

REQUEST FOR QUALIFICATIONS

FOR

MASTER PLAN UPDATE

GARY/CHICAGO INTERNATIONAL AIRPORT



GaryChicago
International Airport

**Gary/Chicago International Airport Authority
Gary, Indiana**

November 25, 2015

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I. Introduction.

The Gary/Chicago International Airport Authority (the “Authority”), operator of Gary/Chicago International Airport in the City of Gary, Indiana is inviting responses to a Request For Qualifications (RFQ) from qualified consultants to provide professional services for a Master Plan Update (the “Project”) for Gary/Chicago International Airport.

The most recent Master Plan Study for Gary/Chicago International Airport was completed in 2001. Since that time, the Authority has implemented several of the projects recommended in the study. The Authority desires to update the 2001 Master Plan Study to reflect the recently completed projects, revisit portions of the study, and provide an updated vision for the next 20+ years of airport development.

It is the policy of the Authority that disadvantaged business enterprises, as defined in Title 49 CFR Part 23, be afforded full opportunity to submit qualifications in response to this request. The Gary/Chicago International Airport Authority will not discriminate against any person because of race, color, sex, religion or national origin in the award of any contract.

Responses shall be prepared and submitted in accordance with the requirements contained herein.

II. Scope of Services.

The scope of services to be provided by the selected firm shall include, but not necessarily be limited to, the following:

A. Master Plan Update:

The anticipated services for the Master Plan Update would include those typically performed during the master planning process, as outlined in FAA Advisory Circular 150/5070-6B, Airport Master Plans. Where possible, information in the 2001 Master Plan Update shall be utilized in order to reduce the scope of work and time required to complete the Project. These services would include, but not be limited to, the following:

1. Inventory of existing conditions:
 - a. Airport Facilities
 - b. Aviation Activity
 - c. Environmental issues
 - d. Regional Land Use
 - e. Roads and Ground Traffic
 - f. Economic Impacts
2. Aviation Forecasts – Update forecasts for:
 - a. General Aviation Activity
 - b. Air Carrier Activity
 - c. Cargo Activity
 - d. Military
3. Facility Requirements – Assess the ability of the existing airport, both airside and landside, to support the forecasted demand. Identify the demand levels that will trigger the need for facility additions or improvements and estimate the extent of new facilities that may be

required to meet that demand.

4. Alternatives Development and Evaluation – Identify options to meet projected facility requirements and alternative configurations for each major component. Assess the expected performance of each alternative against a wide range of evaluation criteria, including its operational, environmental, and financial impacts. Based on this assessment provide the recommended development alternative.
5. Airport Layout Plans – Provide updated Airport Layout Plan depicting the phased development plan in the near-term, medium-term and long-term development of the airport.
6. Facilities Implementation Plan – Provide a summary description of the recommended improvements and associated costs.
7. Financial Feasibility Analysis – Identify the financial plan for the airport, and the means by which the Airport Authority can finance the projects recommended in the master plan update. Demonstrate the financial feasibility of the program.

III. Submission Content.

Submissions of qualifications shall be limited to thirty (30) pages, excluding cover letter and table of contents. No separate marketing brochures or binders will be accepted. Each responder shall include in his/her submission, the following information:

A) Identification.

1. Name of firm, address, and telephone number of main office and any branch office which will be involved in any way with this Project. Provide name, address, and telephone number of contact person at the parent company, if any.
2. Type of firm (e.g., corporation, partnership) and date of formation.
3. Size of firm; number of salaried employees; number of hourly employees.
4. List of all proposed sub-consultants including the information requested in Item Nos. 1 through 3 above, and elements of work to be performed by each firm.
5. Provide a list of all local businesses and Disadvantaged Business Enterprises (DBE's) you envision to participate in the project. The identified local businesses and DBE's will be invited to participate in a Business Expo as outlined in section **IV. Selection Process**. Each DBE must be certified by the Indiana Department of Transportation to participate in the Project. Include type of DBE; certifying agency; elements of work to be performed; and approximate amount of work as a percentage of the total Project.

B) Experience.

1. List similar completed projects during last five years. Give brief description of each project, the firm's involvement and contract amounts. Provide specific references including responsible owner

representative, address, and telephone number.

2. List similar current projects and give brief description of each, indicating the firm's involvement and contract amounts. Provide specific references for each project including responsible owner representative, address and telephone number. Indicate estimated cost and percentage of work completed.
3. Describe the firm's familiarity or experience with the following organizations:
 - a) Federal Aviation Administration
 - b) Indiana Department of Transportation Office of Aviation
 - c) City of Gary
 - e) U.S. Army Corps of Engineers
 - f) Indiana Department of Environmental Management

C) Personnel

Identify principal individuals who will be assigned to the project. For each, furnish education, experience, work history, and other appropriate background information, including references.

D) Technical Approach.

Provide a brief discussion of the tasks, steps and methodology the firm will use to accomplish the work described in Section II, Scope of Services for the Project.

E) Project Schedule.

Provide separate proposed project schedule, including major tasks, public participation elements, and target completion dates.

F) Non-Collusion Statement

Provide a non-collusion statement that states that the proposer has developed its submission independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to its proposal with any other responder or competitor.

IV. Selection Process.

Qualifications statements submitted in response to this Request for Qualifications will be used to reduce the number of candidates for further consideration. The remaining firms will be invited to an interview, to present relevant details concerning their qualifications, and to present the individuals who would be assigned to the project.

Prior to interviewing the remaining firms, the short-listed firms will be required to participate in a Business Expo showcasing Local businesses and DBE interests. The goal of the Business Expo is to facilitate the maximum level of participation by qualified Local businesses and DBE's in the award of a contract. The amount of Local and DBE participation will be a factor in determining the selected firm.

The interviewed firms will be ranked by preference based on the interview results, their qualifications submittal and the amount of Local and DBE participation. The selected firm will be invited to submit a fee proposal and to enter contract negotiations. If an acceptable contract cannot be negotiated between the selected firm and the Gary/Chicago International Airport Authority, negotiations will be terminated and the Authority will initiate negotiations with the firm given second preference. This procedure will continue until a mutually satisfactory contract has been negotiated or until all proposals are rejected.

The anticipated timeline for the consultant selection process is as follows:

Advertise Request for Qualifications	-	November 25, 2015
Qualification Statements Due	-	January 7, 2016
Short Listing of Firms	-	February 5, 2016
Business Expo	-	February 24, 2016
Interviews	-	March 9, 2016
Consultant Selected	-	March 16, 2016

The Authority reserves the right, in its sole and absolute discretion, to reject all proposals, to waive any defects in any proposal, or to accept that proposal, if any, which in its judgment under all the circumstances, will best serve its interest.

V. Selection Criteria.

The criteria to be used in the selection of a firm shall include, but not necessarily be limited to, the following:

- a) Recent experience of firm in Master Plan studies comparable to the proposed project.
- b) Experience of personnel to be assigned to the proposed project.
- c) Technical capabilities of the firm on comparable projects.
- d) Level of local participation and proximity to the geographic location of the project.
- e) Level of disadvantaged business enterprise participation in the performance of work.
- f) Familiarity with FAA, Indiana State Department of Transportation Office of Aviation, City of Gary, Gary/Chicago International Airport, U.S. Army Corps of Engineers, and Indiana State Department of Environmental Management.

VI. Submissions.

Submissions must be marked "**Master Plan Update**" and received on or before **January 7, 2016** at the address below. Each responder is requested to submit eight (8) copies of his/her qualifications.

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