



REQUEST FOR QUALIFICATIONS
ARCHITECTURAL, ENGINEERING AND PLANNING CONSULTANT
WAUKEGAN NATIONAL AIRPORT
WAUKEGAN, ILLINOIS

ISSUED: 1 April 2020

DUE: 12:00 PM (local time), 30 April 2020

SUBMIT TO: CATHY SMITH
ASSISTANT AIRPORT MANAGER
WAUKEGAN NATIONAL AIRPORT
2601 PLANE REST DRIVE
WAUKEGAN, IL 60087

WAUKEGAN
PORT DISTRICT
AIRPORT . MARINA . PORT

PUBLIC NOTICE
Request for Qualifications (RFQ)
Engineering and Planning Consultant
Waukegan National Airport, Waukegan Illinois

Owner: The Waukegan Port District, as owner, operator and sponsor of the Waukegan National Airport (hereinafter referred to as the “Owner”) hereby gives notice that Statement of Qualifications (SOQ) will be received from qualified consultants to provide professional services for the Airport.

Scope of Services: The consultant retained for this solicitation shall supply professional services necessary to provide preliminary planning and design, complete project design, construction inspection services and special services or studies. FAA Advisory Circular 150/5100-14-E provides an outline of consultant services normally used for projects conducted under airport grant programs. The specific projects to be considered are listed in the RFQ.

Qualifications: Consultants submitting a SOQ must be prequalified with the Illinois Department of Transportation (IDOT) Bureau of Design & Environment in airport construction inspection, airport design, and airport planning and special services.

Time and Place of SOQ Submittal: SOQs will be received until 12:00 p.m. (local time) on 30 April 2020 in the Airport Administrative Office. The SOQ must be submitted in accordance with all submission requirements set forth in the RFQ. Facsimile submittals are not acceptable. Late proposals will not be accepted. Questions must be directed in writing as detailed in the RFQ.

RFQ Documents: The RFQ is available effective 8:00 A.M., 1 April 2020. Consultants interested in submitting an SOQ may request the RFQ from the Airport Administrative Office by email (csmith@waukeganport.com), or by phone (847-244-0055). The RFQ and subsequent addenda (should there be any) will be distributed exclusively **via e-mail**.

Agreement: The Owner intends to execute an IDOT, Division of Aeronautics (IDA) Agreement for Engineering Services (Retainer Agreement) with the selected consultant.

Submittal Rejection: This RFQ does not obligate the Owner to execute a Retainer Agreement with any consultant nor to pay any cost incurred in the preparation of any SOQ submitted in response to this RFQ. The Owner reserves the right to reject any and all submittals, waive any informalities in submittals, or to accept a submittal which best serves the interests of the Owner.

Published by the Waukegan Port District, Waukegan, IL.

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**REQUEST FOR QUALIFICATIONS (RFQ)
ENGINEERING AND PLANNING CONSULTANT
WAUKEGAN NATIONAL AIRPORT
WAUKEGAN, ILLINOIS**

SECTION I – INTRODUCTION

Waukegan National Airport (UGN)

Waukegan National Airport (hereinafter the “Airport”) is located in Lake County, Illinois approximately 40 miles north of Chicago, Illinois.

Request for Qualifications

(See Public Notice) The Waukegan Port District, as owner, operator and sponsor of the Waukegan National Airport (hereinafter referred to as the “Owner”) hereby gives notice that Statement of Qualifications (SOQ) will be received from qualified consultants to provide professional services for the Airport. Consultants submitting a SOQ must be prequalified with the Illinois Department of Transportation (IDOT) in airport planning and special services, airport design, and airport construction inspection. The Owner will only consider responsive SOQs from responsible consultant for a Retainer Agreement. A responsive SOQ is a SOQ that complies with all requirements stated in the RFQ. A responsible consultant is a consultant that demonstrably possesses the skill, ability, and integrity necessary to faithfully perform the work called for in the RFQ. Each responsive SOQ from a responsible consultant shall be evaluated solely according to the criteria set forth in the RFQ and the content of the SOQ.

Scope of Services

See Exhibit A, Scope of Services.

SECTION II - GENERAL PROVISIONS

Questions

Request for additional information or clarifications must be made in writing to Cathy Smith, Assistant Airport Manager. Only E-mail (csmith@waukeganport.com) requests are acceptable. Replies to inquiries or additional information or amendments deemed necessary in written addenda, will be issued prior to the deadline for responding to this RFQ. Deadline for questions is 14 April 2020 @ 4:30 p.m.

Addenda

Addenda to the RFQ, should there be any, will be e-mailed to all those who acknowledge the RFQ and intend to respond with an SOQ.

Agreement Terms

The Owner intends to execute an IDOT, Division of Aeronautics (IDA) Agreement for Engineering Services (Retainer Agreement) for up to five years with the selected consultant.

SECTION III – GENERAL INSTRUCTIONS FOR PREPARING A STATEMENT OF QUALIFICATIONS

SOQ Format

To standardize the SOQ, all submittals must be organized in the manner set forth below, pages shall be single spaced, two sided, with minimum font of eleven (11), separated into tabbed sections and appropriately titled on each tab. All information and materials provided shall be included under a single cover. Excluding the front cover, the cover letter, and appendices (resumes and prequalification), the SOQ shall not exceed thirty (30) pages.

SOQs shall be retained by the Owner and not returned to the firms. The required format is as follows:

- Front Cover
- Cover Letter. The letter must be signed by an official of the consultant firm submitting the SOQ letter. Should there be any addenda issued, acknowledge receipt of the addenda (number and date issued) in the cover letter.
- SOQ:
 - State the location of the principal office from which the scope of services outlined in this RFQ will be performed.
 - Discuss capability of the principal office to perform independently of other offices, or conversely, the principal office capability to obtain necessary support from other firm offices. List potential subconsultants to include office locations and areas of expertise.
 - Discuss firm's experience and ability to perform professional airport engineering services. Include, as a minimum, information relating to the number of years the firm has been providing airport services and the number of State of Illinois licensed engineers and certified staff members employed by the firm.
 - Discuss the firm's experience and familiarity with IDOT Division of Aeronautics and the Chicago FAA ADO.
 - Provide a minimum of five (5) examples indicating qualifications and experience in airport development at similar airports. Include the name, telephone number, and email address of the project owner; the title of the project; the project location; project start date; project completion date; and the names and responsibilities of key consultant personnel assigned to work on each project. Provide any other information regarding the firm's experience in airport engineering services that is considered relevant. Identify prior experience working with potential subconsultants.
 - Discuss availability, commitment and responsibilities of potential staff members. Depict organizational structure showing overall management, potential staff members, and job titles.
 - Include any other information considered relevant to stating the qualifications of the firm to provide airport engineering services.
 - Conclusion

- Appendices:
 - Resumes. Provide a brief resume of potential staff members to be used outlining their experience and expertise in providing airport engineering services.
 - Certificate of prequalification with the Illinois Department of Transportation for airport planning and special services, airport design, and airport construction inspection. Carefully comply with RFQ instructions when preparing and submitting the SOQ. Be as concise as possible and provide only the information requested by the RFQ.

Time and Place of SOQ Submittal

One (1) original, three (3) copies, and one (digital) copy of the SOQ must be sealed and plainly marked on the outside of the envelope with:
 (ENGINEERING FIRM NAME)
 STATEMENT OF QUALIFICATIONS
 ENGINEERING AND PLANNING CONSULTANT
 Waukegan National Airport
 8 May 2020

SOQs will be received until 12:00 p.m. (local time) on the 30 day of April 2020 in the Airport Administrative Office, 2601 Plane Rest Drive, Waukegan, IL 60087. The SOQ must be submitted in clearly marked, sealed envelopes in accordance with all submission requirements set forth in the RFQ. Facsimile submittals are not acceptable. Late proposals will not be accepted.

All SOQ's which are submitted through delivery services, such as Federal Express, UPS, USPS, etc., must be marked on the OUTSIDE of the delivery package with the above indicated information and the SOQ must be in a sealed envelope INSIDE the delivery package with the above indicated information plainly marked on the envelope.

SECTION IV – SELECTION CRITERIA AND PROCEDURES

Selection Criteria

The selection criteria to be used in evaluating potential consultants are as follows:

- | | |
|---|---------------------|
| • Firm Experience in Airport Engineering Services | 0 - 25 points |
| • Work Capacity of Office to Perform Work | 0 - 20 points |
| • Assigned Project Staff in Airport Engineering Services | 0 - 20 points |
| • IDOT Div. of Aeronautics and Chicago FAA ADO experience and familiarity | 0 - 20 points |
| • Location of Office to Perform Work/Team Organization | 0 - 10 points |
| • Completeness of Statement of Qualifications | <u>0 - 5 points</u> |
| Total: | 100 points |

Selection Procedures

The Owner is conducting an open engineering selection in accordance with FAA AC 150/5100-14-E and IDA's *Consultant Engineer Selection Procedures, dated July 1999*. The Owner shall appoint a selection committee to evaluate the SOQs received in response to this RFQ and to identify a short list of the best

qualified consultants for further consideration. Interviews may or may not be conducted. The Owner shall initiate negotiations with the consultant considered to be the most highly qualified by the selection committee to execute a Retainer Agreement. If an Agreement cannot be reached with the selected consultant, negotiations shall be terminated and discussions shall be initiated with the second ranked consultant. This process will continue until a Retainer Agreement can be executed.

The anticipated schedule is as follows:

- RFQ Issued 4/1/2020
- Last Day to Submit Questions 4/14/2020 (4:30pm)
- SOQ's Due 4/30/2020
- Review SOQ's. Establish Short List. 5/1/2020 – 5/14/2020
- Recommend Consultant to OWNER 5/20/2020

Submittal Acceptance/Rejection:

This RFQ does not obligate the Owner to execute a Retainer Agreement with any consultant, nor to pay any cost incurred in the preparation of any SOQ submitted in response to this RFQ. The Owner reserves the right to reject any and all submittals, to waive any informality in submittals, or to accept a submittal which best services the interests of the Owner. The SOQs shall become the property of the Owner, without compensation to the responding consultants for disposition and usage by the Owner at its discretion. The particulars of the SOQs will remain confidential.

EXHIBIT A - SCOPE OF SERVICES

Overview

There are three types of consultant services outlined in FAA AC 150/5100-14E, 15 September 2015, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects, which are required by the Owner for the future development of Waukegan National Airport under the Federal Aviation Administration (FAA) airport grant program. The activities listed in the advisory circular are not all inclusive. Consultants must have a working knowledge of applicable public laws, FAA orders, advisory circulars and Code of Federal Regulations that govern the FAA airport grant program. Eligible work must be performed and completed in such a manner as to be reimbursable from federal aid funds.

Required Consultant Services

The three types of consultant services outlined in FAA AC 150/5100-14E are aviation planning services, architectural/engineering services, and special services. The Owner may require each of these services. Services other than those listed may also be required depending on the scope, schedule and complexity of the project.

Projects

The Airport anticipates consultant services will be required for some, or all the projects listed below within the next five years:

1. 2021 – Rehabilitate Airport Lighting – All Phases - \$4.4m
2. 2021 – Master Drainage Study - \$300k
3. 2021 – Replacement Runway 5/23 Implementation Planning - \$2M
4. 2022 – Avigation Easement Acquisition & Obstruction Removal on all existing and future runways - \$ TBD
5. 2022 – Green Bay Road Tunnel - \$40M
6. 2023 – Master Plan Update - \$1M
7. 2024 – Relocate Runway 5/23 - \$41.9M
8. 2024 – Construct Parallel Taxiway Bridge - \$8.9M
9. 2024 – Rehabilitate and Widen Ends of Taxiways B and C - \$1M
10. 2024 – Rehabilitate East Apron - \$2.5M
11. 2025 – Rehabilitate Taxiway D - \$1.12M
12. 2025 – Runway 5/23 NAVAIDS - \$5.7M
13. 2025 – Existing Runway 5/23 Taxiway Conversion - \$4M
14. 2025 – Construct Taxiway A & Complete AOA Fencing - \$5.1M