



CAMDENTON MISSOURI

REQUEST FOR QUALIFICATIONS FOR ON-CALL PROFESSIONAL ENGINEERING SERVICES FOR THE CAMDENTON MEMORIAL – LAKE REGIONAL AIRPORT RFQ NO. 26-05

The City of Camdenton is requesting Statements of Qualifications for the above-referenced project.

Interested firms should upload their Statements of Qualifications into the Bidnet Direct E-procurement system or mail them to the address below prior to the closing date of July 17, 2025, at 5:00 PM (Central Time)

**City of Camdenton, Airport Department
Attention: Destiny Campbell, Airport Manager
437 W US Highway 54
Camdenton, MO 65020**

It is the responsibility of the interested firms to check the City's e-procurement system, Bidnet Direct at <https://www.bidnetdirect.com/missouri/cityofcamdenton> for any addendums or notices of information prior to the closing date and time of this RFQ. All addendums must be signed and included with electronic or paper submittal.

Interested firms, or groups of firms, should prepare a response that is no more than ten (10) pages in length addressing:

- Experience and availability of key personnel;
- Responsiveness;
- Experience on similar projects;
- Project Approach / Work Plan;
- Critical Issues and Approaches to Solutions;
- Capability to meet schedules or deadlines;
- Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns; and
- Familiarity with and proximity to the geographis location of the project.

The submittals must be on standard letter-size paper (8.5"X11") and have a minimum font size of eleven (11) points. Up to five (5) additional pages may be submitted in an attached appendix and may be up to 11"X17" in size for first submitting for Section A. Airport Planning (below); up to ten (10) additional pages may be submitted in an attached appendix and may be up to 11"X17" in size for firms submitting for Section B. Airport Engineering (below); up to fifteen (15) additional pages may be submitted in an

attached appendix and may be up to 11" x 17" in size for firms submitting for combined Section A (Planning) and Section B (Engineering). In addition, a one-page cover letter should be submitted, which includes a point of contact for the consultant team. The required signed Work Authorization Affidavit and the E-Verify program's Memorandum of Understanding must be included in your submittal; however, they are not part of the maximum page requirement.

A selection committee will evaluate the submittals based on the above criteria and notify selected firms for oral interviews (if necessary). The City reserves the right to select multiple firms if it chooses based on the above criteria. Preference may be given to firms within a 50 mile radius of the City if the selection committee feels it will improve the quality of the service provided.

The selected firm(s) will be expected to sign the City of Camden's standard contract. For a copy of the standard contract, please contact the Project Manager listed below. If the Consultant team is unable to sign the contract, or requests modifications, please indicate so briefly in the cover letter and submit a separate letter detailing any issue(s) with the standard contract.

Schedule

- Statement of Qualifications Due: July 17, 2026
- Selection Committee Meeting: July 30, 2026
- Firms Notified for Interview: August 3, 2026
- Interviews (if necessary) Week of August 10 – August 14, 2026
 - 30 minutes for Planning (Section A) plus 10 minutes for questions and answers
 - 45 minutes for Engineering (Section B) plus 10 minutes for questions and answers
 - 75 minutes for combined proposals (Section C) plus 10 minutes for questions and answers

General Scope of Services

The consultant will provide On-Call professional engineering services for the Camden Memorial – Lake Regional Airport. The On-Call Engineering Agreement will be for a period of one year, with four one-year renewal options. Fees will be negotiated for individual projects as grants or other funds become available. Projects could involve City funding only, or a combination of City funding with Federal and State grant funds.

Respondents can submit in the following general areas:

- A. Airport Planning
 - a. Activities relating to master planning
 - b. Activities relating to business and financial planning
 - c. Activities relation to environmental assessments
- B. Airport Engineering
 - a. Activities including traditional civil site work
 - b. Activities relating to Land Acquisition Services
 - c. Construction Management
- C. Airport Planning and Engineering combined

Services under the contract may include Airport projects in the currently adopted Capital Improvement

Plan (CIP). Firms interested in submitting should be aware the Airport continues to undergo significant changes. As a result, there may be reasons to add, delete or modify the CIP. The current draft of the 2026-2032 CIP can be found attached to this document. Under a previous agreement, Crawford, Murphy & Tilly assisted the City with preparation of the CIP and the cost estimates included in the CIP.

The consultant interested in Airport Planning may be required to provide services for the following types of tasks and projects:

1. Continues Airport planning and Airport Layout Plan updates.
2. Preparation of preapplications or applications to the MoDOT/FAA.
3. Attend coordination meetings with MoDOT, City staff, City committees or City Council as needed.
4. Preparation of forms, letters, documents, and reports.
5. Coordination with other consultants and agencies.
6. Public Outreach.

The consultant interested in Airport Engineering may be required to provide services for the following types of tasks and projects:

1. Pavement projects including runway rehabilitation, aprons, taxiways, taxilanes and access and perimeter roads
2. Hangar area development including hangar buildings, site design, access drives, parking, utilities
3. Fueling facility, including underground storage tank removal
4. Air traffic control tower, including final siting study, building design, site design, access drives, parking, utilities, etc.
5. Safety area grading,
6. Airport/land acquisition, including appraisals, legal, plat preparation, negotiaion, purchase and environmental site assessments
7. Preparation, revision or updating of Airport Exhibit A Property Map
8. Demolition or relocation of buildings
9. Assist in the selection of subconsultants as required to perform architectural or other services for structures
10. Airfield lighting, marking, and signage
11. Airfield or Landside electrical systems improvements or investigations
12. Developing complex construction phasing to minimize impacts on airport operations
13. Preparation of Airport Pavement Management Study (PCI) or program for rehabilitation, maintenance, replacement of pavement
14. Installation/rehabilitation of navigational aid facilities, airport lighting, including electrical vault improvements/installation
15. Airport draining / storm water studies and improvements
16. Preparation of preapplications or applications to the MoDOT/FAA
17. Extension of municipal utilities to airport development areas
18. Relocating, removing, burying and lighting of obstructions to runway approaches
19. Airfield security and wildlife fencing
20. Equipment acquisition
 - a. Avgas Fuel Truck
 - b. Jet Fuel Truck
 - c. ARRF truck

21. Attend coordination meetings with MoDOT, City staff, and City committees or City Council as needed
22. Survey and geotechnical testing requirements
23. Environmental/Categorical exclusion documentation
24. Assistance with required environmental actions and documentation
25. Aeronautical surveys for instrument approach procedure development
26. Sponsor representation services during construction
27. Quality control during construction
28. Preparation of As-Built drawings and ALP updates
29. Preparation of forms, letters, documents, and reports
30. Quality control during design
31. Coordination with other consultants and agencies
32. Public outreach

The required services include, but are not limited to, engineering services for preliminary, design, bidding, and construction phases and incidental special services including geotechnical, preparing categorical exclusion documentation, as-built ALP updates, and surveying.

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.

The selected consultant for both Airport Planning and Airport Engineering should be knowledgeable of the Airport's FAA-approved Airport Layout Plan, Environmental Assessment, Benefit-Cost Analysis, and Airport Business Plan. The consultant must also have a working knowledge of applicable FAA advisory circulars on consultant selection, fee negotiation, design standards, and construction services including AC 15/5100-14E. This contract is subject to the provisions of the following:

- Executive Order 11246 (Equal Employment Opportunity)
- Title VI of the Civil Rights Act of 1964
- 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

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 applied overhead rates must be in accordance with the cost principles established within Title 48 Code of Federal Regulations 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 for MoDOT pre-approval.

Questions

For questions regarding this project, please contact:

Destiny Campbell, Airport Manager

Airport Department, City of Camdenton

437 W US Highway 54, Camdenton, MO 65020 Phone: (573) 346-3600

Email: dcampbell@camdentoncity.com

This Request for Qualifications (RFQ) is an invitation by the City for interested Professional Firms to submit qualifications, which may be subject to subsequent discussions and negotiations. It is not a request for a competitive bid. Submittal of qualifications does not create any right in or expectation to a contract with the City. The City reserves the right to reject any and all RFQ's.

Section 285.530, RSMo, affects all services provided in excess of \$5,000.00. This Section refers to the prohibition of employment of unauthorized aliens and requires participation in a Federal work authorization program. This law went into effect on January 1, 2009.

You are required to fill out and return with your submittal of qualifications the enclosed Work Authorization Affidavit and provide documentation evidencing current enrollment in a federal work authorization Program, e.g., the electronic signature page from the E-Verify program's Memorandum of Understanding, the required documentation must be from the federal work authorization program provider. Letters from contractors reciting compliance is not sufficient. E-verify, <http://www.dhs.gov/everify>, is a FREE Internet-based federal work authorization program operated by the Department of Homeland Security, U.S. Citizenship and Immigration Services that allows employers to verify the employment eligibility of their employees, regardless of citizenship. Based on information provided by employees on their Form I-9, E-Verify checks the information electronically against records contained in DHS and Social Security Administration databases. There are penalties for employing an unauthorized alien, including suspension of the contractor's business license, termination of the contract, debarment from City and State work for a period of three years or permanently, and withholding 25% of the total amount due the Contractor.