

**December 13, 2023**

**REQUEST FOR QUALIFICATIONS  
MISSOURI DEPARTMENT OF TRANSPORTATION  
AIRPORT PAVEMENT MANAGEMENT PROGRAM AND  
PAVEMENT CONDITION INDEX STUDIES**

**MISSOURI DEPARTMENT OF TRANSPORTATION**

**AVIATION SECTION  
105 W. Capitol Ave.  
P.O. Box 270  
Jefferson City, MO 65102**

**Contact  
Jerica Holtsclaw, P.E.  
Multimodal Operations Division Director  
573-751-2467  
[Jerica.Holtsclaw@modot.mo.gov](mailto:Jerica.Holtsclaw@modot.mo.gov)**

**REQUEST FOR QUALIFICATIONS  
MISSOURI DEPARTMENT OF TRANSPORTATION  
AIRPORT PAVEMENT CONDITION STUDIES**

The Missouri Highways and Transportation Commission is requesting the services of a consulting engineering firm to perform the described below professional services. The Missouri Department of Transportation (MoDOT) Aviation Section administers federal Airport Improvement Program (Block Grant) Funds for capital improvement projects at Non-Primary National Plan of Integrated Airport Systems (NPIAS) airports in the State of Missouri. There are currently 68 NPIAS airports to which MoDOT issues federal funding, but this number could vary. 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 Index Studies (PCI) and Pavement Management Program (PMP) at any or all of these Non-Primary NPIAS airports in Missouri, plus the Kansas City Downtown Airport and Cape Girardeau Regional Airport for a total of 70 airports:

City Name:	
Aurora	Bolivar
Boonville	Bowling Green
Branson West	Brookfield/Marceline
Butler	Cabool
Camdenton	Cameron
Cape Girardeau	Caruthersville
Cassville	Chillicothe
Clinton	Cuba
Dexter	Eldon
Farmington	Waynesville/St. Robert (Ft. Leonard Wood)
Fredericktown	Fulton
Hannibal	Harrisonville
Higginsville	Houston
Jefferson City	Kaiser Lake Ozark
Kansas City Downtown	Kennett
Kirksville	Lamar
Lebanon	Lee's Summit
Linn	Macon
Malden	Marshall
Maryville	Memphis
Mexico	Moberly
Monett	Monticello/Lewis County
Mosby/Clay County	Mountain Grove
Mountain View	Neosho
Nevada	New Madrid
Osage Beach	Perryville
Piedmont	Poplar Bluff
Potosi	Rolla/Vichy
Salem	Sedalia
Sikeston	St. Charles County
St. Joseph	St. Louis (Creve Coeur)
St. Louis County (Spirit)	Sullivan
Tarkio	Trenton
Warrensburg	Warsaw
Washington	West Plains

The selected consultant will use the results of the PCI studies to develop Pavement Management Programs (PMP) for each of the airports in the study. The PMP's will be developed in accordance to FAA 150/5380-7B (latest version).

These services could be initiated within five years of selection or until all of the eligible NPIAS airports in the state have been tested under this contract, whichever is earlier. It is generally expected that roughly one third (20-25) of the eligible airports will be tested each year.

### 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 6 pages plus the cover page.** 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 develop a PMP. 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:** An eight percent (8%) 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 towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any projects they feel can be managed by their firm. We also encourage both DBE firms and non-DBE firms to consider joining MoDOT's Mentor/Protégé program whenever possible as part of a MoDOT project.
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.
6. **Workforce Diversity:** Firm's not providing a response on approach to workforce diversity will be considered non-responsive to this solicitation. Firm's that are not current on all of the required prequalification categories found in MoDOT's Approved Consultant Prequalification List at the date of the solicitation expiration **will be considered non-responsive**.

### Selection Procedure

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

- **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*

The statements of qualifications will be reviewed, and web based, or phone-based interviews may be scheduled on February 1,2024. 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. **Prequalification:** Firm's that are not current on all of 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.
3. The agreement(s) between the MoDOT and the selected consultant will be subject to all applicable Federal Rules and Regulations as identified in AC 150/5100-14E. The most current version of the Federal Contract Provisions for A/E agreements will be included in each agreement.

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 their statement of qualifications to the following address by no later than 4:00 p.m. on **January 19<sup>th</sup>, 2024**.

## **Missouri Department of Transportation Multimodal Operations – Aviation Section**

**Jerica Holtsclaw, P.E.**

Multimodal Operations Division Director

P.O. Box 270

Jefferson City, Missouri 65102

Email: [Jerica.Holtsclaw@modot.mo.gov](mailto:Jerica.Holtsclaw@modot.mo.gov)

**Email responses are encouraged**