

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL CONSULTING SERVICES FOR CHICAGO EXECUTIVE AIRPORT, WHEELING & PROSPECT HEIGHTS, ILLINOIS

Objective of this Request: Chicago Executive Airport is seeking Statements of Qualifications from consultants interested in providing Airport Architectural Consultant services, as needed, for project elements at the Airport for a new facility that will include Airport offices, community event space and an aircraft terminal. The selected team will provide full-service Architectural services capable of producing documents for design, bidding and construction in accordance with FAA standards.

Proposal Format

1. Cover Letter – Respondents shall provide a cover letter that includes an overview of the proposal. The cover letter shall be limited to two pages and must be signed by a person(s) authorized to bind the entity submitting the response.

2. Statement of Qualifications – Narrative document addressing the following criteria:

A. Aviation Project Experience:

Provide a discussion of your recent related project experience as it relates to Airport design, construction, documentation requirements, and compliance regarding business aviation reliever Airports. Please note Consultant's experience working with FAA projects in the Midwest Region and the Chicago Airports District Office. Include examples of relevant projects that show experience, qualifications, integrity, and technical competence:

- Project schedule performance
- Project budget performance
- Completion dates
- Reference with names, phone numbers and email addresses

B. Staff Qualifications:

Discuss the qualifications, experience and training of the professional staff. Include an organizational chart that indicates the individual, their area of expertise, registration, and their recent relevant experience. The Architectural Project Manager shall be a licensed in the State of Illinois, and preference will be given to engineering project managers with a minimum of 10 years of aviation experience, including leading aviation improvement programs. Respondent shall provide a short resume for all team members identified in the organizational chart including:

- License and Certification type (if applicable) and number of years' experience
- Number of years of aviation or other specialty experience related to their role

- Discussion of relevant experience, including engagements at Airports.

C. Consultant Team Qualifications:

- Describe your approach that will result in successful architecture, design, construction, procurement, and management of the projects listed as applicable. Discuss any potential issues or challenges that could arise and detail the services you will provide during the contract, including professional expertise and technical capabilities.
- Describe your team's ability to work on projects in Chicago Executive Airports jurisdictions: The Village of Wheeling, The City of Prospect Heights, Cook County, The Metropolitan Water Reclamation District, etc.
- Present your team's understanding of FAA standards and policies, special requirements, codes, and regulations pertinent to this project.
- Discuss your internal quality control procedures.
- Discuss your qualifications and experience in dealing with various entities through public outreach to effectively convey project scopes, goals and benefits.

D. References:

List of references from the past five (5) years for projects including client name, contact person, phone number, email address and range of contract value.

E. Disclosure and Notes:

- Please provide a Conflict-of-Interest disclosure regarding any potential conflict of interest with the Chicago Executive Airport, its Sponsors or the FAA.
- Cost or fee or overhead rates and information are NOT to be submitted.
- The submittals should be limited to a maximum of 30 double-sided pages.

Submission Instructions

Digital Statement of Qualifications shall deliver via email to gsakas@chiexec.com NLT August 15th at 3:00 pm.

Consultants should follow up the email submittal with a phone call to verify receipt. George Sakas can be reached at 847-537-2580. Any Statement of Qualification received after this time will be considered non-responsive.

Selection Process

Proposals will be evaluated by an ad hoc Airport staff committee. A limited number of qualified Consultants may be selected for a detailed presentation of their proposal for review and final Consultant selection. Chicago Executive Airport reserves the right to reject any or all proposals. All copies of the submittal shall become property of Chicago Executive Airport.

Selection Criteria

<u>Evaluation Criteria</u>	<u>Points</u>
Aviation Project Experience	30 Points
Staff Qualifications and Technical Competence	30 Points
<u>Consultant Team Qualifications</u>	<u>40 Points</u>
Total	100 Points

Selection Procedure

All proposals will be reviewed and evaluated by a staff selection committee that will recommend a Consultant to the Airport's Board of Directors. The Selection Committee may select a consultant or prepare a short-list of consultants based upon the evaluation of the submittals. The Selection Committee may arrange for interviews with each consultant as the Committee feels necessary.

Selection Schedule:

Request for Qualifications Issued	July 18, 2025
Submission Deadline	August 15, 2025 at 3pm
Selection Committee Review	Late August 2025
Section Committee Interviews	Early September 2025
Recommendation to the Airport Board of Directors	September 17, 2025

Contract and Scope of Services

The Airport intends to select a single Consultant (firm or a team of firms) and executed a professional services contract to provide the services noted above for a period of three years anticipated to begin the third quarter of 2025.

A Scope of Services will be constructed and negotiated by the selected consultant and Chicago Executive Airport for their joint agreement including a Fee Schedule.

The Airport reserves the right to award this Contract to the Consultant that demonstrates the best ability to fulfill the requirements of the services.

General Information

A. STATEMENT OF NON-DISCRIMINATION

The Consultant (and all Sub-Consultants) shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as deemed appropriate.

B. AIRPORT AUTHORITIES

Chicago Executive Airport reserves the right to reject any and all submissions to this RFQ, provide clarifications, or waive informalities/technicalities, if deemed in the best interest of Chicago Executive Airport. Chicago Executive Airport assumes no responsibility for costs incurred in responding to this RFQ. Chicago Executive Airport reserves the right to extend the submittal date if needed. All changes and/or clarifications will be posted to the Airports website.

C. INSURANCE REQUIREMENTS

Prior to the commencement of performance, the successful firm shall furnish to Chicago Executive Airport a certificate of insurance for general liability with limits not less than \$2,000,000 per occurrence and workers' compensation with limits not less than \$1,000,000 per occurrence. Proof of insurability shall be demonstrated by providing copies of current insurance policy during contract negotiations with the successful Consultant.