

Central Illinois Regional Airport Authority
Central Illinois Regional Airport

Request for Qualifications
Architectural/Engineering Consultant Services



RFQ Published: September 11, 2026

SOQs Due: October, 1, 2026

I.



I. OBJECTIVE AND BACKGROUND

The Central Illinois Regional Airport Authority (the “Airport Authority”) as owner and operator of the Central Illinois Regional Airport (the “Airport”) hereby solicits Statements of Qualifications (“SOQs”) from responsible, qualified firms interested in providing a range of architectural, engineering, and planning services (to serve as the “A/E Consultant”) in support of federal and/or state-assisted projects as part of the capital improvement program at the Airport in Bloomington, Illinois.

The Airport Authority intends to select the A/E Consultant based solely on qualifications. Fees will be negotiated on a project-by-project basis as federal and/or state funding becomes available. Cost or fee information is not to be submitted with the SOQ.

This procurement is designed and intended to conform with 49 U.S.C. § 47107(a)(17); 2 C.F.R. Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*; FAA Advisory Circular 150/5100-14E, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects* (Sept. 2015); and the Illinois Department of Transportation *Airport Sponsors – Consultant Selection Process*. The Consulting Services Retention Agreement between the Airport Authority and the selected A/E Consultant, the form of which is attached hereto, will be subject to all applicable Federal Rules and Regulations as identified in AC 150/5100-14E. The most current version of the Federal Contract Provisions for A/E agreements will be attached to the agreement.

The A/E Consultant must be responsible and possess the ability to perform successfully under the terms and conditions of a contract to be negotiated between the Airport Authority and the selected A/E Consultant. Consideration will be given to integrity, record of past performance, extent of experience with A/E and planning services, technical resources, and accessibility to other necessary resources. This procurement is designed and intended to eliminate individual and organizational conflicts of interest.

II. ANTICIPATED SCOPE OF WORK

Subject to the receipt of Federal and/or State funding, the Airport Authority may advance any of the following projects within the next five (5) years:

- Design/construct the rebuilding of the terminal escalator system.
- Design/construct the installation of new terminal passenger boarding bridges and all accompanying features.
- Design/construct a phased development of a new airfield electrical vault building, circuitry, standby power, and all accompanying features.
- Design/construct a phased development to rehabilitate the Runway 2/20 pavement shoulders, lighting, and all accompanying features.
- Design/construct the refurbishment of terminal restrooms and all accompanying features.
- Design/construct the installation of automated terminal security exit lane door system.
- Planning and coordination efforts to complete purchase of avigational easements.

Any or all of the above projects may be accomplished during the course of multiple federal and/or state grants, and respondents are advised that some of the projects may not be pursued. The successful respondent that is engaged for a particular project will be required to enter into a Standard Agreement for Consultant Services at Illinois Airports for Architectural/Engineering (A/E), Planning and Special Service, in its then-current form. The contract term will not exceed five (5) years.

III. SUBMITTAL REQUIREMENTS

Respondents shall deliver a total of three (3) original copies of the submittal in hard copy format to the Airport Authority. Once submitted, all copies shall become property of the Airport Authority. **No electronic submissions will be accepted.**

Submittals shall be in a single package which is sealed and marked: "STATEMENT OF QUALIFICATIONS AIRPORT A/E CONSULTANT FOR CENTRAL ILLINOIS REGIONAL AIRPORT AUTHORITY"

Submittals shall be addressed to:

ATTN: Lynnette Hindman
Central Illinois Regional Airport
Authority 3201 CIRA Drive, Suite 200
Bloomington, IL 61704

Sealed Statements of Qualifications will be received no later than 4:00 P.M. CST, October 1, 2026. Any Statements of Qualifications received after that time will be considered non-responsive and returned un-opened.

The submittal should be limited to a maximum of thirty (30) pages, exclusive of cover page and transmittal letter, and must include the following items, in the specified sequence:

- Name, address, website, size, and description of firm.
- The location of the main office and the office(s) where work will be accomplished.
- Qualifications and previous experience in airport development with dates of work at similar airports.
- Resumes of key personnel assigned to the anticipated projects.
- Identify and explain any project infractions of TSA, FAA, or IDA policies.
- Names, addresses, and telephone numbers of references associated with the previous work experience identified.
- A listing of the Illinois and FAA Great Lakes Region airports worked on by your firm as the prime consultant during the last three years.
- Evidence, including examples, of the firm's ability to meet required federal and state provisions, including applicable FAA contract requirements.
- Evidence of the firm's ability to achieve Illinois Department of Transportation pre-qualifications for work involving Airport Planning and Special Services.
- Provide any additional information believed to be relevant to a qualification-based evaluation.

All respondents are required to complete all information requested in this RFQ. Failure to do so may result in the disqualification of a respondent.

The Airport Authority shall not be responsible in any manner for the costs associated with the preparation and submission of the SOQs or any future response to a direct solicitation. All respondents who respond to the RFQ do so solely at their own expense.

All SOQs submitted in response to this RFQ, and any submission made by a respondent under the terms of this RFQ, shall become the property of the Authority upon receipt. SOQs and other submittals will not be returned. The Authority shall have the right to copy, reproduce, publicize, or otherwise dispose of each submittal in any way that the Authority selects.

IV. SELECTION CRITERIA AND PROCESS

The selection of an A/E Consultant will be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the services required.

Airport Authority staff will review and score each SOQ independently and develop an ordinal ranking of respondents based on each reviewer's independent review. A select number of respondents may be invited for an interview. Once the ordinal ranking has been determined, the Airport Executive Director will issue a Notification of Pending Award to the apparent successful respondent to initiate contract negotiations on the basis of the form of Consulting Services Retention Agreement attached hereto. If the Airport Authority is not satisfied with the results of the negotiations, negotiations may be formally terminated by the Airport Authority at its sole discretion. The Airport Authority may then undertake negotiations with the subsequent highest-scoring respondent or terminate the procurement. Upon completion of negotiations, the resulting five-year retention contract will be presented to the Airport Authority Board of Commissioners for approval.

Respondents should address each of the evaluation criteria listed below, to be assigned a score of 1-5 and weighted equally and provide specific examples of projects undertaken demonstrating qualifications.

Qualifications and Experience

- Detail relevant services regularly offered by the firm, how long the services have been offered, and the number of professional employees dedicated full or part time to providing relevant services.
- Provide examples of comparable projects within the last five (5) years that demonstrate the firm's qualifications to perform the anticipated services. These projects should be complete or near completion.
- Provide start and completion dates and references with names, phone numbers, and email addresses of the owner's representative who is most knowledgeable of your firm's performance and the competence and professionalism of your staff.

Technical Competence

- Present your firm's understanding of standards and policies, special requirements, codes, and regulations pertinent to the anticipated scope of services.
- Demonstrate familiarity with the Airport Improvement Program, including the requirements for project eligibility and ensuring compliance with the FAA's technical specifications and the terms, conditions and assurances of AIP grant agreements. Provide examples where the firm successfully maintained and maximized AIP eligibility, if not provided in Qualifications and Experience, above.
- Present your internal quality control procedures.

- Demonstrate your firm's commitment to safety.

Proposed Organization

- Present a team organizational chart and identify each key team member's role (including team member names) and responsibility for this project. Indicate availability of team members for the project(s). Identify geographic location of all proposed team members.
- Present qualifications and experience of any regularly engaged outside consultants (if any).
- Describe the specific internal mechanisms and controls in place within the firm to ensure the timely and efficient provision of client services.
- Identify firm's current workload and ability to undertake and complete tasks in a timely manner.

Project Approach / Methodology

- Detail your firm's approach to developing and implementing scopes of work, plans, budgets and schedules for airport capital programs.
- Demonstrate your firm's proven methods for ensuring on-time, on-budget, high-quality capital projects.
- Detail your firm's approach to managing complex airport construction projects, including interdependent projects phased over multiple years.

V. AIRPORT AUTHORITY RIGHTS

The Airport Authority reserves the right, in its discretion, to cancel, modify, or withdraw this RFQ, in whole or in part, or any part of the contemplated procurement process (with appropriate notice respondents). Further, the Airport Authority reserves the right, in its discretion and without incurring any cost, obligations or liabilities, to do any of the following, at any time, during the procurement:

- Modify, withdraw or cancel this RFQ in whole or in part at any time prior to the execution by the Airport Authority of the retention agreement, without incurring any cost obligations or liabilities;
- Issue a new RFQ;
- Reject any and all SOQs or not select any A/E Consultant;
- Make multiple awards;
- Reject the SOQ of any respondent who previously failed to perform competently in any prior business relationship with the Airport Authority;
- Modify any dates and times set or projected in this RFQ, including the date and time of any deadlines;
- Issue addenda and other supplements and modifications to this RFQ at any time;
- Disqualify a respondent if (i) a conflict of interest arises, that cannot be resolved to the satisfaction of the Airport Authority or (ii) its conduct and/or SOQ fails to confirm to the requirements of this RFQ;
- Waive minor informalities, irregularities, omissions, nonconformities, deficiencies, and apparent clerical mistakes in a SOQ, accept and review a non-conforming SOQ or seek clarifications or modifications to a SOQ, or permit corrections, addenda, supplements and other modifications to a SOQ, in each case, until such time as the Authority declares in writing that a particular stage or phase of their review of the submissions pursuant to this RFQ has been completed and closed;

- Require clarification or confirmation of any information furnished by a respondent, including in its SOQ;
- Seek or obtain data from any source that has the potential to improve the Airport Authority's understanding and evaluation of a SOQ;
- Perform independent background checks, references checks and other due diligence, including financial due diligence, on any respondent and utilize the findings of any such due diligence in scoring and ranking process;
- Verify all submitted SOQ information, including contacting the referenced clients and use of the internet and social media;
- Terminate evaluations of any SOQ;
- Terminate negotiations with any respondent;
- Appoint evaluation panels to review a SOQ, make recommendations and seek the assistance of outside technical experts and consultants to support the Airport Authority's evaluation of SOQs and negotiations with any respondent;
- Take any of the following into consideration during the evaluation of SOQs;
 - the Airport Authority's knowledge and previous experience with the respondent or any of its team members or personnel;
 - information (including opinions, representations, and advise) about the past and current performance of the respondent or any of its team members under any contract, transaction, arrangement, or other experience between such person and the Airport Authority or other governmental entity, and
 - information about the respondents and any of its team members that is in the public domain or that is obtained by the Airport Authority through investigations or other means;
- Publish the names of the respondents and any of their team members and advisors; and
- Exercise any other right reserved or afforded to the Airport Authority under this RFQ and applicable laws.

Any award as a result of this procurement shall be contingent upon the successful negotiation and subsequent execution of an appropriate contract. Neither this RFQ nor receipt of SOQs shall in any way obligate the Airport Authority to enter into an agreement with an A/E Consultant, or any other contract of any kind with any respondent. Neither this RFQ nor any scoring or ranking approved by the Airport Authority, grants to any respondent a contract right or protected interest in any award or agreement.

In no event shall the Airport Authority be bound by, or liable for, any obligations with respect to the A/E Consultant Services has been authorized and executed by the Airport Authority and only to the extent set forth therein.

Neither the Airport Authority nor any of its officers, agents, consultants, or any of their respective employees shall be charged personally with any liability by any respondent or other person or held liable to any respondent or other person under any term or provision of this RFQ or any statements made herein or because of the submission or attempted submission of a SOQ or other response hereto. By submitting a SOQ, each respondent expressly waives any right it may have to bring a claim against the Airport Authority or any of their officers, agents, consultants, or employees thereof for any such liability.

All SOQs submitted to the Airport Authority in response to this RFQ are subject disclosure in accordance with the Illinois Freedom of Information Act (5 ILCS 140/1 et. seq.).

In submitting a SOQ in response to this RFQ, each respondent is acknowledging the reserved rights and disclaimers above.

TITLE VI SOLICITATION NOTICE

The Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4), 28 CFR §50.3, and 49 CFR Part 21, hereby notifies all respondents that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, creed, age, or disability in consideration for an award.

OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

CONFLICTS OF INTEREST

Each respondent shall disclose to the Authority, on an ongoing basis during the RFQ process, any actual or potential conflicts of interest relating to such respondent or by person on the respondent's team, and disclose all relevant facts concerning any past, present, or currently planned interests that may present a conflict of interest. Such disclosure shall be made promptly after the conflict is discovered.

For purposes of this RFQ, a "conflict of interest" includes any circumstance in which, because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Authority, or the person's objectivity in performing the work is or might be otherwise impaired, or a person has, or may reasonably be perceived by others to have, an unfair competitive advantage.

[END RFQ; FORM OF CONSULTING SERVICES RETENTION AGREEMENT FOLLOWS]