

**Updated March 31, 2026:**

1. Corrected "Projected decision date: Wednesday, August 19, 2026"
2. Clarified verification for IDOT prequalification
3. Clarified Illinois AER 306 Items 7 & 8

March 16, 2026**Selection of Engineering Consultant Request for Qualifications**

Chicago Executive Airport intends to select an engineering consultant for the purpose of providing planning, preliminary engineering, design and construction and special services for the items indicated in the attached preliminary Scope of Services at Chicago Executive Airport (PWK). Eligible work must be performed and completed in such a manner as to be reimbursable from federal/state grant funds. The airport is conducting an open engineering selection in accordance with FAA Advisory Circular 150/5300-14D "Architectural, Engineering and Planning Consultant Services for Airport Grant Projects" and the IDOT – DOA "Consultant Engineer Selection Procedures Manual".

If your firm wishes to be considered as engineering consultant, please submit three (3) hard copies and one (1) electronic .pdf file of the following information by 4:00 pm CDT, Thursday, April 30, 2026, to George Sakas, Director of Economic Development and Administrative Services, 1020 S. Plant Road, Wheeling, IL 60090 gsakas@chiexec.com.

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 airport development at similar airports.
4. Resumes of key personnel assigned to the project.
5. References associated with previous work experience by your firm.
6. Illinois airports worked on by your firm as the prime consultant during the last three years.
7. Provide any additional comments you believe are relevant.
8. Illinois Department of Transportation prequalification for airport work will be a requirement. **Proposers may submit a statement verifying prequalification. Certificates are not required but CEA will verify prequalification on the Bureau of Design and Environment's list.**

Please note that this is a request for qualifications. No elaborate special presentation brochures are expected. Please limit your submission to twenty-five (25) pages, not including resumes. An evaluation of qualified firms will be undertaken following receipt of submittals. The Airport plans the following schedule:

Date of publication: Monday March 16, 2026

Proposal due date: Thursday, April 30, 2026, at 4:00 PM CDT

Respondent Interviews planned: June 2026

Projected decision date: Wednesday, August 19, 2026

It is the intent of the Chicago Executive Airport to enter a retainer contract with a consultant during a five-year period in which these projects are developed.

Regards,

A handwritten signature in black ink, appearing to read 'Jeffrey J. Miller'.

Jeffrey J. Miller A.A.E., ACE
Executive Director

ATTACHMENT A

Proposed Scope of Services 2026 - Chicago Executive Airport (PWK)

The Engineering Consultant will be responsible for assisting the “Sponsor” (herein after referred to as “Chicago Executive Airport” or “CEA”) as directed with planning, design and construction phase services, program management, budget analysis and other technical resources and processes necessary to implement planned capital improvements and to respond in a timely manner to the operational needs of CEA.

1.1 PRIMARY SCOPE OF SERVICES

The Engineering Consultant is expected to provide professional engineering services in support of CEA's efforts to develop and maintain its capital infrastructure. Individual elements may include but are not limited to the following:

- Planning and budget development
- Design of project plans and specifications
- Managing and tracking project-level cost, schedule, and budget requirements
- Managing accounting related to Airport Improvement Program projects
- Defining, validating, and monitoring project scope
- Identifying all resources and processes required for project implementation
- Identifying and implementing all necessary coordination and communication
- Facilitating and expediting the resolution of technical issues
- Facilitating the resolution of contractual issues
- Monitoring and reporting on progress and issues affecting project implementation
- Presenting details of project design, construction and progress to the Sponsor and others as required
- Providing construction observation services and Overall Project Management Services
- Presenting materials to CEA's Board of Commissioners as requested

1.1.1 PROJECT TECHNICAL LIAISON

Certain projects and project components may be undertaken by others (i.e., tenants or other agencies) that are on or near airport property, and/or in which CEA is a stakeholder. On selected projects, the Engineering Consultant may be required to provide technical liaison and oversight services on behalf of CEA, to identify issues related to operational, financial, contractual, or other concerns, and advise CEA regarding technical or other solutions.

1.1.2 COST CONTROL

As part of each project which the engineering consultant designs, identify opportunities for capital, project implementation and life cycle cost reduction and/or deferral. Facilitate policy and technical decisions by preparing comprehensive decision analyses, identifying and weighting evaluation criteria against project objectives and operational requirements. Conduct value engineering reviews as required and establish systems for constant identification and evaluation of cost reduction initiatives.

1.1.3 PROJECT CONTROLS

Develop, maintain and track project budgets, cost estimates and analyses, program and project schedules, historical and prospective cash flows, cost and schedule trend analyses, and a systematic approach to tracking critical project issues to ensure budgetary control and prevent cost overruns.

1.1.4 PROJECT PROGRESS REPORTING

Prepare periodic reports for internal management and stakeholder communications. Provide data, graphics and other materials as required for internal, external, and public presentations.

1.1.5 CAPITAL FINANCE SUPPORT

Assist CEA by providing project cash flow requirements as well as key schedule milestones by generating reports and analyses and tracking the availability of funding sources relative to expenditures and commitments.

1.1.6 SPECIAL STUDIES

Occasionally CEA may assign the Engineering Consultant special studies or analyses related to functional, technical, or methodological needs identified by CEA.

1.1.7 CONFERENCES AND RESEARCH

The Engineering Consultant may be required to conduct field research, site visits to other major capital programs, attend technical conferences or other industry functions with representatives of CEA, design team members and other agencies as may be required in connection with their services.

1.1.8 ILLINOIS DEPARTMENT OF TRANSPORTATION DIVISION OF AERONAUTICS' TRANSPORTATION IMPROVEMENT PROGRAM

The Engineering Consultant will interface and liaison with the Illinois Department of Transportation, Division of Aeronautics and FAA Airports District Office including meeting attendance and annual preparation of the Transportation Improvement Program submittal.

1.2 ORGANIZATION. DIRECTION & SCHEDULE

1.2.1 ORGANIZATION AND DIRECTION

The Engineering Consultant will work at the direction of the Executive Director of CEA or his/her designee. All work shall be accomplished with a goal of minimizing the impacts to the operations of tenants and users of the facility.

1.2.2 TASK ORDERS

The Engineering Consultant will prepare and submit individual project-based Task Orders that include an executive summary, detailed scope of services, cost breakdown and not-to-exceed fee proposal. All task orders shall be approved by CEA prior to any work being performed. CEA reserves the right to request an independent fee analysis of any proposed fees submitted by the Engineering Consultant.

1.2.3 MEETING ATTENDANCE

The Engineering Consultant will provide CIP status presentations to CEA's Board upon request from the Executive Director.

1.3 CAPITAL IMPROVEMENT PROGRAM PROJECTS

The following is a list of projects and project types that are expected to be accomplished under this Retainer Agreement. Illinois Department of Transportation. Division of Aeronautics Transportation Improvement Program (these projects may be accomplished under this Retainer Agreement or through individual project consultant selection at the sole discretion of CEA).

1.3.1 Projects (FY2027 to FY 2032 attached hereto as Exhibit A).

- Preparation of the annual Transportation Improvement Program submittal.
- Interface and liaison with the Illinois Department of Transportation, Division of Aeronautics.

1.3.2 Construction

- Runway, taxiway and apron rehabilitations and improvements.
- Roadway and parking lot rehabilitations and improvements.
- Fuel farm improvements.
- Utility rehabilitations and improvements.
- Airfield electrical, vault equipment and lighting circuit improvements.
- Airfield fencing improvements.
- Hangar and apron construction.
- Interior and exterior signage improvements.

1.3.3 Security and IT

- Wireless mesh network upgrades.
- Vehicle and pedestrian access control upgrades.
- Video surveillance upgrades.
- Network configuration upgrades.

1.3.4 Environmental (these projects can be accomplished under this Retainer Agreement or through individual project consultant selection at the sole discretion of CEA) .

- National Environmental Policy Act (NEPA) compliance.
- Environmental Assessment, Environmental Impact Statement.
- Phase I and Phase II Environmental Studies.
- Stormwater discharge.
- Wetland mitigation.
- Stormwater Pollution Prevention Plan and Spill Prevention Control and Countermeasure Plan compliance.
- Wildlife management.

1.3.5 Land Use

- Land acquisition, fee simple and condemnation.
- Avigation easement acquisition.

1.3.6 Planning

- Airport Layout Plan and Exhibit A updates.
- Infrastructure assessments.
- Capital Program budgeting, meeting attendance and reporting.

ATTACHMENT B

AER 306 posted on the IDOT [Airport Sponsors](#) page



Airport Sponsor Consultant Selection Procurement Solicitation



Procurement of professional architectural, engineering, and planning services for airport improvement program grant projects is covered by state and federal law (49 USC § 47107(a) (17) and 49 CFR § 18.36, as amended). Sponsors intending to utilize state and federal funds to pay for professional services are required to conduct a Qualifications-Based Selection (QBS) process when selecting an Architectural/Engineering (A/E) or planning consulting firm. FAA guidance (150/5100-14E and 5100.38D) allows for Sponsors to procure professional services to complete multiple, phased grant projects through a single consultant selection process. These firms may be retained for up to 5 years for their services.

The following Airport Owner/Sponsor is seeking interested firms to provide professional architectural, engineering and planning services for the development of the air navigation facility known as:

Airport Name		Owner/Sponsor (Airport Authority/Municipality/County/Park/Port Dist)	
Chicago Executive Airport		Wheeling and Prospect Hts, IL municipalities per IGA	
Associated City		Contact Name	
Wheeling, IL and Prospect Heights, IL		Jeffrey Miller	
Official Mailing Address		City	State Zip Code
1020 S. Plant Road		Wheeling	IL 60090
Phone	E-mail		
(847) 537-2580	jmill@chiexec.com		

Scope of Services: **(Provide specific, detailed project descriptions with estimated costs*** from the airport's 3-5 year program):
Rows will expand as needed.

*Example-Construct 500 ft.-long by 100 ft.-wide extension to Runway 19, including 25 ft.-wide shoulders, earthwork, drainage, edge lighting, vault modifications, NAVAID relocation and pavement marking. Estimated construction cost: \$2.5M

1.	Remove Hot Spot Location 1 on East Side of Airport; East Side of Taxiway K. Estimated Construction Cost: \$6,300,000
2.	Reimbursement for Master Plan - Phase 2. Estimated Construction Cost: \$350,000
3.	South Parallel Taxiway to Rwy 12/30 Relocation - Phase 1. Estimated Construction Cost: \$4,650,000
4.	Construct Northeast Quadrant Auto Parking Lot and Entrance Road. Estimated Construction Cost: \$1,478,000
5.	Remove Runway 6/24 and Taxiway Geometry Changes. Estimated Construction Cost: \$3,650,000
6.	Replace Airside Fixed Emergency Generator. Estimated Construction Cost: \$670,000
7.	Rehabilitate Airfield Lighting Phase 2 - Rehabilitate Airfield Lighting Circuitry and Lights \$1,500,000
8.	Rehabilitate Airfield Lighting Phase 2 - Rehabilitate Airfield Signage \$500,000
9.	Land Acquisition Reimbursement - Parcel 201 & 204/206. Estimated Construction Cost: \$1,150,000
10.	Rehabilitate EMAS Arresting Beds Seal System. Estimated Construction Cost: \$1,200,000
11.	Construct Combined Terminal Building, Airport Administration Office and Community Center Building. Estimated Construction Cost: \$10,500,000
12.	Rehabilitate Runway 16/34. Estimated Construction Cost: \$6,000,000
13.	Widen Taxiway E and Connecting Taxiways. Estimated Construction Cost: \$1,950,000
14.	Rehabilitate/Widen Runway 12/30 to 100' including Runway Widening Justification Study. Estimated Construction Cost: \$4,030,000
15.	Rehabilitate Southwest T-Hangar Taxiway Pavements. Estimated Construction Cost: \$600,000
16.	Rehabilitate NE T-Hangar Txys Ph. 1. Estimated Construction Cost: \$950,000
17.	Install Airport Perimeter Security/Wildlife 10' Fencing Phase 1. Estimated Construction Cost: \$2,000,000

Interested firms should have experience completing minor Airport Layout Plan update drawings and simple environmental clearances. A PREQUALIFICATION RATING FROM THE ILLINOIS DEPARTMENT OF TRANSPORTATION IS REQUIRED FOR CONSIDERATION.

It is anticipated that the professional services for the projects under consideration will be initiated within the 5-year retainer period. **Firms interested in being considered for the projects described in the above Scope of Services should contact the Owner/Sponsor by 04/30/26 for further information. A Request for Qualifications package will be sent to interested, qualified firms at that time.**

Date