

Administrative Services

729 Maple Street
Hillsboro, MO 63050
Phone: 636-797-5400
Fax: 636-797-5506
www.jeffcomo.org



Dennis Gannon
County Executive

David Courtway
Director of Administration

Ashley Fears
Deputy Director of Administration

Public Works Director Jason Jonas 636-797-5369	County Services Director Mitch Bair 636-797-6455	Emergency Management Director Warren Robinson 636-797-6377	Parks & Recreation Director Tim Pigg 636-797-5037	Municipal Court Administrator Molly Jaskiewicz 636-797-6392	Contracts & Grants Manager Jackie Doyle 636-797-6411	Human Resources Manager Dana Downs 636-797-5563
---	---	---	--	--	---	--

October 10, 2025

Bid No# 25-0049

Project AIR-025-29099A-1

Dear Consultant Representative:

Jefferson County is seeking interest in airport consulting services to perform an Airport Site Selection Study as described on the attached page.

If your firm would like to be considered for these services, you may express your interest by responding to the appropriate office, which is indicated on the following page. Your letter of interest should include any information which might help us in the selection process, such as the persons or team that you could assign to the given project, history, testimonials, any certifications of the firm or project team members, and recent examples of other similar projects your firm has recently completed or are now active with, that might be relevant to this request for qualifications.

Jefferson County will evaluate responses based on **Notice to Airport Consultants** as indicated on the following page.

The County requires all submittals to be received by 2:00 pm on Tuesday November 18th, 2025 at the Jefferson County Office of the County Clerk, 729 Maple Street, Hillsboro, Missouri, 63050.

Sincerely,
David Courtway, MBA
Director of Administration

SAMPLE ENVELOPE FOR RESPONSES

VENDOR NAME
VENDOR ADDRESS
CONTACT NUMBER

DEPARTMENT OF THE COUNTY CLERK
JEFFERSON COUNTY MISSOURI
729 MAPLE STREET
HILLSBORO, MO 63050-0100

SEALED BID : (BID NAME)

NOTICE TO AIRPORT CONSULTANTS

The County of Jefferson, Missouri (“Sponsor”), is hereby soliciting statements of qualifications and experience from qualified airport consultants for an Airport Site Selection Study in Jefferson County, Missouri. The project may be subject to future receipt of funding administered by the Missouri Department of Transportation (MoDOT) through the State Aviation Trust Fund.

The required services include, but are not limited to, research and identify potential site locations for a regional airport within geographic boundaries of Jefferson County, Missouri and necessary incidental services for projects expected to be funded under the Missouri State Aviation Trust Fund within five years. The consultant should provide the name(s) of the preferred firm(s) for any work which is likely to be sub-consulted. Sub-consultant changes can occur within Sponsor approval. At the Sponsor’s direction, the selection can be retained for projects initiated within five years or until all projects are complete.

A qualification based on selection process will be utilized as outlined in Missouri Revised Statutes, Sections 8.285-8.291.

Selection criteria will include:

- Recent experience in airport projects
- Capability to perform all aspects of project
- Ability to meet schedules within budget
- Knowledge of FAA/MoDOT design and construction standards
- 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 the project as funds become available. **Consultants shall not include fee or cost information when responding to this solicitation.** After selection, the successful firm will be required to submit a copy of their current overhead rate audit certification or MoDOT pre-qualification.

Airport consultants should submit three copies of their statement of qualifications and experience along with references to the following address, no later than **2:00 p.m. on Tuesday, November 18th, 2025**. 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 David Courtway at 636-797-6487. Project Management will be through the Missouri Department of Transportation, Aviation Division.

The County requires all submittals to be received by 2:00 p.m. on Tuesday, November 18, 2025, at the Jefferson County Office of the County Clerk, 729 Maple Street, Hillsboro, Missouri 63050.