



REQUEST FOR QUALIFICATIONS TO CONDUCT A MASTER DRAINAGE - COMPREHENSIVE STUDY OF AIRPORT DRAINAGE PATTERNS AND IMPROVEMENTS

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Proposals due 4:00 P.M. Central Time November 21, 2022

Contact person: George Sakas, (847) 537-2580 extension 113

A. Introduction

Chicago Executive Airport, hereinafter referred to as "Airport", is seeking proposals from qualified Consultants, contractors, or consultants, hereinafter referred to interchangeably, to provide professional services in updating the Airport's Master Drainage Study and Supplemental Storm Drain Reports. This Request for Qualifications (RFQ) describes the Project, the required scope of services, the selection process, and the minimum information that must be included in the proposal. Failure to submit information in accordance with the RFQ requirements and procedures may be cause for disqualification. Necessary services required to complete the new update include drainage analyses, storm drain design, calculations and results, financial analyses, GIS data collection and presentation. Interested parties shall submit a proposal with capabilities to provide these services per the specifications outlined in this Request for Qualifications.

The Airport intends to select one Consultant for agreement negotiations. If the Airport is unable to reach an agreement with the selected Consultant, it has the option to negotiate with another. Award of the contract, if any, will be to the Consultant whose professional qualifications, experience, and proposed work plan demonstrates that it will competently satisfy the requirements described in this RFQ. This RFQ does not commit the Airport to award any contract, defray any costs incurred in the preparation of a proposal pursuant to this RFQ, or in any resulting negotiations, or to procure contracts for work.

The Airport is located at 1020 South Plant Rd. in Wheeling, Illinois. It is owned and operated by the City of Prospect Heights and the Village of Wheeling (Sponsors) and managed by a seven (7) member Board of Directors made up of three (3) members from the City of Prospect Heights, three (3) members from the Village of Wheeling and a chairman appointed by the municipalities' mayors. Chicago Executive Airport averages about 100,000 operations annually. It is consistently one of the top five busiest airports in the state of Illinois and the reliever airport for Chicago O'Hare International. The airport has three runways: 16/34 at 5,001 feet in length, 12/30 at 4,415 feet in length and 6/24 at 3,677 feet in length. The Airport has full Instrument Landing System (ILS) capabilities and an FAA Air Traffic Control (ATC) tower.

The Airport is served by the following Fixed Base Operators:

- Atlantic Aviation
- Hawthorne Global Aviation Services
- Signature Flight Support

The Airport is served by the following Aircraft Charter Companies:

- Hightail
- Maxair
- NJet
- Northwest Flyers
- Priester Aviation
- SC Aviation
- Trego-Dugan
- Ventis Aviation

The Airport is served by the following Flight Training Companies:

- ATP Flight School
- Boraam Aviation
- Chicago Executive Flight School
- Fly There
- Leading Edge Flying Club
- WAir
- Windy City Aviation

The Airport is served by the following Aircraft Maintenance & Cleaning Companies:

- Down to the Last Detail, Inc
- Duncan Aviation
- WAir (Piston aircraft maintenance)
- West Star Aviation

B. Project Description

Chicago Executive Airport seek to update to the existing Master Drainage Study (MDS) (Exhibit to this RFQ). The original airport drainage study was created in 1995 in tandem with a relocation of the Wheeling Drainage Ditch to assess the performance of existing storm drain infrastructure, identify anticipated drainage facilities and to accommodate future development. That original MDS must be updated to reflect construction and airfield improvements since then, projected airport changes per the recently completed Master Plan, the latest adopted drainage standards, and adherence to the Metropolitan Water Reclamation District's (MWRD) Watershed Management Ordinance (WMO – exhibit to this RFQ). The Airport falls under the review and approval of the Metropolitan Water Reclamation District of Great Chicago (MWRD).

The MDS identified two (2) drainage basins on the airport – north and south. Adjacent to the Des Plaines River, the Airport serves as regional detention. A portion of the airport is within FEMA's Flood Zone A.

In addition to field verification of existing facilities and a plan for proposed drainage improvements based on drainage analyses, the consultant shall provide cost estimate and prioritization of improvements.

One goal of this MDS update is to identify opportunities for additional regional stormwater detention. Another goal is to help potential developments locate their on-site detention for maximum efficiency in land development design.

C. RFQ Response Format

The Airport discourages lengthy proposals, deferring to those prepared simply and economically with a straightforward, concise description of the Proposer's company, qualifications, proposed solution, and capabilities to satisfy this RFQ's requirements. We prefer completeness and clarity of content. Voluminous sales and marketing brochures are not necessary. Proposers must follow all formats and address all portions of this RFQ, providing all information requested. Proposer may retype or duplicate any portion of this RFQ for use in responding to the RFQ, provided that the proposal clearly addresses all the Airport's information requirements in the following format:

1. Cover Letter.
2. Table of Contents.
3. Section 1 – Executive Summary.
4. Section 2 – Company Background.
5. Section 3 – Company Qualifications.
6. Section 4 – References.
7. Section 5 – Proposed Solution.
8. Section 6 – Implementation Approach.

Submission: Please submit four (4) hard copies and electronic .pdf file to Chicago Executive

Airport no later than 4:00 P.M., Central Time, on Monday, November 21, 2022, to:

Jeffrey Miller A.A.E., ACE
Executive Director
Chicago Executive Airport
1020 South Plant Road
Wheeling, Illinois 60090
admin@chiexec.com

Proposals may be delivered by mail or in person. Faxed proposals will not be accepted. Proposals received after the time specified above will be returned unopened. The Airport is not responsible for late, misdirected, or damaged submissions and reserves the right to accept or reject any or all proposals for any reason. Failure to follow the specified format or to address all requirements of this RFQ may, at the Airport's sole discretion, result in the rejection of the Proposal.

D. Consultant Selection Procedure & Criteria

An Evaluation Committee will conduct an initial review of proposals to evaluate conformance with this RFQ's requirements. Only those proposals that meet or exceed the mandatory requirements will be further evaluated based on the following criteria:

- Proposal provides the requested information and meets the standards identified in this RFQ demonstrating quality, clarity, and completeness.
- Conveys an understanding of the work required to complete this project.
- Proposer's ability to meet the identified needs of the Airport.
- Proposer's commitment to offer industry best practices to the Airport.
- Proposer's professional qualifications and experience with engagements of similar scope and complexity focusing on staff to be assigned to this project.
- Proposer's availability to schedule and complete the project according to the Airport's preferred timeframe and budget.
- Perceived risk to the Airport arising from selection of a Proposal.
- Proposer's current Airport Design rating on the Illinois Department of Transportation's Description and Minimum Requirements for Prequalification for Engineering, Architectural & Professional Services' dated July 31, 2020.

Secondary review by the evaluation committee, may, at the Airport's discretion, require proposers to present their qualifications for selection in person or via electronic communication media.

The decision by the Airport to award a contract will be based on a combination of factors determined to be in the best interest of the Airport. After evaluating the proposals and discussing them further with the finalists or the tentatively selected vendor, the Airport reserves the right to further negotiate the proposed scope of work. The Airport reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the Airport and, if held, shall be after initial evaluation of Proposals is complete. If clarifications are made because of such discussion, the Proposer shall put such clarifications in writing.

E. Selection Schedule (subject to change)

- Friday, October 14, 2022, RFQ published
- Monday, November 21, 2022, 4:00 P.M. CST Proposals due

- Wednesday, December 14, 2022, consideration by the Airport Board

F. Inquiries & Rejection of Proposals

All potential bidders are encouraged to complete the “Request for Information by Potential Bidders” attached as an exhibit so the Airport can communicate updates and clarifications efficiently. Questions regarding this RFQ should be directed to George Sakas, Director of Economic Development at (847) 537-2580 or via e-mail at: gsakas@chiexec.com. Please note that in accordance with the Illinois Freedom of Information Act and in the interest of transparency all communications are subject to both discovery and actual publication by the Airport. Questions or clarifications pertinent to all proposals will be communicated with all potential proposers that have submitted a “Request for Information by Potential Bidders”.

G. Scope of Services Anticipated of Selected Consultant

Scope of Work - the following project elements expected:

- Project Element 1 – Project Management
- Project Element 2 – Engineering Services
- Project Element 3 – Project Submittals

H. Project Management

The selected consultant shall provide all project management necessary to ensure fulfillment of the scope of work and all required items to complete the project within the contract and schedule. The Consultant is expected to provide continuous Quality Assurance and Quality Control during the design and installation and close out activities. The items listed below are required for project management:

1. Award Meeting – Upon notification of award the Consultant will be invited to the Airport to discuss the requested services.
2. Scope of work – a contractual agreement for products and services with a detailed budget and NTE costs.
3. Kick-Off Meeting – The Consultant shall conduct one (1) kick-off meeting with Airport staff upon notice to proceed. A project schedule showing all applicable tasks and completion dates shall be finalized at this meeting.
4. Team Meetings – The Consultant shall conduct meetings to review project progress with Airport staff. These meetings may include sub consultants as necessary. Meetings are anticipated to occur every two weeks, each meeting lasting approximately one (1) hour, and modified frequency and duration as necessary based on meeting agenda.
5. Meeting Minutes – The Consultant shall prepare meeting minutes from all team meetings and submit to the Airport within five (5) business days for review and concurrence.
6. Board Meetings – Participation in airport board meetings are expected in conjunction with the approval of the MDS. Selected members of the consulting team will present material and address questions from the Airport Board of Directors, stakeholders, and public at these meetings. It is estimated three such meetings will be necessary.
7. Project Tracking – The Consultant shall provide monthly progress memorandums, schedule updates and invoicing.
8. Project Funding - This project is funded by Airport Improvement Program (AIP) Federal Discretionary Funds from the Federal Aviation Administration (FAA). Until such time the

funds are received by the Illinois Department of Transportation this project is not guaranteed.

9. Milestones:

- Initial Draft submission
- Second Draft submission
- Final Report submission

I. Engineering Services

- A. **Existing Conditions Review** - The Consultant shall review the existing Master Drainage Study and compile supplemental data, such as technical studies/reports, Update information/maps, the Airport's general plan and GIS drainage inventory/database. The Consultant shall also establish an understanding of the Airport's existing and proposed drainage condition. Data analyses efforts such as identifying completed projects from the MDS and a gap analysis of the Airport's drainage asset inventory will be completed during this phase. Existing "as-built" information on file with the Airport will be shared with the Consultant, however the research of existing records will be the Consultant's sole responsibility. Existing data, either electronic or otherwise, shall be converted as necessary to be consistent with said datum. All changes to the existing report, or as built plans shall be clearly noted within the consultant's reports.
- B. **Drainage Modeling** – Based on the information obtained from the previous sub task, the Consultant will create a comprehensive drainage model of the Airport's drainage system, including Airport owned detention and retention basins, and Metropolitan Water Reclamation District of Greater Chicago (MWRD) elements throughout the Airport. The tributary drainage area for each stream reach or catch basin in the Airport will be delineated in this analysis using information provided by the Airport's drainage asset inventory and topographic mapping available in the Airport's GIS data set. It is anticipated that the previous drainage basin areas of the MDS will be reused with this study update, however suggestions on how to reduce areas to maximize development opportunities is expected. Land use assumptions will be based on the final buildout condition of the Airport per the Airport's Layout Plan. All engineering software and proposed means and methods in conducting this analysis must be clearly identified in the Proposal Submission Requirement. The final drainage model and analyses will be submitted to the Airport as a deliverable. Concerning the Des Plaines River Watershed, the Consultant will not be expected to analyze the Des Plaines River as a part of this update; however, the Consultant will need to establish 100-year flood plain elevations to analyze the backwater effect of the existing and or proposed drainage outlets to the Des Plaines River. Master Drainage Study Update analysis is intended to determine which existing pipes and outfalls are compromised and provide recommendations to alleviate such conditions if they exist.
- C. **Proposed Infrastructure Recommendations** – The Consultant will identify deficiencies, gaps and discrepancies in the Airport's drainage system using the newly created drainage model. Based on these findings the Consultant shall propose and prioritize improvements to alleviate the existing deficient drainage basins. The Consultant shall prepare a technical report for the Airport's review and approval that includes the following:
- a. A summary of methodology, programs, technical references, and assumptions

used in creating the drainage model.

- b. Identified if there are any areas of deficient drainage conditions that currently do not meet the MWRD drainage standards and high-risk flooding areas throughout the Airport. The Consultant will review and compile the results of the 2-year, 10-year, and 100-year model results to identify the area's most frequently prone to flooding.
- c. A comparison of flows between those provided in the existing MDS and the newly comprised drainage model to confirm sizing of the proposed MDS projects.
- d. A summary of proposed MDS improvements as required to create a comprehensive drainage network throughout the Airport. This may include new projects that were not included in previous MDS, in addition to the modification or deletion of existing projects specified in the previous update.

D. Geographic Information System –

- Provided: The Airport has GIS data generated during the Master Plan process from 2018-2019 that will be provided to the selected consultant.
- Requested: The Consultant will augment GIS shape and data files to provide current elevation contours sufficient to complete the MDS analysis, report, and cost estimate.
- Provided: The Airport has an incomplete Inventory of Known Stormwater Drainage Facilities (exhibit) primarily listing airport-owned (non-leasehold) drainage facilities without elevations. All private (leasehold) as-built drainage facilities are available to the selected consultant although the Airport expects a physical inventory by the consultant may be more accurate and/or efficiently obtained.
- Requested: The Consultant will augment GIS shape and data files constituting the Airport drainage asset inventory as determined during the MDS update effort. The Consultant is expected to field verify all existing drainage facilities and update the Airport's GIS accordingly. The Consultant shall provide to the Airport a layer identifying existing facilities both adequate and deficient and a layer depicting proposed future facilities. These layers shall be incorporated into the Airport's GIS database, used freely by the Airport, and updated or modified at the Airport's discretion. The Airport anticipates all public storm drain conveyances will be verified and updated as a part of this project.

E. Preliminary Design and Construction Cost Estimates – Upon approval of the technical recommendation report and modification to the MDS project list, the Consultant shall then proceed to prepare preliminary sizing of the proposed facilities as required by MWRD forming the basis for an Engineer's Opinion of Probable Cost. Preliminary sizing calculations and cost estimates shall be provided in the Final MDS document with all design assumptions used to support these calculations clearly identified. The final design for the implementation of these facilities will be completed on a project-by-project basis, either through capital improvement or developer reimbursement, and is not associated with this contract.

- a. The Consultant will research available unit costs for project construction based on local bid history documents, or other readily available sources. Unit costs will be provided to the Airport for review and concurrence prior to initiation of the recommended project cost estimates.

- b. The Consultant will provide a generalized order of magnitude opinion of probable construction cost for each of the recommended facilities to aid in the prioritization of projects. Provide a prioritization of project improvements to correct deficiencies. Include existing pipeline outfalls as identified by the Airport and documented by consultant's limited field exploration. Make recommendations regarding the need for additional or enlarged detention facilities or requiring future developers to develop underground facilities associated with their development rather than above ground detention.
- c. The Consultant will provide prioritization scores for each recommended facility to assist in ranking the benefit of each potential improvement. This will be done using a prioritization matrix that will take into account modeling results (i.e. deficiency and surcharge) as well as relevant fields from the existing GIS data (i.e. age of facility and location of facility).

F. Project Submittals

1. Products Submitted: The Consultant will prepare two (2) drafts and one (1) final comprehensive Master Drainage Study to supersede the existing study. The MDS at a minimum will contain the following elements:
 - A. Written Report:
 - Executive summary.
 - Review and analysis of the Airport's drainage system and watershed characteristics.
 - Discussion of the inputs, assumptions and results provided by the drainage model.
 - Identification of newly proposed projects to be included in the program update and projects in previous study that are to be modified or deleted with the update.
 - Provide the Airport with guidance on proposed Airport development listed on the Airport Layout Plan. These recommendations should be based on the best practices for new construction, including recommending new technology/methods which allow the Airport to maximize land development with adequate stormwater detention.
 - A summary of scope, proposed improvement, preliminary drainage modeling, and cost estimates for each project proposed in the MDS update.
 - Other considerations, summary of findings and recommendations.
 - B. GIS shape and data files
 - C. Engineer's Estimate of Probable Costs

2. Plan of Submission, Review, and Publication

Initial Draft submission

The first draft will be provided when the Consultant and the Airport agree that existing data has been augmented with new field work data sufficient to exercise the model and produce a result that is coherent and sufficient for engineering review. The Consultant shall submit three (3) hard copies and one (1) electronic copy for Airport review with each draft submittal.

Second Draft submission

Supplementary calibration and/or additional data will produce the second draft expected to be within engineering standards. The final document will include technical aspects and appropriate administrative items as note herein and developed over the course of the project.

The Consultant shall submit three (3) hard copies and one (1) electronic copy for Airport review with each draft submittal.

Final Report submission

Upon receipt of the draft review comments, the consultant will generate the Final Master Drainage Study Update report with updated exhibits, and with digital copies of all developed GIS data sets and hydrologic and hydraulic modeling files. The Consultant will complete all tasks and have the final deliverables ready for acceptance by the Airport Board of Directors in the period of 10 months from issuance of the notice to proceed.

The Consultant will submit three (3) hard copies and one (1) electronic copy for Airport review with each draft submittal. Five (5) bound copies and one (1) electronic copy will constitute the Final Master Drainage Study Update.

G. Exhibits (May be available only online for download due to size):

1. Request for Information by Potential Bidders
2. Equal Opportunity Program Requirements
3. Hydrologic and Hydraulic Analysis for the Relocation of the Wheeling Drainage Ditch Final Report (1995) aka "Master Airport Drainage Study"
4. Master Drainage Study Update for a Letter of Map Revision (May 2003)
5. Grading Plan for Master Drainage Study 9/23/03
6. Remaining Detention Summary – August 2022
7. Master Drainage Site Plan
8. Master Drainage Site Plan Contour Map (.pdf)
9. Master Drainage Site Plan Inventory of Known Stormwater Drainage Fixtures
10. FAA Advisory 150/5100-14E Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects
11. MWRD Watershed Management Ordinance (current)
12. Wheeling Village Stormwater Master Plan 2016
13. PWK Airport Layout Plan
14. PWK Master Plan Full Report – Final
15. Master Plan contours in AutoCAD format
16. Publication Updates and Notes

Exhibit

1. Request for Information by Potential Bidders

**Chicago Executive Airport – KPWK Request for Qualifications for the
Master Drainage Study Comprehensive Study of Airport Drainage Patterns and
Improvements**

All potential consultants are requested to complete this information so that Chicago Executive Airport can communicate general information prior to the submission deadline.

Company Name

Address

City, State, Zip Code

Point of Contact

Telephone Number

Email

Exhibit:

2. Equal Opportunity Program Requirements

Equal Opportunity Contracting Policy Statement - It is the policy of Chicago Executive Airport that all businesses, including those that meet the definition of socially and economically disadvantaged (DBEs), be provided equal access to participate in the performance of all contracts and leasing opportunities. The Airport has further committed to take all necessary and reasonable steps to increase its utilization of socially and economically disadvantaged business enterprises, to the extent feasible and legally permissible.

Disadvantaged Business Enterprise Defined -To qualify for certification as a DBE, a for-profit business entity, whether a sole proprietorship, Partnership, joint venture, or corporation, must meet at a minimum the following definition, as set forth in 49 Code of Federal Regulations ("CFR") Part 23.

A business that is at least 51 percent owned by one or more socially and economically disadvantaged individuals (or, in the case of any publicly owned business at least 51 percent of the stock is owned by one or more socially and economically disadvantaged individuals) and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

The following groups, who are citizens of the United States (or lawfully permanent residents), are refutably socially and economically disadvantaged:

1. Women.
2. Black Americans.
3. Hispanic Americans.
4. Native Americans.
5. Asian-Pacific Americans
6. Asian-Indian Americans.

DBE Participation Goal - A DBE participation goal for this solicitation of 10% as measured by the total estimated dollar value of this agreement has been established. Respondent shall take all necessary and reasonable steps in making good faith efforts to achieve this DBE participation goal DBE participation may be in the form of one or more sub-participants, partnerships, or other legal arrangements meeting the eligibility standards in 49 CER Part 23.

Required DBE Information -Respondents must provide information pertaining to its proposed DBE participation for this solicitation. Information to be provided will include the name and address of each DBE and a description of the services to be provided.

Respondent's Good Faith Efforts -Good faith efforts are those that could reasonably be expected to result in goal attainment by a respondent.

Respondent's Obligation -Respondent will assure that no person is excluded from participation in. denied the benefits of; or otherwise discriminated against in connection with the award and performance of any contract, including leases, covered by 49 CFR 23 on the grounds of race, color, national origin or sex.