

REVISED

**REQUEST FOR QUALIFICATIONS FOR
AIR SERVICE DEVELOPMENT
CONSULTING SERVICES FOR
SPRINGFIELD-BRANSON NATIONAL AIRPORT**

ISSUE DATE: AUGUST 11, 2026

DUE BY: SEPT. 8, 2026



ADMINISTRATIVE INFORMATION

1.0 Introduction and Background

This summary is intended only to provide prospective companies with a brief familiarization with Springfield-Branson National Airport ("SGF") and to generally advise of future plans. SGF is owned and operated by the City of Springfield, Missouri ("City") by and through its Airport Board ("Board"). SGF does not guarantee the exact accuracy of the statistics herein or that future statistics will be similar. SGF issues this request for qualifications for Air Service Development Services ("RFQ") for a qualified and experienced company ("Proposer") to provide strategic direction and support for managing, acquiring and enhancing air service at SGF. SGF seeks a company with extensive expertise and experience in air service development. Familiarity with best practices in aviation air service development consulting is highly desired. The Company will work under the direction of the Marketing and Communications Coordinator.

The selected Proposer will be required to present an air service update to the Airport Board of Directors in person on Thursday, Nov. 19, in Springfield, Mo.

It is hoped, but not a deciding factor, that the selected Proposer would have the ability to represent SGF at the 2026 Routes Americas Conference in Rogers, Ark. Dec. 8-10.

Due to the nature of air service development consulting services, if the Proposer is currently performing similar consulting services for an airport that is in direct competition with SGF, the company must disclose the relationship. SGF reserves the right to reject any response based upon a conflict of interest as determined by SGF.

2.0 Specifications

SGF is seeking assistance for Air Service Development Services. The airport desires to utilize the services of a broad-based consulting firm that can report and evaluate data and trends and collaborate with the airport to grow service at SGF.

3.0 Minimum Qualifications

- Strength in working with small hub airports as well as strong relationships with airline decision makers and network planners
- Understanding of air service trends
- Familiarity with the unique challenges of a small hub airport environment

- Understanding of the different approaches between legacy and ultra-low-cost airlines and the respective business models and their applications with acquiring, retaining and expanding air service for SGF
- Grant management and consulting
- Strong knowledge of air carrier incentive program regulations

4.0 **Scope of Services**

- Monthly Reporting of Air Service Data
- Ongoing communication, collaboration and strategy with key stakeholders and airport leaders to retain and grow air service at SGF
- Monthly Station Activity Report that communicates all flight schedules at SGF for internal airport stakeholders
- Quarterly report of the health of air service at SGF that provides clarity, data and high-level narrative for key airport staff
- Serve as key liaison with airline route decision makers to maintain exceptional relationships with key network planning personnel
- Annual in-person presentation and report to the Airport Board of Directors of air service trends, growth and challenges related to SGF (typically every November)

5.0 **Evaluation and Selection Procedures**

The airport reserves the right to request additional information from any and all Proposer(s) to assist it in its evaluation and selection process. The airport reserves the right to negotiate the terms and conditions of any contract with the selected Proposer.

1. Initial Evaluation of Qualification Responses – Based on the minimum qualifications received, the highest-ranking Proposers deemed fully qualified, responsible and suitable to provide the requested services will be selected for an interview. Incomplete and/or late submissions will not be evaluated.
2. Interview Panel – The interviews will be conducted by key airport leaders, members of the Airport Board of Directors and a leader from the Springfield, Missouri business community.
3. Interview – The interview panel will evaluate the Proposers and select top Proposers for an interview, which will be conducted in person at the airport.

Any and all expenses associated with the meeting, travel, document preparation, etc., shall be the sole expense of the Proposer. The interview will require a 20-minute presentation that outlines the strategic approach to air service development provided by the Proposer, as well as a 10-minute presentation evaluating the unique opportunities for air service development at SGF (additional routes, airlines and/or frequency changes, as presented by the Proposer). In-person interviews must be completed the week of Sept. 21.

4. Final Evaluation – After the interview process is complete, the airport shall re-evaluate the listed Proposers for the most responsive and responsible firm. The airport shall invite the highest-ranking Proposer to negotiate an agreement. If successful negotiations cannot be reached, or an agreement cannot be finalized within a reasonable time, the airport may select to terminate negotiations with the current Proposer and opt to enter negotiations with the next highest-ranking Proposer, and so on.

5. Request for Qualifications – The issuance of the RFQ constitutes only an invitation to submit qualifications. The airport reserves the right to determine, in its sole discretion, whether any aspect of the qualifications satisfactorily meets the criteria established in the RFQ, the right to seek additional information and/or clarification from any Proposer, the right to negotiate with any Proposer submitting a response, and the right to reject any or all responses with or without cause. In the event that the RFQ is withdrawn by the airport for any reason, including but not limited to the failure to occur of any of those things or events set forth herein, the airport shall have no liability to any Proposer for any costs or expenses incurred in connection with this RFQ or otherwise. Responses should be prepared simply and economically, and should provide straightforward and concise information to satisfy the requirement set forth in this RFQ. Emphasis should be placed on completeness, and clarity of content. The airport is not responsible for any costs or expenses, direct or indirect, incurred by the Proposer in submitting a response.

6. Qualifications of Proposers – Proposers will be judged in their ability to provide consulting services as specified herein. The airport may make such reasonable investigations as deemed necessary, including request references for consultation, to determine the ability of the Proposer to perform fully the contract requirements and the Proposer shall furnish to the airport all such information and data for this purpose as may be requested. The airport further reserves the right to reject any Proposer as not responsible if the evidence submitted by, or investigations of, such Proposer fail to satisfy the airport that such Proposer has the capability to perform fully the agreement requirements, in all respects, and to complete the work contemplated here.

6.0 Response Submittal

Responses shall be submitted in PDF format via email to Joy Latimer, Airport

Legal Counsel at jlatimer@flyspringfield.com. Include information on your qualifications for this type of project. Responses should be 25 pages or less and shall not exceed 5MB of data.

7.0 **Contact Information**

For any information or concerns about any City purchasing policy or minimum specifications, please contact the Airport at least seven business days prior to the response closing date.

Airport

Joy Latimer, Airport Legal Counsel
jlatimer@flyspringfield.com

8.0 **Clarification and/or Revisions to the Specifications and Requirements**

QUESTIONS ARE DUE SEVEN (7) BUSINESS DAYS PRIOR TO RESPONSE DEADLINE

Responder must examine the RFQ documents carefully and before submitting a response may request from the Airport's contact person(s) additional information or clarification by the date specified in the RFQ timetable. A responder's failure to request additional information or clarification shall preclude the responder from subsequently claiming any ambiguity, inconsistency, or error.

Requests for additional information or clarifications must be made in writing no later than the time specified in the RFQ timetable. The request must contain the responder's name, address, phone number, facsimile number; RFQ title and the name of contact person(s) to Joy Latimer (see contact information above).

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

It is the responder's responsibility to assure receipt of all addenda. Airport will post on Airport's Web Page and send addenda by mail/email to only those responder(s) recorded by the Airport as having been sent and/or received a copy of the RFQ documents from the Airport. Upon such mailing or posting, such addenda shall become part of the RFQ and binding on responder(s).

9.0 Airport Reservation

SGF reserves the right to accept or reject, any or all responses, in whole or in part, as deemed in the best interest of the Airport.

- a. This response request does not commit SGF to make an award or to pay any costs incurred in the preparation of a response.
- b. The responses will become part of Airport's files without any obligation on SGF's part.
- c. The responder shall not offer any gratuities, favors, or anything of monetary value to any official or employee of SGF for any purpose.
- d. SGF has the sole discretion and reserves the right to cancel this request for qualifications and to reject any and all responses received prior to award, to waive any or all information and or irregularities, or to re-advertise with either an identical or revised specification.
- f. SGF reserves the right to request clarifications for any response.
- g. SGF reserves the right to select the proposal that best offers a combination of expertise and business knowledge for the assignment.
- h. SGF reserves the right to select the proposal that best meets its needs and to negotiate a final scope of service and contract amount following receipt of the response. Following agreement, SGF and the successful firm will execute a contract to the satisfaction of both parties.

10.0 Term of Agreement

SGF intends to award the contract for a base term of three (3) years with two additional one-year extensions not to exceed five (5) years. Each year a specific assignment list will be developed and priced for evaluation by SGF and a scope of work for that year issued.

11.0 Timeline:

SGF will receive responses up to Sept. 8, 2026. In-person interviews will be held the week of Sept. 21, and final contract agreement is scheduled to be approved by Oct. 15. The selected Proposer will be required to provide an in-person SWOT (Strengths, Weaknesses, Opportunities, Threats) ASD presentation to the Airport Board of Directors in Springfield, Mo. on Nov. 19. SGF hopes to have its selected Proposed attend and represent SGF at the TakeOff North America Routes Conference in Rogers, Ark. Dec. 8-10.

12.0 Evaluation Criteria

Determined by Proposers to Responding to Section 3.0 – Minimum Qualifications, as well as the following:

- a. Submitted proposal meets all qualifications
- b. Quality of proposal
- c. Relevant experience
- d. References

13.0 Taxes

SGF is exempt from Federal Excise Tax and Missouri State Sales Tax.

14.0 Method of Procurement

The method of procurement is competitive proposal. After submission of the written response, qualified responders may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions. No public opening of proposals shall be made

15.0 Venue

This agreement will be governed and construed according to the laws of the State of Missouri. This agreement is performable in Greene County, Missouri.

16.0 Status of Response

Response results will be posted on airport's web site: www.flyspringfield.com but only after an award has been made.



QUALIFICATIONS FORM
Aviation Business Consultant Services

Responses Due: Sept. 8, 2026, 4:30 p.m. local time

Email Response To: jlatimer@flyspringfield.com
Subject line: "Air Service Proposal"

Firm Name:

Contact Name:

Title:

Address:

City/State/Zip:

Phone:

E-mail:

Dated this _____ day of _____, 2026.

Proposer: _____

Signature: _____

Title: _____

Printed Name: _____

Submission requirements outlined on next page

Please keep response to no more than 25 pages and 5 MB of data

Please attach to your submission an Executive Summary which includes:

- Statement of Interest and Detailed Approach to Service
- Proposed Service Timeline
- Qualifications of Proposer
- Names and contact information of **three** organizations for whom Proposer has provided similar service
- Assigned Personnel and their Qualifications. Include for each team member:
 - Name
 - Qualifications
 - Similar Service Provided
- **Three** References including contact information