

**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL / ENGINEERING CONSULTANT SERVICES FOR
THE DESIGN OF A NEW AIR TRAFFIC CONTROL TOWER
AT THE
CHICAGO ROMEOVILLE AIRPORT (LOT)

JOLIET REGIONAL PORT DISTRICT**

October 24, 2018

JRPD Project No: LOT ATCT RFQ 18-01
RFQ Publication Date: October 24,2018
RFQ Requests for Information Due: November 15,2018
RFQ Submittals Due: November 29, 2018

REQUEST FOR QUALIFICATIONS

Architectural and Engineering Consultant Services for a
New Air Traffic Control Tower for the
Chicago Romeoville Airport

Table of Contents

| <u>Section</u> | <u>Page</u> |
|---|-------------|
| Title Page | i |
| Table of Contents | ii |
| Notice of Request for Qualifications (RFQ) | RFP-1 |
| Section I – General Information | |
| A. Preparation of Statement of Qualifications | I-1 |
| B. Subconsultants | I-1 |
| C. Submittal of Statement of Qualifications | I-2 |
| D. Addendum – Changes during Solicitation | I-2 |
| E. Rejections of Irregular Statements of Qualifications | I-3 |
| F. Conflict of Interest Certificate | I-3 |
| G. Protest Procedures | I-3 |
| H. Contact with JPRD Members and Airport Staff | I-3 |
| I. Federal Provisions | I-3 |
| J. Consultant Services Selection Schedule | I-4 |
| Section II – SCOPE OF WORK | |
| A. Preliminary Phase | II-1 |
| B. Design Phase | II-1 |
| C. Bidding or Negotiation Phase | II-2 |
| D. Construction Phase | II-2 |
| Section III – FORMAT FOR STATEMENT OF QUALIFICATIONS AND EVALUATION CRITERIA | |
| SECTION 1: General Corporate Overview, Capabilities, and Experience | III-1 |
| SECTION 2: Project Organization and Staffing | III-2 |
| SECTION 3: Project Quality and Cost Control | III-3 |
| SECTION 4: Approach to the Project | III-4 |
| SECTION 5: Workload | III-5 |
| SECTION 6: References | III-6 |
| SECTION 7: Disadvantaged Business Enterprise (DBE) Opportunity Goals | III-7 |
| SECTION 8: Presentation (Optional) <i>{additional 20 points}</i> | III-8 |

Section IV – EVALUATION OF SUBMITTALS IV-1

Section V – CONTRACT V-1

Appendices

Appendix A – Excerpts from Siting Study..... A-1

Appendix B – Indemnification and Insurance Coverage..... B-1

Attachments (to be completed by Respondents)

Attachment 1 – Acknowledgement of Addenda 1.1

Attachment 2 – Conflict of Interest Certificate 2.1

Attachment 3 – Project References Form..... 3.1

Attachment 4 – DBE Participation Form..... 4.1

**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL / ENGINEERING CONSULTANT SERVICES FOR
THE DESIGN OF A NEW AIR TRAFFIC CONTROL TOWER
AT THE
CHICAGO ROMEOVILLE AIRPORT (LOT)**

JOLIET REGIONAL PORT DISTRICT

Statements of Qualifications will be received by the Joliet Regional Port District (JRPD) until **November 29, 2018 at 2:00 PM CDT** to provide Architectural and Engineering Consultant Services for the design of a new Air Traffic Control Tower (ATCT) at the Chicago Romeoville Airport (LOT). These services shall be rendered in full compliance with all applicable building codes and the administrative and technical requirements of the Federal Aviation Administration (FAA).

All questions must be submitted in writing and addressed to the Director of Aviation, Chicago Romeoville Airport. Questions may be transmitted via e-mail to clawson@flylot.com on or before **November 15, 2018 at 5:00 PM CDT**.

A single contract will be awarded following the selection of the best qualified Respondent and subsequent negotiations. The JRPD has established a Disadvantaged Business Enterprise (DBE) program goal of **15.3** percent, which shall be considered as one of several specified selection criteria. Copies of the detailed Request for Qualifications (RFQ) may be obtained from JRPD. Written requests should be addressed as follows:

Director of Aviation
Joliet Regional Port District
1 Executive Terminal
George Michas Drive
Romeoville, IL 60446

An electronic copy of the RFQ may be obtained by visiting the JRPD's website at www.flylot.com.

Respondent's Statement of Qualifications shall be submitted in strict accordance with the requirements detailed in this solicitation.

All costs incurred in responding to this solicitation are the responsibility of the Respondent. The JRPD is under no obligation to enter into a contract with the selected Respondent should the JRPD elect to suspend, delay, or cancel this RFQ.

JRPD, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and related regulations, hereby notifies all those who may potentially respond to this solicitation that any contract resulting from this advertisement will be awarded fairly. Disadvantaged business enterprises will be afforded a full and fair opportunity to submit a response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Section I
GENERAL INFORMATION

Statements of Qualifications will be received by the Joliet Regional Port District (JRPD) until **November 29, 2018 at 2:00 PM CDT** to provide Architectural and Engineering (A/E) Consultant Services for a new Air Traffic Control Tower for the Chicago Romeoville Airport. These services shall be rendered in full compliance with all applicable building codes and the administrative and technical requirements of the Federal Aviation Administration (FAA).

All questions must be submitted in writing and addressed to the Director of Aviation. Questions may be transmitted via e-mail to clawson@flylot.com before **November 15, 2018 at 5:00 PM CDT**.

A. PREPARATION OF STATEMENT OF QUALIFICATIONS

All submittal information shall be prepared in an 8-1/2" x 11" format and limited to 35 one-sided pages. Graphic illustrations and other material may be prepared in an 11" x 17" format and shall count as two (2) pages. Covers, cover letters, tabs, financial statements, etc., will not count toward the 35-page limit. The submittal must identify this RFQ on the cover by title and project number.

The submittal shall consist of one (1) original copy (clearly marked "ORIGINAL"), five (5) copies (each clearly marked "COPY") and one (1) USB Flash Drive containing a copy of the complete original response in Adobe PDF format as one (1) file.

If the Statement of Qualifications is made by an individual, they must sign their name therein and state their address and the name and address of every other person interested in the Statement of Qualifications as principals. If the Statement of Qualifications is made by a firm, partnership or joint venture, the name and address of each member of the firm, partnership or joint venture must be stated. If the Statement of Qualifications is made by a corporation, the Statement of Qualifications must be signed by an authorized officer or agent subscribing the name of the corporation with his or her own name. Such officer or agent must also declare the name of the State under which the corporation is chartered, and the names and business address of the President, Secretary and Treasurer. **FAILURE TO SIGN THE STATEMENT OF QUALIFICATIONS WILL CONSTITUTE A MATERIAL IRREGULARITY AND SHALL BE CAUSE FOR THE REJECTION OF THE STATEMENT OF QUALIFICATIONS. THE JRPD RESERVES THE RIGHT TO WAIVE ANY IRREGULARITY.**

The Respondent shall provide evidence that it is registered with the Illinois Department of Financial and Professional Regulation authorized to provide Design Professional Services. The Respondent's designated Project Manager shall be an Architect or Professional Engineer registered in the State of Illinois.

B. SUBCONSULTANTS

If any subconsultant is to be used to support the project, the Respondent shall provide the names, contact information, qualifications, and percentage of proposed work of each subconsultant. The Respondent shall be fully responsible for the acts and omissions of its subconsultants and persons either directly or indirectly employed by them, as they are for the acts and omissions of persons directly employed by him. It is the responsibility of the Respondent to ensure that subconsultants comply with all terms and conditions of this RFQ and subsequent Contract including minimum insurance requirements (See Appendix B). Nothing contained in the RFQ documents shall create any contractual relationship between the Respondent and its subconsultants and JRPD. JRPD requires that all subconsultants enter into a formal written agreement with the Respondent that clearly lists all of the agreed upon conditions. The Respondent shall furnish proof that each of its subconsultant's agreements

contain provisions that require compliance with: (i) Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the grounds of race, color or national origin; and (ii) Title 49 of the U.S. Code section 47123, which further prohibits discrimination on the grounds of sex, based on gender, and creed, based on religion.

The JRPD has established a Disadvantaged Business Enterprise (DBE) program goal of **15.3** percent which shall be considered as one of several specified selection criteria.

Prior to a contract award, the successful Respondent(s) shall provide proof, for itself and all subconsultants, of insurance acceptable to JRPD for General Liability, Architects/Engineers Professional Liability, Automobile Liability, and Worker's Compensation and Employer's Liability for the scope of services contemplated by this solicitation. See Appendix B for minimum required insurance coverages.

C. SUBMITTAL OF STATEMENT OF QUALIFICATIONS

The Statement of Qualifications and all required supplemental material or attachments required herein must be submitted in a sealed package. The package must be labeled to read:

LOT ATCT RFQ 18-01
Architectural / Engineering Consultant Services
New Air Traffic Control Tower

The complete RFQ submittal must be delivered no later than **November 29, 2018 at 2:00 PM CDT** to:

Director of Aviation
Joliet Regional Port District
1 Executive Terminal
George Michas Drive
Romeoville, IL 60446

Each Respondent is fully responsible for ensuring that its submission is timely received and shall assume the risk of non-delivery or untimely delivery caused by its chosen delivery method, whether by US mail, public carrier, or other means. This solicitation does not commit the JRPD to paying costs or expenses of any kind incurred by the various Respondents for the preparation, submittal, or presentation of their Statement of Qualifications. Facsimile or email submittals will not be accepted under any circumstances.

D. ADDENDA – CHANGES DURING SOLICITATION

No interpretation of the meaning of any part of the RFQ or corrections of any apparent ambiguity, inconsistency or error therein, will be made to any Respondent orally. All requests for written interpretations or corrections **MUST** be in submitted in writing and addressed to the Director of Aviation, clawson@flylot.com.

All such interpretations and supplemental instructions will be in the form of a written Addendum to the RFQ documents, which, if issued, will be posted on the JRPD website, www.flylot.com. It is the responsibility of each Respondent, prior to submitting its Qualifications, to determine if any Addenda were issued and to make such Addendum a part of its Submittal. In case any Respondent fails to acknowledge receipt of any such Addendum on Attachment 1.1, *Acknowledgement of Addenda* in the space provided on the Submittal Form, its Submittal will nevertheless be construed as though the Addenda has been received and acknowledged. Only the interpretations or corrections so given by JRPD in writing will be binding, and prospective Respondents are advised that no other source is authorized to give information concerning, or to explain or interpret the RFQ documents.

E. REJECTIONS OF IRREGULAR STATEMENTS OF QUALIFICATIONS

JRPD reserves the right to accept or reject any or all Statements of Qualifications in whole or in part. Subject to the exercise of JRPD's discretion to waive any irregularities, Statements of Qualifications will be considered irregular and may be rejected if they show omissions, alterations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. JRPD reserves the right to waive minor irregularities that will not result in an unfair economic or competitive advantage or disadvantage to any Respondent.

F. CONFLICT OF INTEREST CERTIFICATE

All Respondents must execute and submit the Conflict of Interest Certificate (Attachment 2) with its Statement of Qualifications.

G. PROTEST PROCEDURES

Any Respondent electing to dispute this RFQ solicitation process may file a Notice of Protest, including all particulars of facts and law upon which the protest is based. Written notice must be submitted within ten (10) calendar days after the RFQ submittal due date to the Director of Aviation, Joliet Regional Port District, 1 Executive Terminal, George Michas Drive, Romeoville, IL 60446. Email notices will not be accepted.

H. CONTACT WITH JRPD MEMBERS AND AIRPORT STAFF

From the time of publication or receipt of this solicitation, all parties who intend to directly or indirectly submit a response to the solicitation shall direct all contact concerning this solicitation to the Director of Aviation. All communications during the solicitation and selection period shall be in writing via email or mail) addressed to the Director of Aviation, clawson@flylot.com.

Respondents to this solicitation may not contact the Board of Directors of the JRPD, or those representing JRPD's interests in this solicitation for the purpose of discussing this solicitation. Violation of this provision may result in the rejection of the Respondent's Statement of Qualifications and/or debarment of the Respondent.

I. FEDERAL PROVISIONS

The Respondent agrees to comply with all applicable federal, state and local laws, including but not limited to the Civil Rights Act of 1964 as amended. The Equal Employment Opportunity Clause in Section 202, paragraph 1 through 7 of Executive Order 11246, as amended, relative to Equal Employment and the implementing Rules and Regulations of the Office of Federal Contract Compliance Programs are incorporated herein by specific reference.

The Affirmative Action Clause in Section 503 of the Rehabilitation Act of 1973, as amended, relative to Equal Opportunity for the disabled is incorporated herein by specific reference. The Affirmative Action Clause in 38 USC Section 2-12 of the Vietnam Veterans' Readjustment Assistance Act of 1974, relative to Equal Employment Opportunity for the special disabled Veteran and Veterans of the Vietnam Era, is incorporated herein by a specific reference. The Respondent specifically agrees to comply with: (i) Title

VI of the Civil Rights Act of 1964, which prohibits discriminations on the grounds of race, color or national origin; and (ii) Title 49 of the U.S. Code section 47123, which further prohibits discrimination on the grounds of sex, based on gender, and creed, based on religion.

The Air Traffic Control Tower project may be funded by FAA grants under the provisions of the Airport and Airway Safety Capacity Act of 1987. Certain mandatory federal requirements apply to this solicitation and will be made a part of any contract awarded. These may include but are not limited to:

- Access to Records and Reports
- Civil Rights
- Debarment and Suspension
- Disadvantaged Business Enterprise
- Distracted Driving
- Federal Fair Labor Standards Act
- Foreign Trade Restriction
- Lobbying Federal Employees
- Tax Delinquency and Felony Conviction
- Veteran's Preference
- All applicable FAA Advisory Circulars (AC) including but not limited to AC 150/5100-14E, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*

For more information, visit www.faa.gov/airports/aip/procurement/federal_contract_provisions

1. Civil Rights

The Respondent agrees to comply with all relevant statutes, Executive Orders, rules, and policies as promulgated by federal or state agencies to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from federal or state assistance.

This provision binds the Respondents and their subconsultants from the RFQ solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

2. Title VI Solicitation Notice:

The **Joliet Regional Port District**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full and fair opportunity to submit Statements of Qualifications in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

J. CONSULTANT SERVICES SELECTION SCHEDULE

The anticipated schedule for this solicitation is as follows:

| | |
|-----------------------------------|---|
| Requests for Information Due: | November 15, 2018 at 5:00 PM CDT |
| Statements of Qualifications Due: | November 29, 2018 at 2:00 PM CDT |

| | |
|---|--------------------------|
| Evaluation Committee Meeting: | December 13, 2018 |
| Presentations/Interviews (JRPD optional): | <i>To Be Determined</i> |
| Award Professional Services Agreement: | <i>To Be Determined</i> |

(The remainder of this page has been intentionally left blank)

Section II SCOPE OF WORK

The JRPD proposes to design and construct a VFR Air Traffic Control Tower (ATCT) suitable to accommodate the estimated 100,000 annual general aviation operations at Chicago Romeoville Airport (LOT). The intended design of the ATCT is a control cab on top of a functional shaft housing mechanical, electrical, plumbing, telecommunications, and communications equipment. Site 5a was selected as the preferred site as identified in the *Siting Analysis for a New Air Traffic Control Tower at Chicago-Romeoville Airport (LOT) Romeoville, Illinois*, dated March 2, 2018. An excerpt from the report describing Site 5a is included in Appendix A.

The ATCT cab will have a minimum of 500 square feet of walkable floor area, not including the console surfaces, stairwell, and small convenience center. The proposed ATCT would have a controller eye height of 80.5 feet AGL (747.5 MSL), representing an ATCT cab floor height of 75.5 feet AGL with an overall structure height (not including antennas) of 97.5 feet AGL (764.5 MSL).

The selected firm will provide design services for the Air Traffic Control Tower at LOT and all associated facilities and appurtenances including but not limited to: underground utilities (water, sewer, electrical service, telecommunications, etc.), grading and paving access roads and parking, and fencing and security access systems. All design and engineering work shall comply with applicable state and local codes and ordinances and applicable Federal Aviation Administration, State of Illinois, and JRPD design criteria, rules and regulations. The selected firm will assist the JRPD with maximizing the eligibility for reimbursement from the FAA under the Airport Improvement Program for all work associated with the design and construction of the ATCT.

A. PRELIMINARY PHASE

This phase involves those activities required for defining the scope of a project and establishing preliminary requirements. Activities within this phase include:

- a. Conferring with JRPD on project requirements, budget preparation, finances, schedules, compliance with building code requirements and other pertinent matters.
- b. Planning, procuring, and/or preparing necessary surveys, permits, geotechnical engineering investigations, field investigations and architectural and engineering studies required for preliminary design
- c. Developing design schematics, sketches, environmental and aesthetic considerations, preliminary layouts, cost estimates and project recommendations.

B. DESIGN PHASE

This phase includes all activities required to undertake and accomplish a full and complete project design including:

- a. Coordinating and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
- b. Preparing necessary engineering reports and recommendations.
- c. Preparing detailed plans, specifications and cost estimates.

- d. Printing and distributing necessary copies of contract drawings and specifications.
- e. Environmental and construction permitting.

C. BIDDING OR NEGOTIATION PHASE

These activities involve assisting the JRPD in advertising, securing and recording bids, negotiating for services, analyzing bid results and furnishing recommendations on the award of contracts.

D. CONSTRUCTION PHASE *

This phase includes all basic services rendered after award of a construction contract including, but not limited to, the following activities:

- a. Providing consultation and advice to the JRPD during all phases of construction.
- b. Participating in pre-construction conferences.
- c. Inspecting and testing work in progress periodically and providing appropriate reports to the JRPD.
- d. Reviewing and approving shop drawings, product submittals, Requests for Information (RFIs), etc. submitted by the Contractor for compliance with the contract documents.
- e. Reviewing, analyzing, and approving laboratory and mill test reports of material and equipment.
- f. Reviewing change orders and supplemental agreements.
- g. Observing or reviewing performance tests required by the specifications.
- h. Reviewing Contractor's invoices and assisting the JRPD in the preparation of payment requests for amounts reimbursable from project grants.
- i. Making final inspection and preparing all project closeout documents for the JRPD.
- j. Preparation of as-built / as-constructed drawings using CADD and providing CADD drawings and electronic files.
- k. Providing all testing and evaluation services which may be required.
- l. Provide construction administration, management and inspection services if requested.

* The JRPD reserves the right to select a separate consultant to provide construction services.

(The remainder of this page has been intentionally left blank)

Section III
FORMAT FOR STATEMENT OF QUALIFICATIONS AND
EVALUATION CRITERIA

Statements of Qualifications shall be prepared in an 8-1/2" x 11" format and limited to 35 one-sided pages. Graphic illustrations and other material may be prepared in an 11" x 17" format and shall count as two (2) pages. Covers, cover letters, tabs, financial statements, etc., will not count toward the 35-page limit. The submittal must identify this RFQ on the cover by title and the project number.

The submittal shall consist of one (1) original copy (clearly marked "ORIGINAL"), five (5) copies (each clearly marked "COPY") and one (1) USB Flash Drive containing a copy of the complete original response in Adobe PDF format as one (1) file.

SECTION 1: General Corporate Overview, Capabilities, and Experience

The Respondent expressing a desire to provide the requested services shall present an overview of its structure. This information should include a description of the overall corporate organization (including sub-consultants) and the relationship of the office proposing the work to the overall organization. This information should also identify the Respondent's specific qualifications to provide the Scope of Work in terms of general corporate experience, general workload of the Respondent, and experience in Air Traffic Control Tower (ATCT) design projects of similar size and scope. Total maximum point value for Section 1 is 10 points.

SECTION 2: Project Organization and Staffing

This section should describe/depict the Respondent's organizational plan, including responsibility for major design disciplines (e.g. civil, structural, mechanical, electrical, architectural, etc.). The relationship between individuals and their credentials to perform their assigned responsibilities for the project should be clearly indicated. Attention should be given to the proposed Project Manager who shall be a Illinois-registered Architect or Professional Engineer.

This Section should also contain resumes containing the professional qualifications of key individuals of the proposed project team whose contribution is considered by the Respondent as essential to the successful completion of the assignment. Respondents are encouraged to provide resumes of those individuals with the Respondent and of the subconsultants who have specific experience in delivering the Scope of Work for projects of similar size and scope. Respondents are cautioned to include only those individuals that would make a significant contribution to the project if the Respondent is selected. Total maximum point value for Section 2 is 10 points.

SECTION 3: Project Quality and Cost Control

This section shall detail in a clear and concise manner the Respondent's policies and procedures that will be used to assure the accuracy, timeliness, and cost effectiveness of all work produced by the Respondent. This section shall include specific examples of procedures and/or methods that have been used in the past and would be applicable to this assignment, especially in an airport environment. Total maximum point value for this Section is 10 points.

SECTION 4: Project Approach

Respondents shall describe in detail their approach to the design, permitting, and construction phase services for the project, drawing on previous experience with similar projects. Detail should be given to construction schedules (including FAA participation), construction costs and value engineering, and unique design challenges and how they were met. Total maximum point value for this Section is 30 points.

SECTION 5: Workload

This section should identify current design and/or construction projects in progress, schedule for completion, and the role, responsibilities, and commitment of time of key personnel to complete those projects. The projected monthly workload schedule (hours) of key personnel of both the Respondent and subconsultants should be identified for this project. Total maximum point value for Section 5 is 10 points.

SECTION 6: References

Respondents must provide a minimum of four (4) projects accomplished over the last seven (7) years that are generally comparable in size and scope to the proposed project. Projects must be specifically relevant to ATCTs operating under the Federal Contract Tower (FCT) program.

Each reference should include the project sponsor, project name, and general description, name of the engineer or architect acting as Project Manager sealing the plans (and if they are still employed by the Respondent), description of services provided, and name and telephone number of a contact that would allow verification of satisfactory performance. References that validate the skills of the proposed Project Manager are particularly important.

References are considered very important and as such, the JRPD will contact and evaluate the information it receives from each reference provided in response to this solicitation. Circumstances where contact with reference cannot be made or the reference indicates a lack of knowledge or awareness of Respondent will be reflected in the evaluation. Respondents are encouraged to contact those individuals or entities being proposed as references in order to ensure that: (i) their contact information is current and correct; (ii) they are knowledgeable and aware of the issues for which they are being proposed as references; and (iii) they are ready, willing, able, and permitted to provide the reference information being sought.

All references shall be submitted using the form template provided in **Attachment 3**. Total maximum point value for this Section is 25 points.

SECTION 7: Disadvantaged Business Enterprise (DBE) Opportunity Goals

A DBE is defined as a business firm satisfying the requirements of 49 CFR Part 26, as amended. It is the official policy of the JRPD to recognize the authority and applicability of the Department of Transportation's Rules and Regulations governing DBE participation. Respondents desiring to participate as a DBE on this project must be duly certified under the Illinois Unified Certification Program (IUCP) and be listed in the UCP DBE Directory of firms, which can be downloaded by visiting:

<http://www.idot.illinois.gov/doing-business/certifications/disadvantaged-business-enterprise-certification/il-ucp-directory/index>

Any DBE firm not duly certified as an IUCP certified member by the submittal due date may not be used to meet the DBE participation goals of the JRPD.

The JRPD intends to award the contract for this solicitation to the most responsive Respondent that is qualified and capable of performing the work. The Respondent must demonstrate its ability to meet the DBE participation goal or has provided written documentation to demonstrate good faith efforts to attempt to achieve the goal. In the latter case, evidence must be sufficient to overcome a rebuttable presumption of the adequacy of the assigned goal if other Respondents have achieved the DBE goal. A Respondent's failure to provide good faith efforts to include meaningful DBE participation in the project may be grounds for disqualification from further consideration.

The DBE participation goal for this project is 15.3 percent. Submittals shall constitute full acceptance of all DBE goals and conditions outlined in this RFQ. Respondents should discuss their efforts to include Disadvantaged Business Enterprises (DBEs) in the project. In addition, each Respondent shall complete the DBE Participation Worksheet provided in **Attachment 4**. Total maximum point value for Section 7 is 5 points.

Important Note: Any Respondent participating in this project is hereby notified that the failure to fully comply with their proposed DBE participation percentages included in their submittal will constitute a breach of the contract and may result in the termination of the contract or such other remedy as deemed appropriate by JRPD.

SECTION 8: Presentation (Optional) {additional 20 points}

At JRPD's discretion, the qualifications of highly ranked Respondents may be more closely considered through a presentation of their approach to perform the required services. Total maximum point value for this section is 20 points in addition to the 100 point maximum for Sections 1-7.

(The remainder of this page has been intentionally left blank)

**Section IV
EVALUATION OF SUBMITTALS**

Upon receipt of submittals, a review will be conducted to assure that each submittal is generally responsive to the published criteria. Submittals deemed non-responsive will be returned to the Respondent with a brief explanation of the reason for the rejection.

Following this preliminary review, an Evaluation Committee will be convened to evaluate and rank each submittal based on the information requested in Sections 1 through 7 of the **FORMAT FOR STATEMENT OF QUALIFICATIONS AND EVALUATION CRITERIA**.

The points available for each Section are as follows:

| RFQ Section | RFQ Contents | Max Points |
|---------------------------------|---|-------------------|
| Section 1 | General Corporate Overview/Capabilities/Experience | 10 |
| Section 2 | Project Organization and Staffing | 10 |
| Section 3 | Project Quality Assurance and Cost Control | 10 |
| Section 4 | Project Approach | 30 |
| Section 5 | Workload | 10 |
| Section 6 | References | 25 |
| Section 7 | Disadvantaged Business Enterprise Opportunity | 5 |
| Total Maximum RFQ Points | | 100 |
| <i>Section 8</i> | <i>Presentation (Optional) {additional 20 points}</i> | |

The JRPD reserves the right to reject any and all submissions to the RFQ, request clarification, and waive informalities/technicalities if deemed in the best interest of the JRPD. The JRPD assumes no responsibility for costs incurred in responding to the RFQ.

After the Submittals have been evaluated based on their written Statement of Qualifications, the JRPD may invite highly-ranked Respondents to discuss their qualifications and approach to perform the project work. The presentation date and time, if applicable, will be scheduled at the convenience of JRPD.

The selected Respondents will be advised of the items to be addressed and the evaluation criteria in advance of the presentation meetings. Time will be allowed for questions and answers after the presentation.

As previously stated, this RFQ solicitation does not commit the JRPD to pay costs or expenses of any kind incurred by the Respondents during submission preparation, submittal, or presentation.

(The remainder of this page has been intentionally left blank)

Section V CONTRACT

The selected Respondent must execute a contract with JRPD that will include, but not necessarily be limited to, a defined scope and negotiated fee, period of service, insurance including professional liability, contract cancellation penalties, and required federal, state, and JRPD covenants.

The selected Respondent shall execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. A professional service contract under which a certificate is required shall contain a provision that the contract price shall be adjusted to exclude any significant sums where the agency determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit cost. Contract adjustments shall be made within one year following the end of the contract.

Contingent fees are prohibited. The selected Respondent shall warrant that it has not employed or retained a company or person, other than a bona fide employee working solely for the person or entity providing the professional services required hereunder, to solicit or secure the awarded contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the person providing the professional services required hereunder any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making the awarded contract. For the breach or violation of this provision, the JRPD shall have the right to terminate the awarded contract without liability and, at its discretion, to deduct from the contract price, or otherwise recover the full amount of the fee, commission, percentage, gift or consideration.

This is a qualifications-based solicitation. No cost data related to the performance of the services identified in Section II of the requested services shall be included in the Respondent's Statement of Qualifications package. Any Submittal that includes cost data shall be considered non-responsive. Costs and fees shall not be presented to JRPD until the selection of the preferred Respondent has been made and negotiation of the project scope and fee has been initiated, at which time detailed estimates and itemization of all labor and expenses that will be incurred in accomplishing the work shall be required.

Cost factors will be considered only during the negotiation phase and these costs may be subject to federal or state review for reasonableness. If a satisfactory scope of services or fee cannot be negotiated, the JRPD will terminate the negotiations and proceed to negotiate with the next highest ranked Respondent. Both the detailed scope and fee for services shall be subject to the approval of the Federal Aviation Administration.

(The remainder of this page has been intentionally left blank)

APPENDIX A EXCERPTS FROM SITING STUDY

The proposed development of an Air Traffic Control Tower (ATCT) for the Chicago-Romeoville Airport (LOT) is necessary for implementing controlled airspace procedures to support an increasing number of diverse aircraft operations. It is currently estimated that as an uncontrolled airport, LOT is experiencing over 100,000 operations annually.

The Airport is located in Will County, Illinois, five miles north of the city of Joliet and 20 miles southwest of downtown Chicago. The airport is owned and operated by the Joliet Regional Port District. LOT has two intersecting runways; Runway 2/20 which serves as the primary runway and is 6,500 feet long and 100 feet wide and; Runway 9/27 as the secondary runway which is 5,500 feet long and 75 feet wide. Both runways are supported by full parallel taxiways. The airport is located beneath Chicago Class B airspace and is designated by the FAA as a reliever airport to the greater Chicago area. FAA also has classified LOT in the National Plan of Integrated Airport Systems (NPIAS) as a general aviation airport of “regional” significance.

The airport has qualified as a “candidate” for the Federal Contract Tower (FCT) program which requires as a condition for entry, the development of an ATCT that meets FAA criteria for visibility performance and spatial needs. An extensive site analysis study was conducted following the guidelines by FAA Order 6480.4 B, Airport Traffic Control Tower Siting Criteria, Chapter 6, “Alternate Siting Process”.

After screening potential locations for an ATCT on airport property, three sites were chosen for a more detailed siting analysis. Candidate sites were reviewed by a Safety Risk Management (SRM) panel comprised of FAA personnel, subject matter experts (SMEs) and stakeholders. The National Weather Service (NWS) WSR-88D NexRad radar, located on the airport, presented height restrictions to avoid degradation of radar beam and obstructing regional coverages.

The SRM panel reached a consensus that Site 5a was the recommended location due to its proximity to established utilities and infrastructure while maintaining other siting criteria including an unobstructed view of the entire airfield. The ATCT at Site 5a would have an ATCT cab floor height of 80.5 feet AGL (747.5 MSL) to enable controllers an unobstructed view of the entire aircraft operations area (AOA). The top elevation of the ATCT structure (not including antennas or lightning protection) would be 97.5 feet AGL (764.5 MSL). At this height, the tower would remain below the signal line-of-sight of the NexRad radar unit.

As part of the SRM review, a comparative safety assessment (CSA) was prepared to address anticipated hazards and other safety issues. The primary concern raised by the SRM panel was the potential for glare from high mast lighting for the terminal apron that would likely interfere with nighttime operations. The glare from the rotating beacon would also create adverse nighttime visibility situations. Mitigation of these conditions is proposed as part of the project.

The ATCT will consist of a precast concrete structure capped by a 500 square-foot steel-framed eight-sided ATCT cab. The preliminary rough order of magnitude construction cost is \$5.2 million. The ATCT will be equipped with communications and weather equipment meeting the current FAA minimum equipment list (MEL) for FCT facilities. Construction is anticipated to begin in FY 2019 with funding provided by FAA and local resources. The ATCT is expected to be operational by the end of FY 2020.

(The remainder of this page has been intentionally left blank)

APPENDIX B INDEMNIFICATION AND INSURANCE

INDEMNIFICATION

Any Contract resulting from this solicitation will include the following provisions:

To the fullest extent permitted by law, the Respondent agrees to indemnify, defend and hold harmless the JRPD, its officers, agents, volunteers, and employees from and against all claims, damages, losses, and expenses, including but not limited to all fees and charges of engineer(s), architect(s), attorney(s) and other professional(s), court costs, or other alternative dispute resolution costs arising out of, resulting from, or otherwise but for the performance or furnishing of Respondent's work or services under this Agreement; provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, death or personal injury, or property damage, including the loss of use or diminution in value resulting there from; but only to the extent caused in whole or in part by the actual or alleged negligent acts, errors, or omissions of the Respondent, Respondent's Subconsultant(s) or anyone directly or indirectly employed or hired by Respondent, or anyone for whose acts Respondent may be liable. JRPD reserves the right, but not the obligation, to participate in defense without relieving Respondent of any obligation hereunder.

INSURANCE

Respondent agrees to maintain, and cause its subconsultants to maintain, on a primary basis and at its sole expense, at all times during the life of the awarded contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as the JRPD's review or acceptance of insurance maintained by Respondent is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Respondent under the awarded contract.

Commercial General Liability: Respondent agrees to maintain Commercial General Liability at a limit of liability not less than \$2,000,000 Each Occurrence. Respondent further agrees coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability, Cross Liability or Professional Liability.

Professional Liability: Respondent agrees to maintain Professional Liability insurance, including acts, errors and omissions arising out of the rendering of, or failure to render, professional services related to the awarded contract with coverage limits of no less than \$2,000,000 per occurrence.

Business Automobile Liability: Respondent agrees to maintain Business Automobile Liability at a limit of liability not less than \$2,000,000 (non-AOA access) Each Occurrence. Respondent further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Respondent does not own automobiles, Respondent agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Worker's Compensation Insurance & Employers Liability. Respondent shall maintain Worker's Compensation Insurance & Employer Liability in accordance with the requirements of the State of Illinois, as now or hereafter amended. Coverage shall be provided on a primary basis.

Additional Insured: Respondent agrees to endorse the JRPD and its agents as an Additional Insured with a CG2026 Additional Insured – Designated Person or Organization endorsement or similar endorsement,

to the Commercial General Liability and Business Auto Liability. The Additional Insured shall read “Joliet Regional Port District and its agents.”

Umbrella or Excess Liability: Respondent may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. The minimum Per Occurrence limit of liability under the Umbrella or Excess Liability shall be \$5,000,000; The Respondent agrees to endorse JRPD and its agents as an “Additional Insured” on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a pure “True Follow-Form” basis.

Waiver of Subrogation: Respondent agrees by entering into the awarded contract to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit Respondent to enter into a pre-loss agreement to waive subrogation without an endorsement, then Respondent agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should Respondent enter into such an agreement on a pre-loss basis.

Certificate(s) of Insurance: Respondent agrees to provide the JRPD a Certificate(s) of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect. Said Certificate(s) of Insurance shall include a minimum thirty (30) day endeavor to notify due to cancellation or non-renewal of coverage. The Certificate Holder address shall read:

Director of Aviation
Joliet Regional Port District
1 Executive Terminal
George Michas Drive
Romeoville, IL 60446

Right to Revise or Reject: JRPD reserves the right, but not the obligation, to review and revise any insurance requirement, not limited to limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work / specifications affecting the applicability of coverage. Additionally, JRPD reserves the right, but not the obligation, to review and reject any insurance policies failing to meet the criteria stated herein or any insurer providing coverage due.

(The remainder of this page has been intentionally left blank)

Attach this completed form to your submittal
(not included in the RFQ page Count)

Attachment 1
ACKNOWLEDGEMENT OF ADDENDA

As required by the RFQ, Respondents must submit this acknowledgement form with their submittal. Complete the form by initialing each addendum issued for the project.

Addendum No.1: _____

Addendum No.2: _____

Addendum No.3: _____

Addendum No.4: _____

Addendum No.5: _____

Addendum No.6: _____

or

No Addenda: _____

Respondent's Name: _____

Representative's Name: _____

Signature: _____

Date: _____

(The remainder of this page has been intentionally left blank)

Attach this completed form to your submittal
(not included in the RFQ page Count)

Attachment 2
CONFLICT OF INTEREST CERTIFICATE

Respondent must execute either Section A or Section B hereunder. Failure to execute either section may result in rejection of this proposal.

A. Certification of No Conflict of Interest

I hereby certify that no official or employee of JRPD requiring the goods or services described in these specifications has any financial interest in this company.

Signature

Company Name

Name

Business Street Address

Title

City, ST Zip

B. Certification of Disclosed Conflict of Interest

I hereby certify that the following named JRPD official(s) and/or employees(s) has a financial interest(s) in this company have filed Conflict of Interest Statements with JRPD prior to the time of proposal opening.

JRPD Official/Employee: _____

C. Disclosure of Public Officials with Financial Interests

JRPD requires that a public official who has a financial interest in any firm included in the proposal make a disclosure at the time that the proposal is submitted. If applicable, provide the disclosure.

Public Official: _____

Position Held: _____

Position/Relationship with Respondent: _____

(The remainder of this page has been intentionally left blank)

Attach these completed forms to your submittal
(not included in the RFQ page count)

Attachment 3
PROJECT REFERENCE FORM

Reference No. 1

Sponsor:

Location:

Contact Name:

Phone:

Email:

Phone: Cell/Text:

Contract Duration: (Design)

(Construction)

Development Cost: (Design)

(Construction)

Brief Description of the Project: (Features, finishes, challenges overcome, etc.)

**Attachment 3
PROJECT REFERENCE FORM**

Reference No. 2

Sponsor:

Location:

Contact Name:

Phone:

Email:

Phone: Cell/Text:

Contract Duration: (Design)

(Construction)

Development Cost: (Design)

(Construction)

Brief Description of the Project: (Features, finishes, challenges overcome, etc.)

**Attachment 3
PROJECT REFERENCE FORM**

Reference No. 3

Sponsor:

Location:

Contact Name:

Phone:

Email:

Phone: Cell/Text:

Contract Duration: (Design)

(Construction)

Development Cost: (Design)

(Construction)

Brief Description of the Project: (Features, finishes, challenges overcome, etc.)

**Attachment 3
PROJECT REFERENCE FORM**

Reference No. 4

Sponsor:

Location:

Contact Name:

Phone:

Email:

Phone: Cell/Text:

Contract Duration: (Design)

(Construction)

Development Cost: (Design)

(Construction)

Brief Description of the Project: (Features, finishes, challenges overcome, etc.)

Attach this completed form to your submittal
(not included in the RFQ page Count)

Attachment 4 DBE Participation

NOTE: Complete form and attach support documentation only if the DBE goal is not achieved.

The following factors are taken into account when assessing a good faith effort response. These factors are minimally considered as good faith efforts and demonstrate specific initiatives made in attempting to achieve the JRPD's DBE goal for projects with federal participation at **15.3 percent**. These factors should not be considered as a template, checklist or quantitative formula. Respondents should review the following criteria and provide support documentation in order to assess good faith efforts. Respondents are not limited to these particular factors and may include other efforts deemed appropriate.

| No. | Evidence of Good Faith Effort | Yes | No |
|-----|--|-----|----|
| 1. | If applicable, did you attend the pre-bid/pre-proposal conference? <i>(Include copy of sign-in sheet as an attachment)</i> | | |
| 2. | Did you obtain a current list of DBE firms? <i>(Include list(s) as an attachment and source of information)</i> | | |
| 3. | Did you advertise in general circulation, trade association, and/or DBE focused media concerning subcontracting and supplier opportunities? <i>(Include copy(ies) of advertisement or detail the name of the publication(s), advertisement date and describe the solicitation)</i> | | |
| 4. | Were DBE firms contacted or solicited for subcontracting and supplier opportunities? <i>(Attach listing of solicited DBE firms with whom contact was made. Identify name of company, contact person, date, phone number and briefly describe nature of solicitation)</i> | | |
| 5. | Did you provide written notice to prospective DBE firms and follow up via telephone? <i>(Attach copies of emails and supporting documentation.)</i> | | |
| 6. | Did you solicit DBE firms at least seven (7) calendar days prior to deadline? | | |
| 7. | Discuss efforts made to define additional elements of the work proposed to be performed by DBEs in order to increase the likelihood of achieving the DBE goal. | | |
| 8. | Were copies of bid/proposal documents furnished to DBEs? <i>(Provide documentation and dates documents were provided)</i> | | |
| 9. | List all DBE negotiations and/or bids received but rejected. Identify company name, contact person, telephone number, date, trade area and the reason for rejecting the proposal or bid. | | |
| 10. | Identify efforts made to assist interested DBEs in obtaining bonding, insurance, or line of credit. <i>(Detail any assistance that was provided or if they were referred, to whom)</i> | | |
| 11. | Identify efforts made to assist interested DBEs in obtaining necessary equipment, supplies, materials or related assistance or services. | | |

| No. | Evidence of Good Faith Effort | Yes | No |
|-----|---|-----|----|
| 12. | Identify all DBE support agencies/associations contacted for DBE assistance or solicitation (minority chambers of commerce, purchasing councils, contractor associations, etc.) <i>(Attach copies of solicitation letters of assistance and/or describe, as an attachment to this section, the contact efforts made)</i> | | |
| 13. | Discuss any other effort(s) aimed at involving DBEs | | |
| 14. | Identify any specific efforts to divide work, in accordance with normal industry practices, to allow maximum DBE participation. | | |
| 15. | Discuss joint venture initiatives, second- and third-tier DBE subcontracting, etc., if any. | | |
| 16. | Discuss all other good faith efforts employed. | | |

AFFIRMATION

I hereby affirm that the above information is true and complete to the best of my knowledge. I further understand and agree that, this document shall be attached thereto and become a binding part of the contract.

Signature

Company Name

Name

Business Street Address

Title

City, ST Zip

(The remainder of this page has been intentionally left blank)