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

ISSUED: 5 October 2026

DUE: *12:00 PM (local time),* 28 October 2026

SUBMIT TO: SKIP GOSS
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 26 October 2026 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., 5 October 2026. Consultants interested in submitting an SOQ may request the RFQ from the Airport Administrative Office by email (sgoss@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 enter into a STANDARD AGREEMENT FOR CONSULATING SERVICES AT WAUKEGAN NATIONAL AIRPORT FOR ARCHITECTURAL AND/OR ENGINEERING (A/E) PLANNING AND SPECIAL SERVICES with selected consultant for this project.

Submittal Rejection: This RFQ does not obligate the Owner to execute a STANDARD AGREEMENT FOR CONSULATING SERVICES AT WAUKEGAN NATIONAL AIRPORT FOR ARCHITECTURAL AND/OR ENGINEERING (A/E) PLANNING AND SPECIAL SERVICES 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.

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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 selection. 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 Skip Goss, Airport Manager. Only E-mail (sgoss@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 28 October 2025 @ 12:00 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 enter into a STANDARD AGREEMENT FOR CONSULATING SERVICES AT WAUKEGAN NATIONAL AIRPORT FOR ARCHITECTURAL AND/OR ENGINEERING (A/E) PLANNING AND SPECIAL SERVICES with selected consultant for this project..

SECTION III – GENERAL INSTRUCTIONS FOR PREPARING A STATEMENT OF QUALIFICATIONS

SOQ Format

All submittals will be accepted in PDF format. E-mail submittals to (sgoss@waukeganport.com). Hard copy submittals will not be accepted. The SOQ shall not exceed three (3) pages.

At minimum, the SOQ shall describe the proposing firm's interest, related experience, client references and key staff that will be associated with the project.

SOQs will be received until 12:00 p.m. (local time) on the 28th day of October 2026 to (sgoss@waukeganport.com). Late proposals will not be accepted.

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	0 - 5 points
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 STANDARD AGREEMENT FOR CONSULATING SERVICES AT WAUKEGAN NATIONAL AIRPORT FOR ARCHITECTURAL AND/OR ENGINEERING (A/E) PLANNING AND SPECIAL SERVICES. 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 STANDARD AGREEMENT FOR CONSULATING SERVICES AT WAUKEGAN NATIONAL AIRPORT FOR ARCHITECTURAL AND/OR ENGINEERING (A/E) PLANNING AND SPECIAL SERVICES can be executed.

The anticipated schedule is as follows:

- RFQ Issued 5 October 2026
- Last Day to Submit Questions 19 October 2026 (12:00 pm)
- SOQ's Due 28 October 2026
- Review SOQ's. Establish Short List. 22 October 2026
- Recommend Consultant to OWNER 30 October 2026

Submittal Acceptance/Rejection:

This RFQ does not obligate the Owner to execute a STANDARD AGREEMENT FOR CONSULATING SERVICES AT WAUKEGAN NATIONAL AIRPORT FOR ARCHITECTURAL AND/OR ENGINEERING (A/E) PLANNING AND SPECIAL SERVICES 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 the project listed below within the next five years:

-Construct New Fuel Farm

- Site survey & existing conditions
- Geotechnical investigation
- Environmental CATEX
- Design for
  - (4) 20,000 gallon ASTs
  - SPCCC
  - Pavements
  - Electrical
  - Lighting
  - Security
    - Cameras
    - Access Control
- Construction Administration