



REQUEST FOR STATEMENT OF QUALIFICATIONS

Airport Planning

The Gallatin Airport Authority is seeking Statements of Qualifications from interested and qualified aviation consultants to provide professional on-call Airport Planning Services.

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Introduction

The Gallatin Airport Authority (Authority or GAA), owner of Bozeman Yellowstone International Airport (BZN), is seeking Statements of Qualifications (SOQ) from interested and qualified aviation consultants to provide professional on-call airport planning services at the airport. The selection process will comply with FAA Advisory Circular 150/5100-14E, Architectural, Engineering, and Planning Consultant Services for Airport Projects, including those involving federal grant funding.

Information obtained from the SOQ will be used by the Authority to evaluate each interested consultant using criteria outlined in this Request for Qualifications and conforming to FAA Advisory Circular 150/5100-14E to select the most qualified consultant(s). Fee information will not be considered in the selection process and must not be submitted.

The Authority may select one or multiple consultants and negotiate an agreement starting September 1, 2026, with an initial term of five (5) years. The agreement may be extended for up to three (3) additional one-year periods at the Authority's discretion. Services will be provided on an on-call/as-needed basis rather than through a fixed monthly fee, and will be contingent on project timelines, available funding, and identified needs.

Scope of Work

This contract is for professional on-call Airport Planning Services along with other additional services, as defined below. GAA reserves the right to inquire into the prospective proposer's ability to provide the desired professional airport planning services and to amend the schedule of projects and contract scope of work, at GAA's sole discretion, to include any or all of the below-listed services. The projects for which qualifications and services to be provided may include, but are not limited to, the following:

- Airport Master Plan and/or ALP with Narrative Report Updates
- Airport sustainability and resiliency planning, i.e. renewable energy/solar.
- Landside development planning, i.e. auto parking, utilities, access, non-aeronautical facilities and activities.
- Additional professional technical airport planning services required to support GAA operational and management needs.

Other Additional Services In addition to the basic services required to complete specific projects, the selected consultant must also demonstrate the ability to provide "Additional Services" to GAA.

Additional Services may range from conceptual airport planning for future AIP-eligible project, to airport planning support on non-AIP eligible operations and/or airport management issues.

Type of planning services needed may include but not necessarily be limited to the following:

- Air Traffic Control Tower pilot program (FCT to FAA) support.
- General airspace planning, reviews and preparation of Form 7480 or 7460, and review of development proposals.

- Act as a technical representative in review of on-airport private development proposals, i.e. northside development.
- General instrument approach planning support.
- Technical review of documents prepared in association with other ongoing studies or efforts underway at the airport.
- Participation in public information programs or meetings relating to airport development and planning projects.
- NEPA Planning including Environmental Assessments and CATEX.
- Support and updates with various airport manuals, i.e. certifications, SWPPP, DBE programs, airport signage and security plans, etc.
- Review and update of Capital Improvement Program (CIP).
- Rules and Regulations Update.
- Other airport planning services, as may be required.

The airport’s Master Plan and Capital Improvement Program are subject to change over the five-year period. The Authority reserves the right to add or remove projects as conditions at the airport evolve.

Selection Criteria

Submittals will be evaluated and ranked by the selection committee based on the following criteria and their relative importance.

| Evaluation Category | Scoring |
|--|----------------|
| Project Experience | 35 pts |
| Qualifications of Team and Key Personnel | 30 pts |
| Approach to Projects | 20 pts |
| Experience with State and Federal Programs | 15 pts |



Submission Requirements

Five (5) bound copies of the statement of qualifications and one (1) digital copy must be submitted.

Properly completed statements of qualifications will be reviewed by staff. Based upon staff review, a short list of qualified Proposers may be interviewed. Following any interviews (if needed), staff will recommend to the GAA Board the Proposers they feel are best qualified to undertake the architectural and engineering services.

Prior to the acceptance or rejection of any Proposals, the Authority reserves the right to require submission of additional evidence of proposals, experience, financial ability, or the ability to provide the required services needed to operate a Concession in a manner commensurate with the highest standards of similar operations. The Authority reserves the right to reject any or all Proposals.

Proposal Format

To facilitate review, submissions should conform to the format below.

1. **Qualifications of Team and Key Personnel:** Provide an overview of your firm, recent experience, and qualifications in the areas of airport planning; environmental studies; and other projects similar in magnitude to those anticipated at Bozeman Yellowstone International Airport. Identify proposed project team members and responsibilities in an organizational chart. Provide resumes for key personnel, outlining their availability, credentials, and experience. If other teaming partners are proposed, please provide a brief description of the firm, teaming history, anticipated role, and key individuals that will be involved in the projects. Identify teaming partners that are certified as a Disadvantaged Business Enterprise (DBE).
2. **Experience with State and Federal Grant Programs:** Describe your firm's experience in working with the FAA (Northwest Mountain Region and Helena ADO), in addition to your understanding of funding, regulations, and procedures of the Airport Improvement Program (AIP).
3. **Approach to Projects:** Provide an approach for completing the projects identified in the Scope of Work. Describe your understanding of any potential challenges and mitigating strategies for overcoming those challenges. The approach should include a discussion of your firm's Quality Assurance / Quality Control (QA/QC) program, if established.
4. **Experience on Comparable Projects:** Highlight your firm's experience on at least five (5) similar projects to those listed in the Scope of Work at FAA Part 139 Airports. The section should highlight project budget, schedule, and contact information for references who are familiar with the performance of your firm on comparable projects.

Contact and Questions

All questions and clarifications shall be submitted in writing to aaron.collins@bozemanairport.com prior to the Q&A deadline of June 19, 2026.

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

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RFQ Schedule

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|---|------------------------------|
| RFQ Issue Date | May 15, 2026 |
| Deadline for Questions and Clarifications | June 19, 2026 |
| Proposals Due Date | June 24, 2026 @ 12:00 PM MST |
| Award for Successful Proposers | July 9, 2026 |

Discrimination

As a condition of a grant award, the Sponsor shall demonstrate that it complies with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq) and implementing regulations (49 CFR part 21) including amendments thereto, the Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et seq.), U.S. Department of Transportation and Federal Aviation Administration (FAA) Assurances, and other relevant civil rights statutes, regulations, or authorities, including any amendments or updates thereto. Guidelines for Contract Provisions for Obligated Sponsors and Airport Improvement Program Projects Issued on December 19, 2025 Page 27. This may include, as applicable, providing a current Title VI Program Plan to the FAA for approval, in the format and according to the timeline required by the FAA, and other information about the communities that will be benefited and impacted by the project. A completed FAA Title VI Pre-Grant Award Checklist is required for every grant application, unless excused by the FAA. The Sponsor shall affirmatively ensure that when carrying out any project supported by this grant that it complies with all federal nondiscrimination and civil rights laws based on race, color, national origin, sex, creed, age, disability, genetic information, in consideration for federal financial assistance. The Department's and FAA's Office of Civil Rights may provide resources and technical assistance to recipients to ensure full and sustainable compliance with Federal civil rights requirements. Failure to comply with civil rights requirements will be considered a violation of the agreement or contract and be subject to any enforcement action as authorized by law.