



September 30, 2010

Re: Selection of Engineering Consultant – Environmental Consulting Services (Local)
Request for Qualifications RFQ #10-06

The Greater Rockford Airport Authority intends to select an environmental consultant for the purpose of providing professional services on a Task Order basis at the Chicago Rockford International Airport (RFD). Attachment A provides the expected Scope of Services for this assignment. Actual services will be determined on an as needed basis.

If your firm wishes to be considered as environmental consultant, please submit three (3) copies of the following information by 5:00 p.m. on **Friday, October 22, 2010**. Responses should be limited to a maximum of 20 pages excluding resumes.

1. Name, size and description of firm.
2. Location of main office and office where work will be accomplished.
3. Qualifications and previous experience in similar environmental assignments.
4. Resumes of key personnel assigned to the project shall be included as an appendix.
5. Names, addresses and telephone numbers of references associated with the previous work experience by your firm.
6. Provide any additional comments you believe are relevant.

Proposals must be delivered to:

**Greater Rockford Airport Authority
60 Airport Drive
Rockford, IL 61109-2902**

The outside of the package or envelope must clearly indicate the name, "Environmental Consulting Services (local)" and the time and date specified for receipt. The name of the Respondent must also be clearly printed on the outside of the envelope(s) or Package(s).

Direct any and all inquiries about this proposal to Franz L. Olson, Deputy Director of Operations & Facilities, at folson@flyrfd.com. All inquiries, questions or request for clarification must be submitted via e-mail. All questions must be submitted prior to 5:00 p.m. on Friday, October 15, 2010.

An evaluation of qualified firms will be undertaken following receipt of submittals. Interviews may be required. It is the intent of the Greater Rockford Airport Authority to select a consultant as a result of this effort.

Sincerely,

GREATER ROCKFORD AIRPORT AUTHORITY

Robert W. O'Brien Jr, AAE
Executive Director

ATTACHMENT A
SCOPE OF SERVICES

Greater Rockford Airport Authority
Chicago Rockford International Airport (RFD)

It is the intent of the Authority to select a consultant to serve as an extension of staff for a myriad of small, medium and large size local environmental and planning analyses and projects. The selected consultant shall be responsible for the management of a variety of environmental, planning and related projects and subconsultants. A broad range of environmental and planning disciplines, analysis and expertise is expected. The specific number and mix of disciplines needed is unknown at this time. Therefore, subconsultants will be recommended by the selected consultant after award of the contract. Throughout the term of the contract it is imperative that the consultant and/or its subconsultants conduct business to the highest standard of care for an environmental professional experienced in the activities referenced herein. Further, it is expected that the Authority be the first priority of the consultant and any and all needs and requests of the Authority be responded to accordingly. This consultant firm may be responsible for overseeing, managing and directing various in-house staff and expert subconsultants to perform multiple environmental and planning projects and tasks, including, but not limited to:

- Management of various subconsultant environmental and planning subcontracts and disciplines
- Management of numerous project schedules and budgets
- Management of environmental and planning related projects, including, but not limited to:
 - Underground Storage Tank (UST) consultation, investigation, monitoring, remediation, and/or closure including necessary field work, data collection and analysis, reporting, etc.
 - Land Management, including vegetation mapping, exotic and nuisance vegetation removal, prescribed burns and analyses
 - Specification preparation, bidding/quote coordination and on-sight project administration
 - Exotic and Nuisance Vegetation removal plans and specifications
 - Hazardous Contaminated Materials analyses, specifications and contract documentation and removal oversight
 - Phase I Environmental Site Assessments in strict accordance with the All Appropriate Inquiries Final Rule
 - Phase II Environmental Site Assessments including potential impacts to soil, groundwater, surface water, and air.
 - Compliance with NPDES
 - Site Assessment/Rehabilitation closure reports
 - Well abandonment
 - Groundwater monitoring
 - UST/AST compliance and registration
 - Wetland analyses and mapping
 - Wildlife studies
 - Environmental audits
 - Mitigation/Wetland Assessments
 - Hazardous Waste management, contamination and spill prevention, control and countermeasures plan compliance
 - Permit compliance, tracking and submittals
 - Local, state and federal permitting and agency coordination
 - Miscellaneous research studies, data collection and report generation
 - IEPA, EPA, Natural Land Institute "Special Event" environmental clearance applications
 - Feasibility studies, project development and conceptual analyses
 - Graphics preparation and written/oral presentations
 - Monitor closed landfill
 - Design and establishment of a Ground Water Management Zone and groundwater remediation project(s)
 - Response to notices from governmental agencies
 - Closure and post-closure care, permitting, and reporting for Clean Construction and Demolition Debris disposal site(s) and Solid Waste Management site(s)

Special Terms and Conditions

- Attend meetings and public hearings as required
- Provide legal defense acting as an expert witness as necessary involving legal cases in which the Authority is a party. This may be coordinated by the Authority attorney or by outside counsel retained by the Authority
- From time to time, the environmental consultant maybe called upon to work in cooperation with the firm providing professional engineering, planning and environmental services related to the airport's Capital Improvement Program
- All other duties as deemed necessary by the Authority to successfully accomplish as airport development project

Contract Period

The initial term of the agreement will be three (3) years - with two three (3) year options for extension at the Authority's discretion.

Consultant Firm Criteria

The following factors will be utilized in evaluating the proposals and for firm preference ranking in the selection process:

- Demonstrated ability to provide complete professional environmental consulting services;
- Stability and continuity of the firm's personnel and management structure including flexibility, accessibility, and availability of the offeror's staff;
- Technical competence of the offeror and its assigned personnel to complete the types of tasks outlined herein with quality work;
- Offeror's past performance of similar services;
- Offeror's stated method of providing the necessary services and understanding of the range of services being requested; and
- Quality of consent of Offeror's response to this request.

Evaluation Criteria

Criteria by which all responsive proposals will be evaluated include:

- Capability to perform all or most aspects of the project such as planning, analysis; and environmental related management of in-house staff.
- Recent experience in airport environmental projects comparable to the proposed project(s).
- Reputation for personal and professional integrity and competence.
- Professional background and caliber of key personnel.
- Current workload.
- Recent experience in special areas associated with the project(s) such as landfills, wastewater treatment, and other airport related issues.
- Capability to meet schedules or deadlines.
- Qualifications and experience of outside consultants regularly engaged by the consultant under consideration.
- Quality of projects previously undertaken.
- Familiarity with and proximity to geographic location of the project(s).
- Proximity of local office to RFD
- Capability of a branch office to perform independently of the home office when being considered, or conversely, its capability to obtain necessary support from the home office.
- Approach and perception of the project as demonstrated by the consultant's understanding of potential problems and other pertinent factors, if an interview was conducted or a narrative was obtained.
- Degree of interest shown in undertaking the project(s).
- Evidence of the establishment and implementation of an Affirmative Action Program.