



CITY OF SPRINGFIELD, MISSOURI  
 DIVISION OF PURCHASES  
 218 E. CENTRAL  
 SPRINGFIELD, MO 65802

Buyer: Denise Neuleib  
 Email: [dneuleib@springfieldmo.gov](mailto:dneuleib@springfieldmo.gov)  
 Phone: (417) 864-1624

## REQUEST FOR QUALIFICATIONS (RFQu) #2021-001-SGF

### TITLE-SIGNATURE PAGE

The City of Springfield, conducting this solicitation on behalf of the Springfield-Branson National Airport (SGF), will accept electronically submitted statement of qualifications through its' e-bidding service provider, DemandStar, from qualified persons or firms interested in providing the following:

### ARCHITECTURAL SERVICES FOR THE DESIGN OF THE REMODEL AND EXPANSION OF THE GENERAL AVIATION (GA) TERMINAL AT THE SPRINGFIELD-BRANSON NATIONAL AIRPORT

IN ACCORDANCE WITH THE ENCLOSED REQUIRED QUALIFICATIONS

STATEMENT OF QUALIFICATIONS MUST BE UPLOADED INTO DEMANDSTAR E-BIDDING SYSTEM LOCATED AT

[https://www.demandstar.com/supplier/bids/agency\\_inc/bid\\_list.asp?f=search&mi=548029](https://www.demandstar.com/supplier/bids/agency_inc/bid_list.asp?f=search&mi=548029)

PRIOR TO THE CLOSING DATE OF THURSDAY, APRIL 29, 2021 AT 3:00 P.M. CENTRAL TIME

Until further notice due to the current Corona Virus (COVID-19) Pandemic and in accordance with social distancing recommendations by the Center for Disease Control (CDC), the name of Respondents will be read aloud publicly at the specified RFQu closing date and time via teleconference. *To participate dial (605) 313-5650, then enter access code 651222.*

A PRE-SUBMITTAL CONFERENCE IS SCHEDULED FOR TUESDAY, APRIL 6, 2021 at 1:30 P.M., CENTRAL TIME, VIA VIDEOCONFERENCE. *To participate, email the Buyer, Denise Neuleib, at [dneuleib@springfieldmo.gov](mailto:dneuleib@springfieldmo.gov) for the link and password.*

The cutoff for any questions pertaining to this solicitation is Tuesday, April 13, 2021, 12:00 Noon, Central Time. Any questions shall be submitted in writing to the buyer identified above.

Statement of Qualifications Respondents are to submit all pages of this RFQu identified with "RETURN THIS PAGE" stated on the bottom right corner of said pages. Failure to do so shall render your submittal non-responsive.

The undersigned certifies that he/she has the authority to bind this company in a contract to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below. **Respondent is REQUIRED to complete, sign and return this form with their submittal. NOTE: All businesses doing business in the State of MO should be registered with the Missouri Secretary of State. Upon MO registration, a charter number is issued and should be identified below. If your business is exempt, the exemption number should be referenced below, in lieu of a charter number.**

Company Name		Authorized Person (Print)	
<hr/>		<hr/>	
Address		Signature	
<hr/>		<hr/>	
City/State/Zip		Title	
<hr/>		<hr/>	
Telephone #	Fax #	Date	Tax ID #
<hr/>	<hr/>	<hr/>	<hr/>
Email		State of Missouri Charter Number or Exemption Number	
<hr/>		<hr/>	

**LEGAL NOTICE:  
REQUEST FOR QUALIFICATIONS NUMBER 2021-001-SGF**

The City of Springfield, on behalf of the Springfield-Branson National Airport, will accept electronically submitted statement of qualifications through its' e-bidding service provider, DemandStar, from qualified persons or firms interested in providing the following: **Architectural Services for the Design of the Remodel and Expansion of the General Aviation (GA) Terminal at the Springfield-Branson National Airport**

**VENDOR NOTE 1:** To register with DemandStar go to: <https://www.demandstar.com/registration>

**VENDOR NOTE 2:** For information on how to navigate DemandStar go to: [https://network.demandstar.com/wp-content/uploads/2020/04/DemandStar-2020-Users-Guide .pdf](https://network.demandstar.com/wp-content/uploads/2020/04/DemandStar-2020-Users-Guide.pdf)

**VENDOR NOTE 3:** If you have issues registering or uploading a submittal, please contact DemandStar toll free at (866) 273-1863. DemandStar office hours are 8:00 AM to 7:00 PM Central Time, Monday through Friday. You can also contact the Division of Purchases at (417) 864-1620 or the Buyer stated on the Title-Signature Page of this solicitation document between the hours of 8:00 AM to 5:00 PM Central Time, Monday through Friday.

**It is strongly recommended that vendors register with DemandStar as soon as possible to ensure your ability to provide a response to this solicitation by the due date and time. If you have any issues with DemandStar setup or navigation call (206) 940-0305.**

**Submittals must be received must be received electronically in the City's e-bidding service provider DemandStar by 3:00 P.M., Central Time, on THURSDAY, APRIL 29, 2021.** Until further notice due to the current Corona Virus (COVID-19) Pandemic and in accordance with social distancing recommendations by the Center for Disease Control (CDC), the name of respondents will be read aloud publicly at the specified submittal closing date and time via teleconference. ***To participate dial (605) 313-5650, then enter access code 651222.***

The City is committed to providing opportunities to DBE, MBE, and WBE's and encourages such business enterprises to submit a response to this solicitation.

RFQu documents and any addendums are available by accessing the City' e-bidding service provider DemandStar at [https://www.demandstar.com/supplier/bids/agency\\_inc/bid\\_list.asp?f=search&mi=548029](https://www.demandstar.com/supplier/bids/agency_inc/bid_list.asp?f=search&mi=548029).

**A pre-submittal conference will be held on TUESDAY, APRIL 6, 2021, at 1:30 P.M., Central Time.** Until further notice due to the current Corona Virus (COVID-19) Pandemic and in accordance with social distancing recommendations by the Center for Disease Control (CDC), the pre-submittal conference shall be conducted via videoconference through Zoom. ***To participate, email the Buyer, Denise Neuleib, at [dneuleib@springfieldmo.gov](mailto:dneuleib@springfieldmo.gov) for the link and password.*** The Pre-Bid Conference is not mandatory; however, attendance is strongly advised.

Individual site tours will be held on **Tuesday, April 6 through Friday, April 9, 2021.** ***To schedule a site tour, please email Dave Schaumburg, A.A.E., Assistant Director of Aviation, at [dschaumburg@flyspringfield.com](mailto:dschaumburg@flyspringfield.com).*** All interested respondents are encouraged to schedule a site tour.

For any contract for services greater than \$5,000, the successful Respondent shall comply with § 285.530, RSMo, as amended, and (1) provide by sworn affidavit affirmation that it does not knowingly employ any person who is an unauthorized alien and (2) provide documentation affirming its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this contract. The required documentation affirming enrollment must be from the federal work authorization program provider. Letter from respondent reciting compliance is not sufficient. The signed and notarized Work Authorization Affidavit and the electronic signature page from the E-Verify program shall be provided prior to the issuance of a contract.

**TABLE OF CONTENTS**

Cover Title-Signature Page	
Legal Notice	
Table of Contents	

**PART I: INSTRUCTIONS TO RESPONDENTS**

1.0	Purpose
2.0	Pre-Submittal Conference
3.0	Site Visit
4.0	Submittal Opening
5.0	Delivery Requirements
6.0	Clarification and Addenda
7.0	Reserved Rights
8.0	Evaluation Factors
9.0	Best and Final Offer (BAFO)
10.0	Equal Employment Opportunity Clause
11.0	Contract Agreement
12.0	Submittal Costs
13.0	Applicable Law
14.0	Jurisdiction
15.0	Conflict
16.0	Debarment and Suspension Status
17.0	Budgetary Constraints
18.0	Affidavit for Service Contracts
19.0	Open Competition
20.0	Insurance Requirements
21.0	Compliance
22.0	Work Authorization Affidavit and E-Verify

**PART II: GENERAL SCOPE OF WORK**

1.0	Project Background
2.0	Project Location
3.0	Questions
4.0	Scope of Work
5.0	Services

**PART III: SUBMISSION AND GUIDELINES**

1.0	Estimated Timeline and Selection Schedule
2.0	Statement of Qualifications (SOQ) Submittal Requirements

**PART IV: INSURANCE REQUIREMENTS****PART V: FORMS (ALL FORMS SHALL BE PROVIDED WITH SUBMITTAL)**

Form No. 1:	Affidavit of Compliance
Form No. 2:	Certification Regarding Potential Conflicts of Interest
Form No. 3:	Certification of Compliance with Section 34.600 RSMo., et seq.
Form No. 4:	Diverse Vendor Identification

**ATTACHMENTS:**

Exhibit A:	Existing plans of current GA facility: <a href="https://flyspringfield-my.sharepoint.com/:b/p/jlatimer/EcwmriYeQXJBvqY3JZYd8aUBoYLYDpYimbRgxr_4MEMBDA?e=Pbn03y">https://flyspringfield-my.sharepoint.com/:b/p/jlatimer/EcwmriYeQXJBvqY3JZYd8aUBoYLYDpYimbRgxr_4MEMBDA?e=Pbn03y</a>
Exhibit B:	Green Building Policy for the City of Springfield
Exhibit C:	Sample Agreement

**PART I: INSTRUCTIONS TO RESPONDENTS**

- 1.0 PURPOSE:** Springfield-Branson National Airport (SGF) is requesting statements of qualifications to establish a contract for the provision of architectural services for the design of the remodel and expansion of the General Aviation (GA) terminal.
- 2.0 PRE-SUBMITTAL CONFERENCE:** A pre-submittal conference will be held on **TUESDAY, APRIL 6, 2021, at 1:30 P.M., Central Time.** Until further notice due to the current Corona Virus (COVID-19) Pandemic and in accordance with social distancing recommendations by the Center for Disease Control (CDC), the pre-submittal conference shall be conducted via videoconference through Zoom. **To participate, email the Buyer, Denise Neuleib, at [dneuleib@springfieldmo.gov](mailto:dneuleib@springfieldmo.gov) for the link and password.** The Pre-Bid Conference is not mandatory; however, attendance is strongly advised
- 3.0 SITE VISIT:** Individual site tours will be held on **Tuesday, April 6 through Friday, April 9, 2021,** at the Springfield-Branson National Airport, GA Terminal, located at 2801 N. General Aviation Ave, Springfield, MO 65803. No questions will be taken at the site tour. All questions must be submitted to the Buyer in writing.

**To schedule a site tour, please email Dave Schaumburg, A.A.E., Assistant Director of Aviation, at [dschaumburg@flyspringfield.com](mailto:dschaumburg@flyspringfield.com).** All interested respondents are encouraged to schedule a site tour.

- 4.0 SUBMITTAL OPENING:** A public opening shall take place at the date and at the time specified on the Title-Signature Page. Only the name of the Respondents that submitted Statement of Qualifications will be read aloud. Until further notice due to the current Corona Virus (COVID-19) Pandemic and in accordance with social distancing recommendations by the Center for Disease Control (CDC), the name of respondents will be read aloud publicly at the specified submittal closing date and time via teleconference. All Respondents or their representatives are invited to participate. **To participate dial (605) 313-5650, then enter access code 651222.** All other information shall remain confidential during the evaluation process. After a fully executed contract is in place, Respondent's may request a debriefing and Submittal files may be examined during normal working hours by appointment.
- 5.0 DELIVERY REQUIREMENTS:** Any Statement of Qualifications received after the above stated time and date will not be considered. It shall be the sole responsibility of the qualified firm/provider to have their Statement of Qualifications delivered to the Division of Purchases for receipt on or before the due date and time indicated. If a Statement of Qualifications is sent by U.S. Mail, the qualified firm/provider shall be responsible for its timely delivery to the Division of Purchases office. Qualifications delayed by mail shall not be considered, shall not be opened, and shall be rejected. Arrangements may be made for their return at the qualified firm's/provider's request and expense. Statement of Qualifications may be faxed or emailed to the Division of Purchases and accepted if the signed quotation form and required information is received prior to the specified closing date and time.
- 6.0 CLARIFICATION AND ADDENDA:**
- 4.1** Each Respondent shall examine the Request for Qualifications documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries or suggestions, concerning interpretation, clarification, or additional information pertaining to the Request for Qualifications shall be made through the Division of Purchases in writing. The Division of Purchases shall not be responsible for oral interpretations given by any City employee, representative, or others. The issuance of written addenda is the official method whereby interpretation, clarification, or additional information can be given.
- 4.2** It shall be the responsibility of each Respondent, prior to submitting their Submittal, to check the City's e-bidding service DemandStar at: [https://www.demandstar.com/supplier/bids/agency\\_inc/bid\\_list.asp?f=search&mi=548029](https://www.demandstar.com/supplier/bids/agency_inc/bid_list.asp?f=search&mi=548029) to determine if addenda were issued and to make such addenda a part of their Submittal.
- 4.3** Receipt of an addendum to an RFQu by an Respondent must be acknowledged by signing and uploading the addendum with your submittal to [https://www.demandstar.com/supplier/bids/agency\\_inc/bid\\_list.asp?f=search&mi=548029](https://www.demandstar.com/supplier/bids/agency_inc/bid_list.asp?f=search&mi=548029) prior to the closing time and date.
- 4.4** Any questions/clarifications pertaining to this solicitation shall be submitted to the buyer identified on page 1 (Title-Signature Page) of this solicitation by 12:00 Noon, Tuesday, April 13, 2021.

**7.0 RESERVED RIGHTS:** SGF reserves the right to make such investigations as it deems necessary to make the determination of the qualified firm's/provider's responsiveness and responsibility. Such information may include but shall not be limited to: current financial statement, verification of availability of equipment and personnel, and past performance records. SGF reserves the right to reject all submissions and waive any irregularities and informalities provided.

**8.0 EVALUATION FACTORS:** The significant evaluation factors to be used in the selection process by the Selection committee are as follows and listed in descending order of importance:

- 8.1 Professional qualifications (Registered Missouri Architect or Engineer license required).
- 8.2 Specialized experience designing signature public facilities.
- 8.3 Workload capacity of firm.
- 8.4 Past performance of accurate probable construction cost and construction documents.
- 8.5 Familiarity with Springfield, Missouri area design and construction practices.
- 8.6 Coordination with subconsultants, multiple owner/agencies, and community organizations
- 8.7 Experience with LEED design.

**Note:**

- 1. **Springfield-Branson National Airport (SGF) will appoint an evaluation committee whose responsibilities will include the evaluation of each statement of qualifications and making selection recommendations based on the evaluation criteria above. SGF reserves the right to obtain clarification or additional information from any firm/team regarding their submitted statement of qualifications.**
- 2. **Submittals will be ranked by the evaluation committee from highest to lowest with 1 (one) being the highest score and so on.**
- 3. **SGF reserves the right to select the most qualified firm/team(s) deemed to be most advantageous to SGF.**
- 4. **The evaluation committee will score each responsible submittal from highest to lowest, one (1) being the highest score and so on.**

**9.0 BEST AND FINAL OFFER:** SGF reserves the right to conduct pre-award discussions, interviews, pre-contract negotiations, and if necessary, a best and final offer (BAFO) with any or all responsive and responsible Respondents who submit Statement of Qualifications determined to be reasonably acceptable of being selected for award. SGF reserves the right to award a contract to a firm solely based on their initial submittal submitted without any further interview, discussion and negotiations.

**9.1 Interviews:** SGF reserves the right to conduct personal interviews or require presentations of any or all Respondents prior to selection. SGF will not be liable for any costs incurred by the Respondent in connection with such interviews/presentations (i.e., travel, accommodations, etc.).

**9.2 Negotiations:** SGF reserves the right to enter into negotiations with the highest-ranking firm. If negotiations with the highest-ranking firm fail, SGF may enter into negotiations with the second highest-ranking firm and so on until a contract is executed or if all negotiations fail a new solicitation may be warranted.

**10.0 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE:** The City of Springfield and SGF, in accordance with the provision of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all qualified firms/providers that affirmatively ensure that minority businesses will be afforded full opportunity to submit Qualifications in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for award.

**10.1** The City of Springfield and SGF encourages the participation of Disadvantage Business Enterprises (DBEs).

**11.0 CONTRACT AGREEMENT:** The contract resulting from the acceptance of a proposal by SGF shall be in a form supplied by SGF and shall reflect the specifications in this RFQu. SGF reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in the RFQu, and which is not approved by SGF's Attorney.

**12.0 SUBMITTAL COSTS:** The City of Springfield or SGF shall not be responsible for the costs incurred by the firm/team in preparing, submitting or presenting in response to the RFQu.

**13.0 APPLICABLE LAW:** All applicable laws and regulations of the State of Missouri and the City of Springfield, Missouri including the City's Procurement Regulations and Procedures stated in the City Purchasing Manual shall apply to any resulting agreement, contract, or purchase order. Any involvement with the City Procurement shall be in accordance with the City Purchasing Manual. The following is the link to the City Purchasing Manual:

<https://www.springfieldmo.gov/DocumentCenter/View/7604/Purchasing-Manual-PDF>

**14.0 JURISDICTION:** This RFQu and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this contract be litigated, venue shall be proper only in the Circuit Court of Greene County, Missouri.

**15.0 CONFLICT: By submission of its response, the Respondent certifies that they are in compliance with items 13.1 through 14.4.**

**15.1** No salaried officer or employee of the City or SGF and no member of the City Council or Airport Board shall have a financial interest, direct or indirect, in this Contract. A violation of this provision renders the Contract void. Any applicable federal regulations and applicable provisions in Section 105.450 et seq. RSMo. shall not be violated. Service Provider covenants that it presently has no interest and shall not acquire any interest, of a direct or indirect nature, which would conflict in any manner or degree with the performance of services to be performed under this Contract. The Service Provider further covenants that in the performance of this Contract no person having such interest shall be employed or compensated by Service Provider. City of Springfield Charter Sec. 19.16 also prohibits City board members from contracting with the department the board administrates or with the board he or she is a member of. Please be aware that you have a duty to disclose any member of your business that has a position on a City of Springfield board or commission, is a City Council Member, a City employee, or the spouse or dependent child of a City employee. Failure to do so may render the contract with the City of Springfield void and result in the board member or City Council member forfeiting his or her job with the City. Additionally, it may be a violation of state law. If you would like more information on this contact the City or review City Charter Section 19.16 and Section 105.452 RSMo.

**NOTE: COMPLETION AND SUBMITTAL OF FORM NO. 2.0 CERTIFICATION REGARDING POTENTIAL CONFLICTS OF INTEREST MUST BE SUBMITTED WITH YOUR BID RESPONSE TO BE CONSIDERED RESPONSIVE.**

**16.0 DEBARMENT AND SUSPENSION STATUS:**

**16.1 Respondent** is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any government agency, nor is **Respondent** an agent of any person or entity that is currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any government agency.

**16.2 Respondent** has not within a three year period preceding this Invitation been convicted of or had a civil suit judgment rendered against **Respondent** for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property.

**16.3 Respondent** is not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated above.

**16.4 Respondent** has not, within a three-year period preceding this Invitation, had any government (federal, state, or local) transactions terminated for cause or default.

**17.0 BUDGETARY CONSTRAINTS:** SGF reserves the right to reduce or increase the quantity, retract any item and/or service from the Submittal, or upon notification, terminate entire contract without any obligations or penalty based upon availability of funds.

**18.0 AFFIDAVIT FOR SERVICE CONTRACTS:** The Respondent represents, in accordance with RSMO 285.530.2 that they have not employed, or sub-bid with, unauthorized aliens in connection with the scope of work to be done under the RFQu and agrees to provide an affidavit to SGF affirming that they have not, and will not in connection with the RFQu, knowingly employ, or sub-contract with, any person who is an unauthorized alien.

**19.0 OPEN COMPETITION:** It is the intent and purpose of the Division of Purchases that the Request for Qualifications process permits free and open competition. However, it shall be the Respondent's responsibility to advise the Division of Purchases if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirement to a single source or otherwise prohibits the submission of a Submittal. The notification should be received by the Division of Purchases at least ten calendar days prior to the specified Request for Qualifications due date and time.

**20.0 INSURANCE REQUIREMENTS:** Before a contract is executed, the successful respondent shall furnish to SGF a CERTIFICATE OF INSURANCE (COI) as described in **PART IV Insurance Requirements**. The requirement for the provision of a Certificate of Insurance is conditional based upon whether or not services will be performed on City or SGF property. A COI shall be required when services are performed on City or SGF property.

**21.0 COMPLIANCE:** The following items shall be provided by proposer to The City of Springfield Division of Purchases and SGF. To be considered complete and responsive, **Respondents are to submit all pages of this RFQu identified with "RETURN THIS PAGE" stated on the bottom right corner of said pages. Failure to do so shall render your submittal non-responsive.**

**21.1 To be provided with statement of qualifications submittal:**

- Page 1 - TITLE-SIGNATURE PAGE
- Letter of Interest
- Architect-Engineer Qualifications Response utilizing OMB Standard Form 330
- Additional Qualifications-Experience Submittal
- Form No. 1: AFFIDAVIT OF COMPLIANCE (Always Applicable)
- Form No. 2: CERTIFICATION REGARDING POTENTIAL CONFLICTS OF INTEREST (Always Applicable)
- Form No. 3: CERTIFICATION OF COMPLIANCE WITH SECTION 34.600 RSMo., ET SEQ.
- Form No. 4: DIVERSE VENDOR IDENTIFICATION
- Executed Addenda (If Applicable)

**21.2 To be provided prior to the issuance of a contract:**

- Business License (if applicable),
- Certificate of Insurance (COI) naming the City of Springfield as additional insured. The requirement for the provision of a Certificate of Insurance is conditional based upon whether or not services will be performed on City or SGF property. NOTE: COI shall identify the **SAME** legal entity company name as reflected on the respondent's Form W-9.
- Form W-9 (new vendor only). NOTE: Form W-9 shall identify the **SAME** legal entity company name as reflected on the awarded respondent's Certificate of Insurance (COI).
- Work Authorization Affidavit,
- E-Verify Signature Page.

**21.3** All businesses doing business in the State of MO should be registered with the Missouri Secretary of State. Upon MO registration, a charter number is issued and should be identified on the front cover page of this solicitation. If your business is exempt, the exemption number should be referenced in lieu of a charter number. This information should be completed at the time of offer submittal and shall be required prior to award. To register with the Missouri Secretary of State, please consult: <https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=0>

**21.4** Respondents legal entity company name must be identified the SAME on their Form W-9 and Certificate of Insurance (COI).

**22.0 WORK AUTHORIZATION AFFIDAVIT AND E-VERIFY:**

Effective January 1, 2009, and pursuant to the State of Missouri’s RSMO 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

[RSMO 285.530 (2)] As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state (e.g., Greene County, Mo.) to a business entity, the business entity (Company) shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

RSMO 285.530 pertains to all solicitations for services over \$5,000. RSMO 285.530 does not apply to solicitations for goods only. If a solicitation is for services and goods, RSMO 285.530 applies if the services portion of the solicitation is over \$5,000.

The required documentation must be from the federal work authorization program provider. e.g. the electronic signature page from the E-Verify program’s Memorandum of Understanding. Letter from Consultants reciting compliance is not sufficient.

The Department of Homeland Security, U.S. Citizenship and Immigration Services, (USCIS) in partnership with the Social Security Administration (SSA) operate an FREE internet-based program called E-Verify, <http://www.dhs.gov/everify> 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. The City may enforce any and all penalties available under local, state and/or federal law.

The signed and notarized Work Authorization Affidavit AND the electronic signature page from the E-Verify program shall be provided prior to the issuance of a contract.

**CITY OF SPRINGFIELD, MISSOURI  
WORK AUTHORIZATION AFFIDAVIT PURSUANT TO SECTION 285.530, RSMo  
(REQUIRED FOR ALL BIDS FOR SERVICES IN EXCESS OF \$5,000.00)**

County of \_\_\_\_\_ )  
 \_\_\_\_\_ ) ss.  
 State of \_\_\_\_\_ )

My name is \_\_\_\_\_. I am an authorized agent of \_\_\_\_\_ (“Respondent”). Respondent is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City of Springfield, Missouri. Respondent does not knowingly employ any person who is an unauthorized alien in connection with the services being provided.

Respondent shall not knowingly employ or contract with an illegal alien to perform work for the City of Springfield, Missouri or enter into a contract with a sub-Respondent/sub-contractor that knowingly employs or contracts with an illegal alien.

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Printed Name

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

SEAL



**PART II: GENERAL SCOPE OF WORK**

**1.0 PROJECT BACKGROUND:** The GA terminal is the home of Midwest Premier, SGF's only Fixed Base Operator (FBO). An FBO is the primary provider of support services to general aviation operators (private aircraft). SGF's FBO provides fueling, deicing, tie-down and parking, flight planning, meeting space, pilot amenities, and is open 24 hours a day. The GA terminal is the front door of the airport to pilots, owners, and passengers of private aircraft – including VIPs such as politicians, business people, and entertainers. The goal of this project is for the GA terminal to reflect SGF's mission to be the premier Midwest airport through exceptional service and safety.

The GA terminal was constructed in 1990 and was renovated in 2014. Due to limited funds, only a partial renovation was completed in 2014, but airport leadership always intended to complete a thorough renovation and expansion at a later date. Since that time, the need for an updated and larger GA facility has increased, for the purposes of increasing operational efficiencies and customer amenities.

The intent of this Request for Qualifications is to procure professional Architectural services to develop a design for the remodel and expansion of the GA terminal. The selected Consultant shall work with staff from SGF to refine the needs of the design. The scope of work for the design shall also include bid documents preparation, construction administration and post-construction services.

The Architecture firm will be selected for negotiation based on demonstrated competence and qualifications submitted for the required work. The specific consultant expectations are attached to this document.

Once the selected firm is awarded a contract, that firm will be required to provide Professional Liability Insurance and General Liability Insurance certificates (and endorsements) in the amounts dictated by the State of Missouri Department of Insurance. The current year's insurance requirements are identified in the attached documents for the consultants' convenience. The consultant will also be required to provide proof of compliance with E-Verify provisions of the law and have a current City of Springfield business license.

The City has identified funding allocated for the design phase of this project. The funding for bid documents preparation, construction administration and post-construction services will be identified at a later date.

Please be aware that you have a duty to disclose any member of your business that has a position on a City of Springfield board or commission, is a City Council member, a City employee, or the spouse or dependent child of a City employee. Failure to do so may render the contract with the City of Springfield void and result in the board member or City Council member forfeiting his or her office or the City employee forfeiting his or her job with the City. Additionally, it may be a violation of state law (See FORM 2, Certification Regarding Potential Conflicts of Interest). If you would like more information on this contact the City or review City Charter Section 19.16 and Section 105.452 RSMo.

- 2.0 PROJECT LOCATION:** Springfield-Branson National Airport, GA Terminal, 2801 N. General Aviation Ave, Springfield, MO 65803.
- 3.0 QUESTIONS:** All questions pertaining to this solicitation shall be directed to the Buyer identified on page one (1) of this solicitation.
- 4.0 SCOPE OF WORK:** The scope of the GA terminal remodel and expansion may include, but is not limited to design of the following:
- 4.1** Building exterior and landscaping, including EV charging stations in the parking lot
  - 4.2** Improved airside entrance and signage
  - 4.3** Dedicated line service personnel area, including dedicated exterior airside entrance
  - 4.4** Remodel of administration area and customer service counter
  - 4.5** Addition of a bistro area with a view of the airfield, seating, and upscale vending
  - 4.6** Updated pilot lounge and amenities
  - 4.7** Exercise room
  - 4.8** Unisex bathroom including shower
  - 4.9** Meeting room/charter waiting area

**5.0 SERVICES:** SGF expects the Firm selected to work closely with the stakeholder group to provide the services being requested.

**5.1 Typical Expectations of Consultant:**

- 5.1.1 Weekly Progress Report email notification shall include a minimum of what was accomplished, what is upcoming, schedule status, changes in scope or value added, input needed, relevant issues or concerns.
- 5.1.2 Assist SGF staff in developing a thorough program and schedule.
- 5.1.3 Work with and receive input from a Stakeholder Design Committee made up of Airport Board members, airport leadership, corporate flight departments, air charter operator, and the business community. The process will include site visits to best in class facilities at similar airports.
- 5.1.4 Schematic Design phase.
- 5.1.5 Design Development phase.
- 5.1.6 Construction Documents for public bidding.
- 5.1.7 Bidding and Construction Administration/Observation.
- 5.1.8 Development of estimated probable costs for each of the above design phases.
- 5.1.9 Coordination of owner provided FF&E items (see Owner's Deliverable to Consultants below).
- 5.1.10 All field work investigation of current building and site conditions.
- 5.1.11 Work closely with SGF employees in the preparation of construction documents, to fully convey the extent of work required with the standard of workmanship established by SGF.
- 5.1.12 Work closely with SGF during the Bidding Phase.
- 5.1.13 Approval of Pay Requests, Change Orders, and Substantial and Final Completion Certificates for complete documentation of each project.
- 5.1.14 One set of as built record drawings to be printed or plotted with AutoCAD.dwg and .PDF files to reflect as built conditions and a copy of all electronically produced record drawings on a CD/flash drive. Reasonable effort shall be made to make sure as built drawings are accurate.
- 5.1.15 Coordination and use of the City's eCity and ProjectDox programs are required for all projects, the submittal of the finished project to BDS for a construction permit.

**5.2 Owner's Deliverables to Consultants:**

- 5.2.1 The owner will provide information regarding site location and existing utilities.
- 5.2.2 The owner will establish the project budget which shall be maintained by the individual project manager.
- 5.2.3 The individual project manager will be the point of contact for each specific project undertaken by the selected consultant.
- 5.2.4 The Owner will provide diagrammatic site utility information for use by the consultant for the project (electrical, water, gas, sewer if applicable) but modification will be required to be coordinated by the consultant with City Utilities if new or modified service is required for the specific project. Note, there will no guarantee of the accuracy of the owner provided utility information.
- 5.2.5 The owner will define owner furnished/contractor installed items if required.
- 5.2.6 The owner will define owner provided FF&E items such as furniture, networking, cameras, etc.
- 5.2.7 The owner will reimburse expenses for travel conducted with the Stakeholder Design Committee.

**PART III: SUBMISSION AND GUIDELINES****1.0 ESTIMATED TIMELINE AND SELECTION SCHEDULE:**

- Tuesday, March 30, 2021: 1. Post Request for Qualifications.
- Tuesday, April 6, 2021: 2. Pre-submittal meeting with potential Respondents at 1:30 P.M., Central Time.
- Tuesday, April 13, 2021: 3. Deadline for Questions due by 12:00 Noon. All questions are to be submitted via email to the Buyer identified on Page 1-Title-Signature Page.
- Friday, April 16, 2021: 4. Post Final Addendum (if required).
- Thursday, April 29, 2021: 5. Statements of Qualifications due by 3:00 P.M., Central Time.
- Week of May 3, 2021: 6. Selection Committee completes submittals review and scores.
- Week of May 3, 2021: 7. Selection Committee determines the number of interviews to be scheduled with the highest-ranking firm(s).
- Week of May 10, 2021: 8. Selection Committee schedules interviews.
- Week of May 17, 2021: 9. Fee Schedules and pricing is requested from the highest-ranking firm.
- Week of May 24, 2021: 10. Enter into negotiations with highest ranked firm.
- Week of June 1, 2021: 11. Negotiate Best and Final Offer (BAFO).
- Thursday, June 10, 2021: 12. If negotiations are successful, move to item 13. If not successful, proceed with steps 9 through 11 for the next highest ranked firm and so on until negotiations with a firm are successful or it is determined not to award a contract and cancel the solicitation.
- Thursday, June 10, 2021: 13. Contract executed.

**2.0 STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL REQUIREMENTS:** The firm or team's Statement of Qualifications shall be organized in response to the criteria below. Respond only with the information requested. Do not provide any design sketches, or conceptual ideas for the project; responses that include said items may be disqualified from further consideration. Respondents shall refrain from contacting individual members of the selections and/or evaluation committee until after a contract is executed. Such contact shall render a submittal non-responsive.

**2.1** Submittals shall be provided in the following format to be considered responsive:

- 2.1.1** A letter expressing interest in this project. Comment specifically on why the proposed project may be an appropriate project for your firm or team and include other firm or team information that would assist us in the evaluation and potential selection of an architectural firm including how you would approach projects of this type.
- 2.1.2** Completed GSA – FAR Standard Form 330 Architect-Engineer Qualifications found at the following link: <https://www.gsa.gov/Forms/TrackForm/32994>.
- 2.1.3** Interested firms are encouraged to provide references and other information which will provide material to the committee regarding their specialized experience with Airport design and other similar types of projects.
- 2.1.4** Referring to Standard Form 330 Part I – Section F. Example Project Which Best Illustrate Proposed Team's Qualification for this Contract. SGF will accept up to three (3) example projects. These examples project do not count as part of the ten (10) single sided pages referred to below.
- 2.1.5** Omit Standard Form 330 Part II – General Qualification Sections below:
  - 2.1.5.1** 10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years
  - 2.1.5.2** 11. Annual Average Professional Services Revenues of Firm for Last 3 Years.
- 2.1.6** Interested firms are encouraged to review the attached documents regarding the insurance requirements, expectations of consultants, and contract requirements.
- 2.1.7** Interested firms are encouraged to include up to ten (10) additional 8.5 x 11 single sided only pages (if a cover page is included it will be counted as part of the ten (10) additional pages) attached to the Standard Form 330 to reinforce their design experience. SOQs including any more pages than ten (10) additional pages will be considered non-responsive and not be considered. These ten (10) additional pages shall replace Section H of the GSA – FAR Standard Form 330.

- 2.1.8** Interested firms shall submit a completed and signed Certification Regarding Potential Conflicts of Interest (attached FORM NO. 2).

The City of Springfield and SGF will endeavor to maintain the confidentiality of each respondent's Statement of Qualifications, submission to the RFQu, subject to local and state laws governing municipal agencies. Respondents shall comply with Missouri requirements for persons offering professional services in the State of Missouri.

The City of Springfield, Missouri and SGF hereby notifies all submitters that it will affirmatively ensure that in any contract entered into pursuant to this request for qualifications, businesses owned and controlled by socially and economically disadvantaged individuals will be afforded full opportunity to submit qualifications in response to this Request for Qualifications and will not be discriminated against on the grounds of race, color, religion, creed, sex, age, ancestry, or national origin in consideration for an award.

**PART IV: INSURANCE REQUIREMENTS**

Without limiting any of the other obligations or liabilities of the Contractor, the Contractor shall secure and maintain at its own cost and expense, throughout the duration of this Contract and until the work is completed and accepted by the City, insurance of such types and in such amounts as may be necessary to protect it and the interests of the City against all hazards or risks of loss as hereunder specified or which may arise out of the performance of the Contract Documents. The form and limits of such insurance, together with the underwriter thereof in each case, are subject to approval by the City. Regardless of such approval, it shall be the responsibility of the contractor to maintain adequate insurance coverage at all times during the term of the Contract. Failure of the Contractor to maintain coverage shall not relieve it of any contractual responsibility or obligation or liability under the Contract Documents.

The certificates of insurance, including evidence of the required endorsements hereunder or the policies, shall be filed with the City within ten (10) days after the date of the receipt of Notice of Award of the Contract to the Contractor and prior to the start of work. **All insurance policies shall provide thirty (30) days written notice to be given by the insurance company in question prior to modification or cancellation of such insurance and shall list the City as an additional insured and shall be accompanied by the policy's endorsements adding the City as an additional insured.** Such notices shall be sent via email to [purchasingquotes@springfieldmo.gov](mailto:purchasingquotes@springfieldmo.gov), faxed to 417-864-1927, or mailed to:

City of Springfield, Division of Purchases, 218 E. Central, Springfield, MO 65802

The minimum coverage for the insurance referred to herein shall be in accordance with the requirements established below: Such policies shall name the City as an additional named insured with limits of liability not less than the sovereign immunity limits for Missouri public entities calculated by the Missouri Department of Insurance as of January 1 each calendar year and published annually in the Missouri Register pursuant to Section 537.610, RSMo. (See, <http://insurance.mo.gov/industry/sovimmunity.php>) as follows:

As of January 1, 2021, the minimum coverage for the insurance referred to herein shall be as set out below:

- A. Workers' Compensation:** Statutory coverage per RSMo 287.010 et seq  
**Employer's Liability:** \$1,000,000.00
- B. Commercial General Liability Insurance,** including coverage for Contractual Liability and Independent Contractors Liability. Such coverage shall apply to bodily injury and property damage on an "Occurrence Form Basis" with limits of at least **Two Million, Nine Hundred Forty Thousand, Eight Hundred Sixty Eight and no/100 Dollars (\$2,940,868.00)** for all claims arising out of a single accident or occurrence and at least **Four Hundred Forty One Thousand One Hundred Thirty and no/100 Dollars (\$441,130.00)** with respect to injuries and/or death of any one person in a single occurrence and an amount not less than at least \$1,000,000 for all claims to property arising out of a single occurrence and at least \$100,000 to any one owner with respect to damages to property. Service Provider agrees that the proceeds of such insurance policy shall first be used to pay any award, damages, costs, and/or attorney fees incurred by or assessed against City, its employees, officers and agents, before payment of any award, damages, costs or attorneys' fees of Service Provider, its employees, officers or agents. Service Provider agrees to cause its insurer to name City as an additional insured on such insurance policy, including the City as an additional insured for coverage under its products-completed operations hazard, and said policy shall be primary and noncontributory.
- C. Automobile Liability Insurance:** Covering bodily injury and property damage for owned, non-owned and hired vehicles, with limits of at least **Two Million, Nine Hundred Forty Thousand, Eight Hundred Sixty Eight and no/100 Dollars (\$2,940,868.00)** for all claims arising out of a single accident or occurrence and at least **Four Hundred Forty One Thousand One Hundred Thirty and no/100 Dollars (\$441,130.00)** with respect to injuries and/or death of any one person in a single accident or occurrence.
- D. Errors and Omissions Insurance:** The Contractor shall maintain a professional liability insurance policy in the amount of \$5,000,000.00 and its terms shall be subject to the approval of the City. This policy shall remain in full force and effect for a period of one year after completion and acceptance by the City of the project.
- E. Subcontracts:** In case any or all of this work is sublet, the Service Provider shall require the subcontractor to procure and maintain all insurance required in subparagraphs (A), (B), (C) and (D) hereof and in like amounts. Contractor shall require any and all subcontractors with whom it enters into a contract to perform work on this project to protect the City of Springfield through insurance against applicable hazards or risks and shall, upon request of the City, provide evidence of such insurance.

- F. Notice:** The Service Provider and/or subcontractor shall furnish to the City prior to beginning the work, satisfactory proof of carriage of all the insurance required by this contract, with the provision that policies shall not be canceled, modified or non-renewed without thirty (30) days written notice to the City of Springfield. **The thirty (30) day cancellation notice is required to be identified on the submitted Certificate of Insurance (COI).**
- G. Legislative or Judicial Changes:** In the event the scope or extent of the City's tort liability as a governmental entity as described in Section 537.600 through 537.650 RSMo is broadened or increased during the term of this agreement by legislative or judicial action, the City may require Service Provider, upon 10 days written notice, to execute a contract addendum whereby the Contractor agrees to provide, at a price not exceeding Contractor's actual increased premium cost, additional liability insurance coverage as the City may require to protect the City from increased tort liability exposure as the result of such legislative or judicial action. Any such additional insurance coverage shall be evidenced by an appropriate certificate of insurance and shall take effect within the time set forth in the addendum.

PART V: FORMS

**FORM NO. 1: AFFIDAVIT OF COMPLIANCE**

To be submitted with Respondent's Submittal

\_\_\_\_\_ We **DO NOT** take exception to the RFQu Documents/Requirements.

\_\_\_\_\_ We **TAKE** exception to the RFQu Documents/Requirements as follows:

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

I have carefully examined the Request for Qualifications and agree to abide by all submitted pricing, delivery, terms and conditions of this RFQu unless otherwise stipulated herein.

**Company Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**By:** \_\_\_\_\_  
(Authorized Person's Signature)

**Fax Number:** \_\_\_\_\_

\_\_\_\_\_  
(Print or type name and title of signer)

**Email:** \_\_\_\_\_

\_\_\_\_\_  
(Company Street/P.O. Box Address)

**Federal Tax ID No.:** \_\_\_\_\_

\_\_\_\_\_  
(City, State, Zip Code)

**Date:** \_\_\_\_\_

**FORM NO. 2: CERTIFICATION REGARDING POTENTIAL CONFLICTS OF INTEREST**

The City’s Charter, Sec. 19.16, prohibits any Council member or employee of the City from having a financial interest, direct or indirect, in any contract with the City and any member of a City board or commission from having a financial interest, direct or indirect, in any contract with the department or administrative agency managed or operated by the board or commission on which he or she serves.

**\*\*\*Any violation of this section renders the contract or sale void, and any council member, officer, employee, or board member violating the Section thereby forfeits his office or employment. \*\*\***

Vendor certifies that **(check all that apply)**:

- 1. \_\_\_\_ No City Council member, City employee, or City board or commission member is an employee, officer, partner, owner, etc., of vendor.
- 2. \_\_\_\_ No spouse or dependent child of a City Council member, City employee, or City board or commission member is an employee, officer, partner, owner, etc., of vendor.
- 3. \_\_\_\_ A City Council and/or Airport Board member or spouse is an employee, officer, partner, owner, etc., of vendor.
- 4. \_\_\_\_ A City or SGF employee or spouse is an employee, officer, partner, owner, etc., of vendor.
- 5. \_\_\_\_ A City board/commission member or spouse is an employee, officer, partner, owner, etc., of vendor.

If choosing 3, 4, or 5, please provide name of Council member, employee, board or commission member, or spouse:

\_\_\_\_\_

**Vendor Certification:**

I certify the information above is true and accurate.

By: \_\_\_\_\_

Title: \_\_\_\_\_

**Please note whether the Charter is violated is fact specific. City staff will follow up with you for additional information.**



**FORM NO. 3: CERTIFICATION OF COMPLIANCE WITH SECTION 34.600 RSMo., ET SEQ.**

**Effective August 28, 2020**

(Does not apply to contracts totaling less than \$100,000.00, or fewer than 10 employees.)

I am \_\_\_\_\_ (name), and am the \_\_\_\_\_ (title) of \_\_\_\_\_ (company name) a (circle one) corporation, partnership, sole proprietorship, limited liability company, and am competent and authorized to make the following statement and attest to its truthfulness:

[initial one]

\_\_\_\_\_. I hereby certify that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, in accordance with the terms and conditions set forth in 34.600 RSMo., et seq.

or:

\_\_\_\_\_. The business employs less than 10 employees.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

FORM NO. 4: DIVERSE VENDOR IDENTIFICATION

Business Name: \_\_\_\_\_
WBE/MBE/DVS/DBE Vendor (Yes/No): \_\_\_\_\_
Registered through the Missouri Secretary of State's Office: Yes \_\_\_ No \_\_\_
If not registered through the Missouri SOS, which state, if any? \_\_\_\_\_
Date Registered (if applicable): \_\_\_\_\_
Majority Business Owner(s) Name(s): \_\_\_\_\_

(all listed will sign below)

DUNS Number (if known): \_\_\_\_\_

NAICS Code: \_\_\_\_\_

The majority business owner(s) are? (check all that apply):

- \_\_\_ Woman Owned
\_\_\_ Minority Owned
\_\_\_ Veteran Owned Do you have a service-related disability? Yes \_\_\_ (rating % \_\_\_) No \_\_\_

In checking the above box(es), I certify the following regarding the owner (woman, minority, veteran):

- 1. The owner unconditionally owns at least 51% of the business.
2. The owner has day-do-day management and leadership responsibilities for the business.
3. The owner works in the business full time as needed for the business.
4. The owner ultimately makes long-term strategic decisions for the business.
5. The owner holds any required licenses and has the ability and skills to manage a business of similar complexity.

If the business is certified by a governing body, please check the box below and answer the following information regarding the certification and certification expiration date:

\_\_\_ WBE (Woman) Certified through the State of \_\_\_\_\_ Expiration Date \_\_\_\_\_
\_\_\_ MBE (Minority) Certified through the State of \_\_\_\_\_ Expiration Date \_\_\_\_\_
\_\_\_ Disabled Veteran Service (DVS) Certified through \_\_\_\_\_ Expiration Date \_\_\_\_\_
\_\_\_ DBE (Disadvantaged) through which body? \_\_\_\_\_ Expiration Date \_\_\_\_\_

If not certified through one of the above certifying agencies, I plan \_\_\_ do not plan \_\_\_ on applying for this certification. If I plan on applying, I would estimate to begin this certification process no later than this date: \_\_\_\_\_.

I certify by my signature below that the above statements are true. If I am found to have made any false statements, I realize that my business may not be eligible to business with the City of Springfield or SGF in the future.

Business Owner (Print)

Business Owner (Sign)

Date

Business Owner (Print)

Business Owner (Sign)

Date