

**REQUEST FOR QUALIFICATIONS
FOR
SGF MRO HANGAR DEVELOPMENT
FOR
SPRINGFIELD-BRANSON NATIONAL AIRPORT**

DUE BY: October 25, 2019



ADMINISTRATIVE INFORMATION

1.0 Introduction and Background

This summary is intended only to provide prospective companies with a brief familiarization with Springfield-Branson National Airport (“SGF”) and to generally advise of future plans. SGF is owned and operated by the City of Springfield, Missouri (“City”) by and through its Airport Board (“Board”). SGF issues this request for qualifications hereby soliciting statements of qualifications and experience from interested firms qualified to provide comprehensive professional services at SGF. The purpose of this project is to provide design, bid, and construction services for the SGFMRO (Maintenance, Repair, and Overhaul) Hangar Development. The Company will work under the direction of the Director of Aviation.

2.0 General Scope of Project

The SGF Hangar Development project involves the architectural/engineering design of an MRO facility on Airport Property. Refer to Exhibit A for a location map. The project includes design for, but not limited to:

- Aircraft Maintenance Hangar, approximately 55,000 sq. ft.
- Office/Shop Space, approximately 10,000 sq. ft.
- Airframe and Powerplant (A&P) Training Space
- Aircraft Parking Apron/Ramp layout and pavement markings

- Airport Operations Area (AOA) security fence installation
- Vehicular Roadway and Parking
- Utility installation and coordination
- Grading and Drainage
- Access Control

In general, the project will include the following work items:

1. Onsite inspection and evaluation of existing site.
2. Develop opinion of probable costs for each design milestone.
3. Provide geotechnical report based upon geotechnical investigation of site.
4. Provide field-run topographical survey of site.
5. Procure all necessary environmental and construction permits.
6. Provide a final design that is acceptable to SGF and the FAA and the proposed tenant.
7. Provide all necessary design, bid and construction documents.
8. Provide support during construction.

3.0 Minimum Qualifications

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, but may not be limited to:

- Recent experience in airport projects
- Capability to perform all aspects of project, and ability to meet schedules within budget
- Knowledge of FAA design and construction standards, regulations, policies, and procedures.
- Quality of previous similar airport projects undertaken
- Personnel experience and qualifications
- Familiarity with, and proximity to the project
- An implemented Affirmative Action Program

SGF shall reserve the right to approve any proposed sub-consultants and/or require additional sub-consultants.

This contract is subject to all applicable Federal Provisions, which include, but are not limited to:

- Title VI of the Civil Rights Act of 1964
- Section 520 of the Airport and Airway Improvement Act of 1982
- 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

4.0 Evaluation and Selection Procedures

The airport reserves the right to request additional information from any and all Proposer(s) to assist it in its evaluation and selection process. The airport reserves the right to negotiate the terms and conditions of any contract with the selected Proposer.

1. Initial Evaluation of Qualification Responses – Based on the written qualifications received and the applicable evaluation criteria specified herein, two or more of the highest ranking Proposers deemed fully qualified, responsible and suitable to provide the requested services may be selected for an interview. The airport then will schedule and proceed with the formal interviews with the selected short list of Proposers.

2. Interview Process – The interviews will be conducted by telephone. The executive/partner/principal of the Proposer assigned to the project(s), as well as the

project manager, shall be required to attend the interview. No sales or marketing personnel shall be present. Any and all expenses associated with the meeting, travel, document preparation, etc., shall be the sole expense of the Proposer.

3. Final Evaluation – After the interview process is complete, the airport shall re-evaluate the listed Proposers for the most responsive and responsible firm. The airport shall invite the highest-ranking Proposer to negotiate an agreement. If successful negotiations cannot be reached, or an agreement cannot be finalized within a reasonable time period, the airport may select to terminate negotiations with the current Proposer and opt to enter negotiations with the next highest ranking Proposer, and so on.

4. Request for Qualifications – The issuance of the RFQ constitutes only an invitation to submit qualifications. The airport reserves the right to determine, in its sole discretion, whether any aspect of the qualifications satisfactorily meets the criteria established in the RFQ, the right to seek additional information and/or clarification from any Proposer, the right to negotiate with any Proposer submitting a response, and the right to reject any or all responses with or without cause. In the event that the RFQ is withdrawn by the airport for any reason, including but not limited to the failure to occur of any of those things or events set forth herein, the airport shall have no liability to any Proposer for any costs or expenses incurred in connection with this RFQ or otherwise. Responses should be prepared simply and economically, and should provide straightforward and concise information to satisfy the requirement set forth in this RFQ. Emphasis should be placed on completeness, and clarity of content. The airport is not responsible for any costs or expenses, direct or indirect, incurred by the Proposer in submitting a response.

5. Qualifications of Proposers – Proposers will be judged in their ability to provide consulting services as specified herein. The airport may make such reasonable investigations as deemed necessary, including request references for consultation, to determine the ability of the Proposer to perform fully the contract requirements and the Proposer shall furnish to the airport all such information and data for this purpose as may be requested. The airport further reserves the right to reject any Proposer as not responsible if the evidence submitted by, or investigations of, such Proposer fail to satisfy the airport that such Proposer has the capability to perform fully the agreement requirements, in all respects, and to complete the work contemplated here.

5.0 **Response Submittal**

Include your original and three copies of your response. Include information on your qualifications for this type of project. Responses should be 25 pages or less, not including the executive summary.

6.0 **Contact Information**

For any information or concerns about any City purchasing policy or minimum specifications, please contact the Airport at least seven business days prior to the response closing date.

Airport

Kristy Bork, Assistant Director of Aviation- Finance and Administration
417-868-0500
kbork@flyspringfield.com

7.0 Clarification and/or Revisions to the Specifications and Requirements

QUESTIONS ARE DUE SEVEN (7) BUSINESS DAYS PRIOR TO RESPONSE DEADLINE

Responder must examine the RFQ documents carefully and before submitting a response may request from the Airport's contact person(s) additional information or clarification by the date specified in the RFQ timetable. A responder's failure to request additional information or clarification shall preclude the responder from subsequently claiming any ambiguity, inconsistency, or error.

Requests for additional information or clarifications must be made in writing no later than the time specified in the RFQ timetable. The request must contain the responder's name, address, phone number, facsimile number; RFQ title and the name of contact person(s) to Kristy Bork (see contact information above).

The Airport will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the response due date. Responders should rely only on the representations, statements or explanations that are contained in this RFQ and the written addendum to this RFQ. Where there appears to be a conflict between the RFQ and any addendum issued, the last addendum issued will prevail.

It is the responder's responsibility to assure receipt of all addenda. Airport will post on Airport's Web Page and send addenda by mail/email to only those responder(s) recorded by the Airport as having been sent and/or received a copy of the RFQ documents from the Airport. Upon such mailing or posting, such addenda shall become part of the RFQ and binding on responder(s).

8.0 Airport Reservation

SGF openly solicits the best possible value on all of our "Requests for Qualifications". Because we are a local government, we are able to contract directly from many of the state and federal contracts. However, in order to not discriminate against our local responders, we openly solicit responses of similar pricing structure from all qualified

responders. In the event that all responses received are in excess of any existing state or federal contract that is available to Airport, we may at our discretion, reject all responses, and purchase directly from the vendor awarded the state or federal government contract. SGF reserves the right to accept or reject, any or all responses, in whole or in part, as deemed in the best interest of the Airport.

- a. This response request does not commit SGF to make an award or to pay any costs incurred in the preparation of a response.
- b. The responses will become part of Airport's files without any obligation on SGF's part.
- c. The responder shall not offer any gratuities, favors, or anything of monetary value to any official or employee of SGF for any purpose.
- d. SGF has the sole discretion and reserves the right to cancel this request for qualifications and to reject any and all responses received prior to award, to waive any or all information and or irregularities, or to re-advertise with either an identical or revised specification.
- f. SGF reserves the right to request clarifications for any response.
- g. SGF reserves the right to select the proposal that best offers a combination of expertise and business knowledge for the assignment.
- h. SGF reserves the right to select the proposal that best meets its needs and to negotiate a final scope of service and contract amount following receipt of the response. Following agreement, SGF and the successful firm will execute a contract to the satisfaction of both parties.

9.0 **Closing Date**

SGF will receive responses up to 3:30 pm, local time on October 25, 2019.

Responses must be delivered to:

Kristy Bork, Assistant Director of Aviation/Finance and Administration
Springfield-Branson National Airport
2300 N. Airport Blvd Ste 100
Springfield, MO 65802

The envelope containing your response shall show the name of the responder and must be clearly marked in the lower left hand corner **Response – "MRO Hangar Development"**. Any response or unsolicited amendments to a response received after the closing date and time will not be considered.

10.0 **Facsimile or E-mail of Responses**

Facsimile or email responses will not be accepted.

11.0 **Evaluation Criteria**

Determined by Proposers to Responding to Section 3.0 – Minimum Qualifications

12.0 **Taxes**

SGF is exempt from Federal Excise Tax and Missouri State Sales Tax.

13.0 **Method of Procurement**

The method of procurement is competitive proposal. After submission of the written response, qualified responders may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions. No public opening of proposals shall be made.

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.

14.0 **Venue**

This agreement will be governed and construed according to the laws of the State of Missouri. This agreement is performable in Greene County, Missouri.

15.0 **Status of Response**

Response results will be posted on airport's web site: www.flyspringfield.com but only after an award has been made.

**Springfield-Branson National Airport
RESPONSE FORM
Aviation Business Consultant Services**

Responses Due: October 25, 2019, 3:30 p.m., local time

Mail Response To: Kristy Bork, Assistant Director of Aviation/Finance and
Administration
Springfield-Branson National Airport
2300 N. Airport Blvd Ste 100
Springfield, MO 65802

Submit One Original Response and Three Copies

Firm Name: _____

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone/Fax: _____

E-mail: _____

EXHIBIT A
HANGAR LOCATION MAP



Springfield-Branson
NATIONAL AIRPORT



PARKING LOT

PROPOSED
HANGAR
SPACE

EXISTING
SRE/
MAINT.
FACILITY

247'-8"
DOOR OPENING

255'-5"