



**REQUEST FOR QUALIFICATIONS (“RFQ”)
NO. 2608**

**Concourse & Terminal Architect Services
Lexington-Fayette Urban County Airport Board
4000 Terminal Drive
Lexington, KY 40510**

August 17, 2026

ABBREVIATED RFQ DOCUMENT FOR REFERENCE

THE FULL CONTRACT DOCUMENTS may be purchased at Lynn Imaging, 328 Old Vine Street, Lexington, KY 40507, 859-255-1021, www.lynnimaging.com.

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1.0 Introduction

Lexington-Fayette Urban County Airport Board (LFUCAB) is issuing this Request for Qualifications (RFQ) to obtain qualified firms to perform Architect Services for the Concourse and Terminal Expansion at Blue Grass Airport (LEX), 4000 Terminal Drive, Lexington, Kentucky. The engagement will utilize a Construction Manager at Risk (CMAR) project delivery method.

The selected Architect will serve as the Prime Consultant for design of a new concourse and terminal expansion with associated airside and landside improvements. The Architect will work with LFUCAB, the Program Manager, and, once selected, the CMAR to advance design quality, regulatory compliance, stakeholder coordination, and target value design.

1.1 Project Information

LFUCAB completed its Terminal Area Plan (TAP) in 2025. The Future LEX program identifies a new concourse and terminal expansion as a priority capital investment. The project is anticipated to include approximately eight (8) new aircraft gates with potential future expansion, a new terminal headhouse, passenger gate lounges, concessions, restrooms, passenger boarding bridges, apron improvements, and associated building systems.

The new concourse will connect to the existing terminal and must be designed to operate concurrently with ongoing airport operations. Phased construction planning and coordination with TSA, airlines, and other airport tenants will be required.

1.2 Project Goals

- (a) Confirm and refine the program established in the TAP before design begins. Advance a contemporary, durable airport facility that supports the needs of LEX Airport and its customers for decades.
- (b) Promote passenger-centered design, operational continuity, and safe airside and landside operations.
- (c) Coordinate early with the Program Manager and CMAR to support constructability, cost validation, phasing, and long-lead procurement planning.
- (d) Incorporate sustainable, resilient, innovative, and future-proof design strategies where appropriate.

1.3 Scope of Services

The selected Architect is expected to provide comprehensive design services from pre-design and conceptual design through construction administration, closeout, commissioning, and turnover. Anticipated services include:

- (a) Pre-design program validation, stakeholder workshops, Design Basis documentation, and initial coordination with FAA Memphis ADO.
- (b) Existing conditions assessment, including terminal connection points, building systems, structural conditions, utilities, survey, and geotechnical coordination.
- (c) Conceptual design and schematic design documents, including alternatives analysis, SD drawings, narratives, cost estimate coordination, stakeholder presentations, and FAA coordination.
- (d) Design development and GMP support, including detailed specifications, value engineering support, BIM coordination, CMAR constructability review, and risk workshop participation.
- (e) Construction documents and procurement assistance, including 90% and 100% documents, CSPP narrative, permitting coordination, bid package coordination, addenda, and conformed documents.
- (f) Construction administration, technical oversight, QA/QC, operational continuity support, closeout, commissioning support, ORAT support, and one-year warranty walk-through participation.
- (g) Supplemental services such as sustainability planning, passenger experience design, baggage handling systems, IT/security systems, ALP updates, NEPA documentation support, stakeholder presentations, and innovation/future proofing.

Professional services for separate enabling projects, including terminal road relocation and parking expansion, fuel farm relocation, and other Phase I enabling works, are not within the scope of this solicitation.

2.0 SOQ Submission Instructions

2.1 Deadlines and Instructions

The procurement schedule is summarized below. LFUCAB reserves the right to modify the schedule through addenda.

Date/Time	Activity
August 17	Request for Qualifications issued
August 28	Requests for Clarifications from Qualified Respondents are due
September 4	Responses to Requests for Clarification will be posted
September 17 2pm EST	STATEMENT OF QUALIFICATIONS DUE
October 19	Short List Firms Notified (tentative)
November 2 - 13	Short List Firms interviewed (tentative)
November 16	Selection Notification (tentative)
TBD	Projected Date Award of Contract
TBD	Anticipated Notice to Proceed

2.2 Delivery

Six (6) hard copies and one (1) electronic copy of the SOQ must be clearly labeled "Concourse & Terminal Architect Services SOQ" and submitted to LFUCAB no later than September 17, 2026 at 2:00 PM EST.

Submit Statements of Qualifications to:

Lexington-Fayette Urban County Airport Board
4000 Terminal Drive
Lexington, KY 40510
Concourse & Terminal Architect Services SOQ
ATTN: Cliff Skees, Director of Planning and Construction

Electronic copies shall be uploaded to Lynn Imaging. Proposals received after the deadline will not be accepted.

Questions regarding the RFQ shall be directed by email to Cliff Skees at cskees@bluegrassairport.com and Whitney Swanson at whitney.swanson@hdrinc.com. Questions should include "RFQ 2608 Question" in the subject line.

2.3 SOQ Format and Content

SOQs shall be no more than forty (40) pages, or twenty (20) double-sided sheets, on 8.5 x 11-inch paper. Letter of interest, cover page, table of contents, and section dividers do not

count toward the page limit. Key personnel resume pages and minimum relevant project pages are included in the page limit. Firms shall not submit a fee proposal.

At minimum, SOQs should include the following:

- Basic firm information, including legal name, address, contact information, email address, and primary contact.
- Letter of interest with an executive summary of the SOQ in plain language.
- Firm qualifications and experience in airport terminal architecture services, CMAR delivery, FAA procedures, and Kentucky requirements.
- Team organization chart, key personnel, personnel bios, and resumes.
- Past performance and demonstrated ability to meet schedule and cost objectives.
- Project understanding, approach, risks, quality management approach, stakeholder coordination, and working relationship with LFUCAB and the Program Manager.
- Similar project experience and references.

2.4 Similar Project Experience

Respondents should identify projects performed by Principal Participants, the Lead Designer, and Major Subcontractors that demonstrate the experience, knowledge, and capability to execute the Project successfully. Respondents shall provide at least three (3) projects for each Principal Participant and the Lead Designer, if different, highlighting experience in the last ten (10) years.

2.5 Project Approach

- Understanding of the Future LEX program, the concourse expansion scope, and CMAR delivery environment.
- Approach to completing the Project on time and within budget while maintaining airport operations.
- Approach to coordinating design acceptance with LFUCAB, the Program Manager, CMAR, FAA, TSA, airlines, and other stakeholders.
- Major risks and challenges, including phasing, operational continuity, constructability, regulatory compliance, and budget control.

- Quality management approach, design QA/QC processes, BIM/document control tools, and multidisciplinary coordination methods.
- Ability to support LFUCAB staff and the Program Management team across parallel Future LEX projects.

2.6 Team

Respondents shall identify key personnel proposed for the Project and include an organizational chart, bios, and resumes. Resumes should identify each individual's proposed role, relevant experience, employment history, airport experience, and experience with FAA Advisory Circulars.

2.7 Scoring Criteria

SOQs will be evaluated based on the demonstrated qualifications and capabilities that are in LFUCAB's best interest. Evaluation factors are summarized below.

Understanding of Project: Demonstrate a clear understanding of the Airport's Future LEX program, the scope of the concourse expansion, and the CMAR delivery environment. Describe anticipated project challenges and your firm's approach to addressing them, including how you will coordinate with the Program Manager, CMAR contractor and other partners. Address how you would manage achieving project goals and operational continuity during construction.	20%
Firm's Qualifications and Relevant Experience: Describe relevant experience designing airport terminal facilities at facilities of comparable size (500,000 – 2M annual enplanements), complexity, and operational environment, with emphasis on Alternative Delivery Methods, such as CMAR. Include examples of concourse expansions or new terminal construction at active commercial service airports, highlighting project scale, phasing challenges in an accelerated schedule environment, and FAA-funded program experience, constructability collaboration, GMP development support, and managing the Owner-Architect-Constructor relationship. Include examples where early contractor integration improved cost and schedule outcomes.	20%
Project Approach: Describe the firm's internal design & project management processes, document control systems, and BIM capabilities. Explain how your team manages multi-discipline coordination, deliverable schedules, and stakeholder communication across multi-phase projects. Highlight specific tools and methodologies that ensure consistent, on-time delivery. Demonstrate thorough understanding of terminal FAA AIP funding eligibility for small-hub airports.	20%

Compatibility with Airport Organization, Structure, and Personnel Demonstrate ability to anticipate the Airport's evolving needs and proactively support internal leadership and staff. Ability to facilitate conversation and brainstorming among airport staff throughout project. Provide examples of past projects where your team enabled smoother operations by proactively offering recommendations before issues arose and adapting to organizational dynamics effectively.	10%
Experience Working in State and FAA Policies, Regulations, and Procedures Describe experience applying FAA Advisory Circulars (including AC 150/5360-13A, AC 150/5300-13B, AC 150/5370-10, and related guidance) in the delivery of airport terminal design. Highlight familiarity with AIP grant compliance, PFC-eligible documentation, FAA ADO coordination, and state permitting processes applicable to Kentucky.	10%
Innovation and Future Proofing Demonstrated past applications and proposed creative methods in selection of materials and methods and technologies to support design and construction, and best practices to implement state-of-the-art future proof airport facilities.	20%

2.8 Shortlisting and Selection

LFUCAB will establish a Selection Panel to objectively evaluate SOQs. A pre-selection shortlist of the best qualified respondents may be prepared for LFUCAB's further consideration. LFUCAB may conduct further investigation, request additional information, and schedule interviews with shortlisted firms. LFUCAB will rank shortlisted respondents in order of preference and may begin negotiations with the highest-ranked respondent.

If negotiations with the highest-ranked respondent are unsuccessful, LFUCAB may terminate negotiations and commence negotiations with the next-highest-ranked respondent.

3.0 Reserved Rights

- LFUCAB reserves the right to cancel this RFQ at any time and for any reason.
- LFUCAB is not obligated to award a contract as a result of this RFQ or any negotiations or discussions.

- LFUCAB reserves the right to reject any or all SOQs, waive technicalities, and re-advertise for the work contemplated.
- All costs incurred by respondents in preparing and submitting SOQs are the sole responsibility of the respondents.
- SOQs shall remain valid for six (6) months after the due date specified in the RFQ.
- Respondents shall not communicate with LFUCAB or LEX representatives except as specifically authorized in the RFQ.
- Respondents must comply with applicable FAA solicitation requirements and certifications included in the full RFQ.

EXHIBIT A – PROFESSIONAL SERVICES AGREEMENT TEMPLATE

EXHIBIT B – CAD / BIM GUIDELINES

Forthcoming by Owner

EXHIBIT C – BRANDING GUIDELINES

EXHIBIT D – PROJECT ORGANIZATIONAL CHART (REFERENCE)

