



Airport Sponsor Consultant Selection Procurement Solicitation



Procurement of professional architectural, engineering, and planning services for airport improvement program grant projects is covered by state and federal law (49 USC § 47107(a) (17) and 49 CFR § 18.36, as amended). Sponsors intending to utilize state and/or federal funds to pay for professional services are required to conduct a Qualifications-Based Selection (QBS) process when selecting an Architectural/Engineering (A/E) or planning consulting firm. FAA guidance (150/5100-14E and 5100.38D) allows for Sponsors to procure professional services to complete multiple, phased grant projects through a single consultant selection process. These firms may be retained for up to 5 years for their services.

The following Airport Owner/Sponsor is seeking interested firms to provide professional architectural, engineering and/or planning services for the development of the air navigation facility known as:

Airport Name		Owner/Sponsor (Airport Authority/Municipality/County/Park/Port Dist)	
Coles County Memorial Airport		Coles County Airport Authority	
Associated City		Contact Name	
		Andrew Fearn	
Official Mailing Address		City	State Zip Code
432 Airport Rd		Mattoon	IL 61938
Phone	E-mail		
(217) 234-7120	af@flymto.com		

Scope of Services (**Provide specific, detailed project descriptions with estimated costs*** from the airport's 3-5 year program):
Rows will expand as needed.

*Example-Construct 500 ft.-long by 100 ft.-wide extension to Runway 19, including 25 ft.-wide shoulders, earthwork, drainage, edge lighting, vault modifications, NAVAID relocation and pavement marking. Estimated construction cost: \$2.5M

1.	Airport Master Plan-Airport Layout Plan and Narrative Report - \$300,000
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Interested firms should have experience completing minor Airport Layout Plan update drawings and simple environmental clearances. A PREQUALIFICATION RATING FROM THE ILLINOIS DEPARTMENT OF TRANSPORTATION IS REQUIRED FOR CONSIDERATION.

It is anticipated that the professional services for the projects under consideration will be initiated within the 5-year retainer period. **Firms interested in being considered for the projects described in the above Scope of Services should contact the Owner/Sponsor for further information. The deadline to submit a Request for Qualifications package to the Owner/Sponsor is**

_____ .

Request For Qualifications

The Coles County Memorial Airport intends to select an engineering consultant for the purpose of providing planning, and special services associated with the following project:

- Airport Master Plan-Airport Layout Plan and Narrative Report. \$300,000.00

It is the intent of the Coles County Memorial Airport to enter into a **STANDARD AGREEMENT FOR CONSULTING SERVICES AT ILLINOIS AIRPORTS FOR ARCHITECTURAL AND/ OR ENGINEERING (A/E) PLANNING AND SPECIAL SERVICES** with selected consultant for this project.

Firms prequalified with the Illinois Department of Transportation (IDOT) to provide Airport Planning Design, Environmental Studies, and Airport Construction who are interested in responding, shall provide a Statement of Qualifications (SOQ) to the address below.

All responses must be received by 2PM on May 17, 2024

Andrew Fearn, Airport Manager

Coles County Memorial Airport

432 Airport Road

Mattoon, IL 61938

af@FlyMTO.com

217-234-7120

At minimum, the **SOQ** shall describe the proposing firm's interest, related experience, client references (minimum of three) and key staff that will be associated with the projects.

Please limit your submittals to 3 pages. Submittance will be accepted in PDF format to the above email address or hard copies may be mailed or presented in person to the address above.

The selection will be in accordance with Federal Aviation Administration (FAA)

AC 150/5100-14E, or the latest edition available, and the IDOT- Division of Aeronautics (DOA) consultant Engineer Selection Procedures Manual.

The Sum of the planned projects is estimated to be a value of \$300,000.00.