

NOTICE TO AIRPORT PLANNING CONSULTANTS

The <City of Airville>, Missouri (“Sponsor”), is hereby soliciting statements of qualifications and experience from qualified consultants for airfield planning projects at <Airville Municipal Airport>. 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). These projects may include the following:

1. Development of an Airport Layout Plan (ALP) and Narrative or Master Plan. Estimated cost \$300,000
2. Preparation of a Certificate of Title, including an Exhibit “A” Property Map. Estimated cost \$30,000

The required services include, but are not limited to, aviation demand forecasting, environmental resource overview, AGIS survey, financial and implementation plan, pavement management program, SMS, etc., depending on the services anticipated for the listed projects. 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 years or until all projects are complete. 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). Disclosure: Under a previous agreement, <firm name> assisted the Sponsor with preparation of their CIP.

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:

- Recent experience in airport projects
- Capability to perform all aspects of project
- 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-qualification.

The agreement(s) between the Sponsor 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.

Airport consultants should submit three copies of their statement of qualifications and experience along with references to the following address, no later than <time> <date>. 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 <contact> at <Phone Number>.

SUBMIT DOCUMENTS TO:

John A. Doe, City Manager
City of Airville
P.O. Box 1111
Airville, Missouri 12345

SAMPLE PRINT MEDIA ADVERTISEMENT (OPTIONAL IN LIEU OF FULL RFQ)

The <City of Airville>, Missouri is soliciting statements of qualifications and experience from qualified planning consultants for planning projects at <Airville Municipal Airport>. Qualifications are due no later than <date>. Interested parties can obtain more information by contacting <name of contact> at <phone number> or <email address>.