



## **REQUEST FOR QUALIFICATIONS FOR COMPLETING CHICAGO EXECUTIVE AIRPORT'S EXHIBIT "A" PROPERTY MAP TO THE APPROVED 2021 AIRPORT LAYOUT PLAN**

*Published February 1, 2023.*

*Proposals due 4:00 P.M. Central Time Friday March 3, 2023.*

**Contact person: George Sakas, 224.279.2061**

### **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 producing the airport's 'Exhibit "A" Property Map' as an attached exhibit to the existing approved Airport Layout Plan ("ALP").

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. Interested parties shall submit a Proposal Submittal to display the capabilities in providing 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.

### **B. Airport Description**

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 three Fixed Base Operators: Atlantic Aviation, Hawthorne Global Aviation Services, and Signature Flight Support. CEA is served by numerous aircraft charter companies, flight schools, and operation support businesses.

### **C. Project Description**

In 2014, Chicago Executive Airport embarked upon a master plan update as governed by FAA regulations. After the required studies and public input, the Master Plan and Airport Layout Plan were approved in late 2021. Omitted from the ALP scope of work was the Exhibit A. Non-primary entitlement funds have since been dedicated to this task. The procedures and final product will adhere to "FAA SOP 3.0: ARP Standard Operating Procedure 3.00: Standard Operating

## Procedure (SOP) for FAA Review of Exhibit ‘A’ Airport Property Inventory Maps”

Previous Exhibit A’s to previous Airport Layout Plans are available at [www.chiexec.com](http://www.chiexec.com) as noted in the Exhibit section below. Historic deeds and plats are available only on paper and located at Chicago Executive Airport’s office. We have identified the week of February 13<sup>th</sup> for visit by potential bidders to physically visit the airport and review the documentation.

It is anticipated that the Exhibit A will require on-airport survey work and title searches of properties. Potential bidders should review past Exhibit A’s and the deeds and plats to determine their scope of work.

### **D. RFQ Response Format**

The Airport discourages lengthy and costly proposals, deferring to those prepared simply and economically and provide a straightforward, concise description of the Proposer’s company, qualifications, proposed solution, and capabilities to satisfy the requirements of this RFQ. Emphasis should be on 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. Executive Summary.
3. Company background and qualifications
4. Key participants
5. Previous similar projects and references.
6. Project Timeline.

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 Friday, March 3, 2023 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.

### **E. Consultant Selection Procedure & Criteria**

An Evaluation Committee will review proposals, promoting only those that meet or exceed the mandatory requirements based on the following criteria:

- Proposal provides the requested information and meets the standards identified in this RFQ demonstrating quality, clarity, and completeness.
- Proposer 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
- Proposer’s availability to schedule and complete the project according to the Airport’s preferred

timeframe and budget.

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 work and/or method and amount of compensation. 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.

This selection process is governed by "FAA Advisory 150/5100-14E Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects."

#### **F. Tentative Selection Schedule**

- Wednesday, February 1, 2023, RFQ published.
- Week of February 13, 2023, appointments to review property plats and deeds available only on paper at Chicago Executive Airport.
- Friday, March 3, 2023, 4:00 P.M. CST Proposals due to Chicago Executive Airport

#### **G. 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 RFP should be directed to George Sakas, Director of Economic Development at (847) 537-2580 or via e-mail at: [gsakas@chiexec.com](mailto: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".

#### **H. Exhibits & References:**

1. Request for Information by Potential Bidders form (attached)
2. Equal Opportunity Program Requirements (attached)
3. Master Plan 2021 (at [www.chiexec.com](http://www.chiexec.com))
4. Airport Layout Plan 2021 (at [www.chiexec.com](http://www.chiexec.com))
5. FAA SOP 3.0: ARP Standard Operating Procedure 3.00: Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps, (at [www.chiexec.com](http://www.chiexec.com))
6. FAA Advisory 150/5100-14E Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects (at [www.chiexec.com](http://www.chiexec.com))
7. Exhibit A 2006 (at [www.chiexec.com](http://www.chiexec.com))
8. Exhibit A 2012 (at [www.chiexec.com](http://www.chiexec.com))
9. Boundary Plat of Survey 2005 (at [www.chiexec.com](http://www.chiexec.com))
10. Plats and Deeds for properties (Paper only – schedule review)

**Exhibit**

**1. Request for Information by Potential Bidders**

**Chicago Executive Airport – KPWK Request for Qualifications for an ‘Exhibit “A” Property Map’ as an attached exhibit to the existing approved Airport Layout Plan (“ALP”).**

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.