport – Estimate Cost: \$295,000
8. Versailles Roy Otten Memorial Airfield - Estimated Cost: \$805,000.
9. Willow Springs Municipal Airport – Estimate Cost: \$495,000.
10. Mississippi County Airport – Estimate Cost: \$360,000.

The required services include, but are not limited to, design, construction, A/E services for all phases, and necessary incidental services for the above projects expected to be funded under the Missouri State Aviation Trust Fund, with participation from local sponsors. This will serve as the 2024 State Airports Pavement Maintenance package. A qualification-based selection process will be utilized as outlined in Missouri Revised Statutes, Sections 8.285-8.291. Selection criteria will include:

- **25 POINTS:** Knowledge of FAA Advisory Circulars relating to pavement engineering and evaluation, and FAA/MoDOT regulations, policies and procedures;
- **25 POINTS:** Comparable recent experience;
- **20 POINTS:** Qualifications of firm and key personnel/project team;
- **10 POINTS:** Capacity to perform work in the allotted time;
- **10 POINTS:** Capability to complete projects within budget; and
- **10 POINTS:** Familiarity with and proximity to the project.

*100 POINTS MAX TOTAL*

Fees will be negotiated for projects as grants are obtained. **Consultants shall not include fee or cost information when responding to this solicitation.**



*Our mission is to provide a world-class transportation system that is safe, innovative, reliable and dedicated to a prosperous Missouri.*

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## Prequalification

Firm's that are not current on all the required prequalification categories found in [MoDOT's Approved Consultant Prequalification List](#) at the date of the solicitation expiration **will be considered non-responsive**. 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.

## 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. **Please limit your submittal to 4 pages plus the cover page (for a total of 5 pages)**. 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 project. 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 this project;
  - b. Description of knowledge of applicable federal and state regulations, policies and procedures and applicable industry standards as they relate to this project;
  - c. A staffing plan which identifies the key professional staff who will be assigned to this project. 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 this project 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 Project Team Participants.

3. **Project Approach:** The submittal shall include a description of the consultant/consultant team's proposed approach/methodology for completing the scope of work. 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.

4. **Project Team Responsibilities:** If the submission is prepared by a consultant team (multiple firms), the submittal shall include approximate percentage of the project for which each firm will be responsible.

5. **Workforce Diversity:** Firm's not providing a response on approach to workforce diversity **will be considered non-responsive to this solicitation.**

### Proposal Submission

Airport consultants should submit their statement of qualifications to the following address by no later than 4:00 p.m. on **March 1<sup>st</sup>, 2024**. Potential interviews/presentations will be held on March 11<sup>th</sup>, 2024, with anticipated date of selection being March 15, 2024, followed by contract execution approximately April, 15, 2024.

## Missouri Department of Transportation Multimodal Operations – Aviation Section

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**Email responses are encouraged**