



REQUEST FOR QUALIFICATIONS (“RFQ”)

NO. 2600

**Architecture and Engineering On-Call Services
Lexington-Fayette Urban County Airport Board**

4000 Terminal Drive

Lexington, KY 40510

March 09, 2026

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1. INTRODUCTION

Lexington-Fayette Urban County Airport Board (LFUCAB) is issuing this Request for Qualifications (RFQ) to qualified firms interested in serving as the On-Call Architect and Engineer (A&E) for the Blue Grass Airport located in Lexington, Kentucky. Projects at this facility will have oversight by and coordination with various local, state and federal agencies including but not limited to the FAA, TSA, KDA, KYTC, LFUCG and EPA.

The airport's vision of a "welcoming approach" encompasses all aspects of its operation. Modernizing aging facilities and supporting regional growth is essential to serving the mix of business, vacation and family travelers. In addition to better serving current stakeholders, enhanced facilities foster growth of existing general aviation and airline traffic, while attracting new entrants to the market.

In the first step of this procurement process, interested firms will submit a Statement of Qualifications (SOQ) detailing the firm's relevant project experience, Key Personnel, and summary approach to the project and quality management. Firms may be shortlisted and interviewed at the airport's discretion.

1.1. Project Information

The planning and design task will include projects that will be located at various areas of the airport. They will involve landside and airside infrastructure, both vertical and horizontal in nature.

The Statement of Qualifications will identify the Lead Architectural and/or Engineering Firm and the team of design professionals (including, but not limited to):

- Architecture
- Planning
- M/E/P Engineering
- Structural/Site/Civil Engineering
- Geotechnical Engineering
- Interior Design/Signage/Way-finding
- Low Voltage/Information Technology including Safety and Security
- Other Professional Services (if applicable)

1.2. Project Goals

- Embody Mission, Vision and the Core Values of Lexington-Fayette Urban County Airport Board.
- Support safe and efficient airside and landside operations.
- Designs and projects incorporate the latest trends in delivery of similar projects.
- Projects and designs promote satisfaction with passenger centered design.
- Managing costs and completing the Project within budget and schedule.

1.3. Scope of Services

Potential services include:

- Planning and Feasibility Studies
- Programming and Concept Drawings
- Design Reports, including funding justification when applicable
- Development of Schematic Drawings, Design Development and Construction Drawings

- Topographical survey
- Verification of utilities
- Geotechnical investigation
- Final layouts for site and buildings
- Final Design services
- Construction cost estimating
- Schedule development
- Permitting

1.4. Projects List

- New warehouse / logistics building
- Terminal apron expansion
 - Utility relocations and development of utility corridors
 - Pavement, grading and drainage
 - Glycol pond improvements
 - Demo of existing facilities
- General aviation facilities
 - New hangars, including site work
 - Support facilities
 - Renovation of existing buildings
 - Electrification improvements
 - Hangar 45 ramp and other ramps rehabilitation
 - Taxi lane rehabilitation and/or widening
- Rehabilitation design for existing facilities
- Support buildings
- Improvements to existing terminal
- New Parking Garage (non-rental car facility)
- Roadway and parking improvements
- Airfield planning and design
 - Pavement evaluation and rehabilitation
 - Modification to standards
 - Runway 4-22 pavement and lighting evaluation
 - Runway 9-27 pavement evaluation and rehabilitation design
 - Taxiways and taxi lanes evaluation and design
 - Runway 4-22 orientation analysis

2. SOQ SUBMISSION INSTRUCTIONS

2.1. Deadlines and Instructions

The RFQ Packet may be purchased at Lynn Imaging, 328 Old Vine Street, Lexington, KY 40507, 859.255.1021, www.lynnimaging.com.

Respondents may submit questions to LFUCAB pertaining to the RFQ. Questions must be submitted via e-mail by the deadline shown below.

LFUCAB will provide responses to all respondents at the completion of the deadline for questions and clarifications.

SOQs must be submitted to LFUCAB on or before April 3rd, 2026, at 3:00 p.m. EST. LFUCAB will not accept a late submission. In response, four (4) hard copies and one digital copy of the written SOQ and letter of interest are to be submitted by interested firms. SOQs shall be limited to twenty (20) double sided, or forty (40) single sided, 8 ½ x 11 inch sheets of paper (resumes and letter of interest are not to be counted towards total). Additional materials, including detailed resumes, relevant project profiles/summaries, and references may be included in appendices. Firms are instructed not to submit a fee proposal.

Submit Statements of Qualifications to:

Mr. Cliff Skees, GISP
 Project Manager
 Blue Grass Airport
 4000 Terminal Drive, Suite 206
 Lexington, KY 40510

Clearly indicate the name of the project and key contact submitting on behalf of the firm.

EVENT	DATE
Release of RFQ	March 09, 2026
Pre-submittal Virtual Meeting	March 16, 2026 2 PM EST
Questions/Clarifications Due	March 26, 2026 3 PM EST
Responses to Questions Due	March 30, 2026 3 PM EST
Statements of Qualifications Due	April 03, 2026 3 PM EST
Announcement of Short List	Week of April 16, 2026
Interviews	Week of April 27, 2026
Notification of selected firm (approximate)	May 01, 2026

The link to the pre-submittal virtual meeting will be posted on the airport’s [Business Opportunities](#) web page.

2.2. Letter of Interest

The respondent shall include a letter of interest that provides an overview of the information presented in the SOQ. The purpose of the overview is to familiarize reviewers with the content of the SOQ in plain language.

2.3. Similar Project Experience

Respondents shall identify projects performed by the principal participants, the lead designers and key personnel demonstrating that they have the experience, knowledge, and capability to execute the projects successfully, highlighting any prior work together. Respondents should highlight experience relative to section 1.4. This on-call contract does NOT include the forthcoming Terminal Architecture Design or Rental Car Garage Design-Build Project.

Provide at least 3 projects which highlight experience in the last 10 years for similar on-call agreements. Identify projects that have reached final acceptance or that have reached at least 50% of the value of the construction work.

2.4. Project Approach

Respondent shall demonstrate its preliminary understanding of key risks and challenges, and how it will

employ designs to improve the projects and mitigate risk. Respondents shall describe the following:

- Understanding of the airport’s capital program and goals, and preliminary approach to completing projects on time and within budget.
- Preliminary approach to using the various design delivery methods in an airport setting.
- Preliminary approach to coordinating with and receiving design acceptance from LFUCAB and other regulatory entities.
- Method to identify early work and the benefit that it will bring.
- Understanding of the projects’ significant technical challenges, approach to their resolution, and how the team’s experience demonstrates its capability to achieve such resolution. Respondent shall provide a narrative of its approach to quality management and how it intends to interact with contractors and other design teams. The respondents shall address Quality Control for both design and construction and specify the key processes it will employ in its Quality Plan, including the role to be played by the firm for design Quality Assurance.
- Demonstrate ability to work successfully with the owner’s staff and its Program Management team. A Program Management Information System is under development to develop a common data environment and to monitor costs, risks and schedules.

2.5. Team

Respondents shall identify Key Personnel with the qualifications and experience to create a collaborative environment. Respondents shall submit a resume for each team member highlighting their role in an organizational chart. Each resume shall highlight the following information:

- Proposed role on Project and experience in area of responsibility.
- History of employment.
- Experience with similar airside and landside projects.
- Experience with FAA Circulars.

2.6. Insurance Requirements

- General Liability Limits - \$1,000,000 per Occurrence/ \$2,000,000 Aggregate/\$3,000,000 Umbrella
- Automobile Liability Limits - \$1,000,000.
- Worker’s Compensation Limits \$500,000/\$500,000/\$500,000
- Umbrella Limits (no less) - \$25,000,000
- Professional Liability - \$1,000,000 per occurrence/\$2,000,000 Aggregate

2.7. Scoring Criteria

The services being sought under this RFQ are professional in nature. Consequently, the evaluation of the SOQs will be based upon consideration of the demonstrated qualifications and capabilities that will result in an award that is in the best interest of LFUCAB. Factors to be considered in the evaluation are:

<p>A. Similar Project Experience <i>(Weight =30%)</i></p>	<ul style="list-style-type: none"> • Experience on similar design projects including specific details on preconstruction and construction phase services. • Familiarity with airport regulatory entities and FAA circulars.
<p>B. Project Approach <i>(Weight =35%)</i></p>	<ul style="list-style-type: none"> • Approach to on-call services management. • Approach to cost management, value analysis, constructability reviews, cost modeling, project

	<p>scheduling/tracking, early procurement.</p> <ul style="list-style-type: none"> • Ability to convey cost management strategies to stay on budget and on schedule. This is as opposed to value engineering strategies which occur after each milestone design and are in response to budgetary constraints. • Demonstration of an approach that maximizes the value of the design delivery method, understands key risks and mitigation strategies, proposes a logical and innovative methodology for the Work, and understands LFUCAB's goals.
<p>C. Team <i>(Weight =35%)</i></p>	<ul style="list-style-type: none"> • Personnel assigned to this project, including concise resumes including educational background and prior work experience. • Teams must have experience with similar work experience with airports and Authorities Having Jurisdiction (AHJ's). • Recommendations on how to execute with a lean team.

2.8. Shortlisting and Selection

LEX Staff and the Program Management team will review the SOQs, ranking them from highest to lowest. Interviews will be held at staff's discretion and will be on a case-by-case basis.

3. RESERVED RIGHTS

- LFUCAB reserves the right to reject any or all Proposals received.
- No proposal shall be withdrawn for a period of 45 days. Should the Contract not be awarded within the specified period, the time may be extended by mutual written agreement of the Owner and Proposer
- Costs to Prepare Responses: LFUCAB assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of proposals.
- LFUCAB reserves the right to check references of proposed personnel on the project team and to request substitutions if it deems such action in LFUCAB's best interest.