

## REQUEST FOR QUALIFICATIONS

The City of Billings Logan International Airport (**BIL Airport**), an Equal Opportunity Employer, is seeking Statements of Qualifications from professional aviation planning or airport management firms to enter into an agreement with the Billings Logan International Airport to complete an **AIRPORT GOVERNANCE ANALYSIS AND TRANSITION PLAN**.

The Request for Qualifications (RFQs) and specific information is available at the Office of the Director of Aviation and Transit, Billings Logan International Airport, 1901 Terminal Circle, Room 216, Billings, MT 59105-1996. Attention: Jeff Roach, A.A.E., 406-657-8484, or by e-mail to [roachj@billingsmt.gov](mailto:roachj@billingsmt.gov).

All Statements of Qualifications must be submitted to the Office of the Director of Aviation and Transit, Billings Logan International Airport, 1901 Terminal Circle, Room 216, Billings, Montana 59105-1996, no later than 4:00 p.m. local time, Thursday, August 7, 2025. The City may, at its option, short list the number of SOQs received and, if necessary, request the selected firms to make a presentation before a selection panel.

Firms must present evidence that they are fully competent and have the necessary facilities, experience, and resources to fulfill the conditions of the contract, which will ensure a high standard of service is afforded. Consideration shall be given to such matters as integrity, record of past performance, technical resources, and accessibility to other necessary resources. BIL Airport reserves the right to reject any submitter, which in the City's opinion does not have adequate qualifications. BIL Airport reserves the right to terminate selection proceedings at any time.

BIL Airport is an Equal Opportunity Employer. The submitter(s) shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability and requires affirmative action by covered submitters to employ and advance in employment qualified protected veterans and individuals with disabilities.

BIL Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000d to 2000d-4) and the Regulations, hereby notifies all interested parties that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

BIL Airport has established an overall DBE goal for the year. Under any contract derived from this solicitation, the Department has adopted a race-neutral means of facilitating DBE participation. The submitters shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The submitters shall carry out all applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts.

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