

November 15, 2023

NOTICE TO PROFESSIONAL ENGINEERING CONSULTANTS

The Terre Haute Regional Airport Authority requests a Statement of Qualifications and other supporting information from qualified professional consulting firms or individuals to provide some, or all, services required to complete the following projects for the Terre Haute Regional Airport:

Planning, design, and construction services of the site improvements and hangars for the continued development of West Quad facilities.

It is the intent of the Airport Authority to select a consultant to perform all the services required for completion of the work included above. The airport will be using a mix of local funds as well as BIL grant funding for this project.

Submissions will be evaluated internally by a selection committee based on the following criteria:

- Qualifications of firm 20 pts.
- Qualifications and experience of key individuals 20 pts.
- Ability to complete all aspects of the projects.....10 pts.
- Recent similar experience at comparable airports 20 pts.
- Familiarity with the airport and proposed projects 15 pts.
- References 15 pts.

Fees will not be a consideration in the selection and must not be included in the response. A preliminary review of the firms submitting responses will be undertaken by a selection committee with the intent of reducing the list to three (3) finalist candidates. A conference with each finalist firm may be scheduled individually to discuss the scope of the projects and the qualifications of the firm. Ultimately, the selection committee will recommend the firm who best meets the selection criteria to the Airport Authority.

The Airport Authority will review the Committee recommendations and choose a consultant firm. The firm representing our first choice will be asked to attend a scope and contract negotiating conference. If an agreement is reached, a contract will be entered into by both parties. If no agreement is reached, negotiation will begin with the next highest-ranking firm, etc., until a mutually agreeable contract has been established. An agreement will be negotiated only for the work outlined above. The Terre Haute Regional Airport Authority reserves the right to delete services not required and to initiate additional procurement action for any additional services, or other services not under contract.

The proposals shall be limited to 10 letter sized pages, single sided. Consultants must submit three (3) paper copies of their response and (1) pdf to the Terre Haute Regional Airport Authority, 581 S. Airport St., Terre Haute, IN 47803, no later than 4:00 p.m. EST, Friday December 8, 2023. If there are any questions, or if additional information is required, please contact Ms. Kara McIntosh, Director of Operations, at kmcintosh@huf.com.

The Terre Haute Regional Airport Authority will afford disadvantaged businesses equal opportunity to perform work on this project and will not discriminate based on race, color, sex, religion, age, or national origin.