



Request for Qualifications:
PROFESSIONAL SERVICES

**Terminal Building Space Planning
at
Indianapolis International Airport
(Project No. I-26-006)**

**Issued:
June 8, 2026**

**Due:
July 17, 2026
No later than 3PM ET**



REQUEST FOR QUALIFICATIONS

Terminal Building Space Planning at Indianapolis International Airport

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1 GENERAL INFORMATION

1.1 PROJECT DETAILS

The Indianapolis Airport Authority (IAA/OWNER) is seeking the professional services of a qualified firm, or team of firms, (RESPONDENT) to provide professional engineering and design services associated with the Project (s) listed below. The RESPONDENT is invited to submit a Statement of Qualifications (SOQ) relative to the Project (s) listed below per the requirements in Section 2.

Project(s):

**Terminal Building Space Planning
Indianapolis International Airport
(Project No. I-26-006)**

1.2 CONTRACT TERM

The contract term for professional services will be dictated by the scope of services as shown in **Exhibit A**.

1.3 INQUIRIES ABOUT THE RFQ

All inquiries and requests for information regarding this RFQ must be submitted via PlanetBids under the **Q&A** tab. Questions are due December 17, 2025 at 3pm ET. The solicitation management system will not allow late submissions.

Inquiries are not to be directed to any consultant or staff member of the OWNER. Such action may disqualify RESPONDENT from further consideration. The OWNER reserves the right to judge whether any questions should be answered. If responses are provided, the responses will be posted on the IAA's solicitation management system, **PlanetBids** (www.PlanetBids.com). If you are a registered vendor, you will receive automatic e-mail notifications. To register for **PlanetBids**, go to <http://bit.ly/IAAPlanetBids>.

1.4 TIMELINE

The following key dates illustrate the anticipated timeline for the Request for Qualifications (RFQ).

ACTIVITY

RFQ available
Pre-SOQ submittal meeting
Questions due
Written responses to questions released
SOQs due
Contract award anticipated

DATE (all times are ET)

June 8, 2026
June 24, 2026, 10am
June 26, 2026
June 29, 2026
July 17, 2026, 3pm
4th Qtr, 2026

LOCATION

The pre-SOQ submittal meeting will be held at the IAA Building 280, 3747 S. High School Road (Indianapolis.IN).

1.5 MODIFICATION OR WITHDRAWAL OF OFFERS

RESPONDENT may modify or withdraw their SOQ prior to the exact hour and date specified for receipt of the SOQs by contacting the OWNER via e-mail at PDAdmins@ind.com.

The RESPONDENT'S authorized representative may also withdraw the SOQ by notifying the Owner at PDAdmins@ind.com. SOQs may not be withdrawn after the SOQ due date and time has passed.

Modification to or withdrawal of a SOQ received by the OWNER after the exact hour and date specified for receipt of SOQs will render the SOQ void. If it becomes necessary to revise any part of this RFQ or if additional data is necessary for an exact interpretation of provisions of this RFQ prior to the due date for SOQs, an addendum will be issued by the OWNER. If such addendum(a) issuance is necessary, the OWNER reserves the right to extend the due date and time of the SOQs to accommodate such interpretations or additional data requirements.

1.6 RFQ COMPLIANCE

It is the responsibility of each RESPONDENT to thoroughly examine this RFQ to ensure their SOQ clearly and directly responds to the requirements listed in Section 2.

1.7 CONTRACT OBLIGATIONS AND RELATIONSHIPS BETWEEN RESPONDENTS

The OWNER expects to receive the highest level of professional services available, and thus encourages RESPONDENTS to jointly reply via the SOQ so as to avail the OWNER of the requisite professional services; however, the SOQ must clearly identify to the OWNER the "prime" (lead firm) and its relationship to all other team members, as well as the specific role(s) each team member is to perform. Business Participation should be considered during the formation of the RESPONDENT's team (see section 1.11 Business Participation). The OWNER also assumes careful consideration will be paid to not only which firm will be the "prime," but whom from the "prime" firm will be identified as the Project Manager.

Any subcontracts entered into by the RESPONDENT must be in compliance with all applicable State of Indiana statutes and be subject to the provisions thereof. For each portion of the proposed products and services to be provided by a subconsultant, the technical proposal must include the identification of the functions to be provided by the subconsultant and the subconsultant's related qualifications and experience.

All subcontracts held by the RESPONDENT must be made available for inspection and examination by appropriate IAA officials and such relationships must meet with the approval of the OWNER.

1.8 CONFIDENTIAL INFORMATION

RESPONDENTS are advised materials contained in the SOQs are subject to the Indiana Public Records Act, IC 5-14-3 *et seq.*, and, after the contract award, may be viewed and copied by any member of the public, including news media and competitors. RESPONDENTS claiming a statutory exception to the Indiana Public Records Act shall identify confidential documents. Confidential documents shall not be shared with other persons or entities.

The OWNER reserves the right to make determinations of confidentiality. If the OWNER does not agree that the information designated is confidential under one of the disclosure exceptions to the Indiana Public Records Act, it may either reject the SOQ or discuss its interpretation of the allowable exceptions with the RESPONDENT. If agreement can be reached, the SOQ will be considered. If agreement cannot be reached, the OWNER will remove the SOQ from consideration for award and return the SOQ to the RESPONDENT.

1.9 CONTRACT DOCUMENTS

Any or all portions of this RFQ and normally any or all portions of the RESPONDENT'S response may be incorporated by reference as part of the final Contract. Proprietary or confidential material submitted properly (see Section 1.8) will not be disclosed.

1.10 SOQ LIFE

All SOQs made in response to this RFQ must remain open and in effect for a period of not less than one hundred eighty (180) days after the due date for the SOQs. Any SOQ accepted by the OWNER for the purpose of contract negotiations shall remain valid until superseded by a contract or until rejected by the OWNER.

1.11 BUSINESS PARTICIPATION

The IAA encourages RESPONDENTS to consider community business partnerships, mentoring, and other meaningful opportunities as a part of their submission.

The RESPONDENT shall identify in their SOQ all subconsultant utilization efforts the IAA should expect to see as part of this Project. This information should include the name(s) of anticipated subconsultant(s), subconsultants' area(s) of expertise and role(s) on this Project, and subconsultants' percentage of participation on this Project. The IAA reserves the right to verify all of the SOQs information identified in **Exhibit B 'Bidders List and Business Information Document.'**

RESPONDENTS will be evaluated on their ability to deliver public value. This includes meaningful workforce development efforts, economic development outcomes, and business participation strategies that support long-term community impact. Commitments should be measurable and relevant to the Project (see section 2.2 SOQ Format and Criteria).

For questions, please contact the IAA Strategic Alliance Department via e-mail at business@ind.com.

The Indianapolis Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4), 28 CFR § 50.3, and 49 CFR Part 21, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, creed, age, or disability in consideration for an award.

1.12 CONE OF SILENCE

The IAA has established a cone of silence to be applied to all competitive procurement processes, including this RFQ. The cone of silence prohibits any communications regarding this RFQ between a potential RESPONDENT and their team member representatives (which includes vendors, service providers, bidders, proposers, lobbyists, and consultants) with the IAA's Selection Committee. Unless specifically provided otherwise, the cone of silence does not apply to oral communications at the Pre-SOQ submittal meeting. Any violation of the cone of silence will render the SOQ response void and, if awarded, the Contract.

1.13 DISCUSSION FORMAT

The OWNER reserves the right to conduct discussions, either oral or written, with RESPONDENTS the OWNER has determined to be reasonably viable of being selected for award.

The OWNER reserves the right to reject any or all SOQs received, or to award, without discussions or clarifications, a contract based on the initial SOQs received. The OWNER also reserves the right to conduct clarifications to resolve minor issues.

1.14 CONTRACT NEGOTIATIONS

After the recommendation of a selected RESPONDENT by the selection committee, contract negotiations may commence. As part of the contract negotiations, the selected RESPONDENT will be provided a copy of the OWNER'S standard Professional Services Contract and an IAA specific man-hour justification spreadsheet for use in fee preparations.

If, at any time, contract negotiations are judged ineffective by the OWNER, all activities with that RESPONDENT will cease and contract negotiations with the next highest qualified RESPONDENT will commence. This process may continue until either both the RESPONDENT and the OWNER execute a contract or the OWNER determines no acceptable alternative SOQ exists.

2 SOQ PROCEDURES

2.1 SOQ SUBMITTAL

All SOQs shall be submitted electronically via PlanetBids. Any SOQ received after the SOQ Due Date and Time will not be considered for this Project. To submit your SOQ via PlanetBids, do the following:

- Download all RFQ documents
- Acknowledged all addenda
- Select **Place Ebid** (located at the bottom right)
- Read each message and agree
- Once the above is completed, RESPONDENT will be in the ebid form
 - Complete all tabs as listed for the solicitation
 - Please note: A legal submission requires all data to be transferred successfully from the RESPONDENT's server to the PlanetBids' server BEFORE time expires. If the solicitation closes during transfer, the SOQ will be rejected.
 - When selecting Submit, the system will do validations to ensure RESPONDENT has completed all the information required for submission. If a pop-up notice is received, please read the notice carefully to ascertain what information is needed.
 - RESPONDENT may delete and re-submit their SOQ, if needed prior to the submission deadline.
 - Click **Save** if warranted
 - Click **Submit** to officially submit the SOQ to the IAA

For support: Click the red question mark (?) located at the top right corner for FAQs and to submit a support ticket.

2.2 SOQ FORMAT AND CRITERIA

All SOQs shall be standard letter-sized (8 1/2" x 11") sheets with fonts no smaller than 11 point and easily readable. A specific sheet limit requirement is outlined in Section 2.2. Covers, section tabs and the cover letter are excluded from the sheet limit requirements. Unnecessarily elaborate brochures or other presentations, beyond what is sufficient to present a complete and effective SOQ, are not desired.

All RESPONDENTS shall identify the contact person for each SOQ and include the contact information in their cover letter.

In order to facilitate the OWNER's reviews of the SOQs, the RESPONDENTS are strongly encouraged to follow the SOQ outline provided below and thus provide the information requested in an orderly fashion. Page limits are to be adhered to, but it is not required

to provide the maximum pages per section; only those needed by the RESPONDENT to convey an effective response. The SOQ shall be limited to a total of 20 pages.

- **Cover Letter** (up to two pages, not included in page limit)
(no points available)
- **Organizational Chart & Areas of Responsibility:** Explain the Organizational relationship of the Firm/Team, emphasizing the roles each individual/team member identified in the SOQ will fulfill for this Project, as well as the Team's experience working together on similar projects. (no more than 4 pages) *NOTE: The Organizational Chart and Areas of Responsibility should align*
(points available: 15)
- **Project Manager:** Detailed resume for the Project Manager/Team Lead and summary resumes for the discipline leaders who will be assigned to this Project, emphasizing their experience in providing the professional services needed to successfully complete the role assigned to each individual/team member (no more than 6 pages) *NOTE: The information included in the resumes should correspond to the individual's role*
(points available: Project Manager 20 and Discipline Leaders 10)
- **Recent Similar Experience, with References:** Recent experience of the Firm/Team's STAFF on similar projects clearly identifying each staff member's role on the Project – project references required (no more than 8 pages)
(points available: 25)
- **Workforce Development:** A narrative explaining the RESPONDENT's approach to workforce development during this Project. This should include any planned efforts to hire, train, and retain workers, support upskilling opportunities, and/or collaborate with workforce development agencies. In addition, any workforce development commitments and measurable results obtained on other projects should be included. The RESPONDENT should also highlight any mentoring, internship, or apprenticeship programs previously implemented. (no more than 1 page)
(Points available: 15)
- **Economic Development:** A narrative explaining the RESPONDENT's proposed approach to supporting economic development through this Project. This should include any planned initiatives to engage businesses, create job opportunities, support small or emerging firms, and invest in the local economy. RESPONDENT should describe how their business practices, procurement strategies, or community partnerships contribute to sustained economic impact. (no more than 1 page)
(Points available: 15)
- **Bidders List and Business Information Document:** Fill-in and insert an **Exhibit B** to be included in the project. Respondent Information Document should be completed for prime respondent and all subcontractors. (not counted in page limit)

No points available/Exhibit B must be included for prime and all subconsultants)

- **Outstanding Disputes or Errors and Omissions (E/O) Claims:** Fill-in and insert an **Exhibit C** *for each Firm* within the Team in order to provide a brief explanation of any disputes or E/O claims they are currently involved. (not counted in page limit)
(no points awarded/Exhibit B must be included)
- **Ability to meet Insurance Requirements as listed in Exhibit D:** Acknowledge Team's ability to meet insurance requirements by inserting **Exhibit D**. *Only Prime is required to provide Exhibit C.* (not counted in page limit)
(no points available/ Exhibit C must be included)

2.3 SELECTION AND RECOMMENDATION

The IAA has selected a group of personnel to act as a SOQ selection committee. The selection committee will be comprised of members of the IAA Staff. As noted earlier, a cone of silence will prevail regarding contact with the selection committee, beginning upon release of this RFQ and terminating at contract execution. The members of the selection committee are identified in **Exhibit D**.

The selection will be based on the best overall SOQ as determined by the selection committee. All committee personnel will use the evaluation criteria stated above. Following a review of the SOQs, the OWNER may conduct interviews; however, the OWNER reserves the right, at its sole and absolute discretion, to make a selection based solely upon the SOQs.

The RESPONDENT identified via their SOQ as being the most qualified to perform the professional services associated with the Project included within this RFQ will be contacted by the OWNER for further action, such as contract negotiations. If, however, the OWNER decides no SOQ is sufficiently advantageous to the OWNER, the OWNER may take whatever further action is deemed necessary to fulfill its needs.

If, for any reason, the RESPONDENT and OWNER cannot reach agreement nor execute a contract, OWNER may begin negotiations with the next highest qualified RESPONDENT or opt to re-issue the RFQ.

2.4 DISCLAIMER

Nothing contained in this RFQ constitutes an offer to the RESPONDENT(S). The OWNER reserves the right to reject any and all submissions. SOQs shall become property of the OWNER. RESPONDENTS shall not be compensated or reimbursed for costs incurred in preparing a response to this RFQ.

EXHIBIT A
PROJECT SCOPE AND DELIVERABLES

Services Requested: Professional Planning

Project Name: Terminal Building Space Planning
Indianapolis International Airport (I-26-006)

Background: The Indianapolis Airport Authority (IAA) has identified the need to perform space planning for the Indianapolis International Airport's main terminal building. The areas to be considered are all areas within the terminal building with the exception of the holdrooms located on the concourses, concession spaces on the concourses and on the periphery of Civic Plaza, all aspects and areas needed for baggage processing, and the FIS. The areas to be included, but are not necessarily limited to, the following:

- TSA Checkpoints and Queuing Areas
- Concessions areas (back of house) in Civic Plaza
- Ticketing Lobby and ATO spaces
- All office spaces (levels 1 – 4)
- All spaces on level 2/ramp level under the concourses
- Areas Post Security leading to each Concourse

The exact areas to be included will be determined during scoping.

In addition, it will be necessary for the Respondent to perform IAA Staffing needs surveys to ascertain office space requirements.

Funding: The professional services will be funded using IAA capital funds.

Schedule: Professional Services Contract will be awarded in the fourth (4th) quarter of 2026.

Business Participation: Pursuant to the Interim Final Rule issued by USDOT on October 3, 2025, the following is the goal for this opportunity: 0%.

Expected Deliverables: Deliverables will be defined during Project Scoping and are anticipated to include, but not limited to:

- Detailed Assessment of Existing Conditions, with scaled drawings
- Assessment of staffing needs in conjunction with the IAA
- Development of Alternatives for the spaces, with scaled drawings
- Narrative Report covering the above elements of the project
- Cost estimates for the recommended alternative(s) per major area

EXHIBIT B
BIDDERS LIST AND BUSINESS INFORMATION DOCUMENT

This form must be completed and submitted with all bids, proposals, and SOQ's, by the Prime and all subcontractors/subconsultants in accordance with 49 CFR 26.11 (c) Record Keeping Requirements – Bidders List.

Prime Firm Name: _____

Please complete the following for the prime respondent and each subcontractors proposed for this project. Submit additional copies as needed.

Firm/Business Information ☐ **Prime** ☐ **Subcontractor/Subconsultant**

1. Firm/Subcontractor Name: _____

2. Firm Address (Street, City, State, Zip Code): ☐ HQ ☐ Indiana Office ☐ Both ☐ N/A

3. Firm Headquarters (HQ) Address (Street, City, State, Zip Code): ☐ Same as above (if HQ)

4. Firm Contact Name & Title: _____

5. Phone: _____ Email: _____

6. Applicable NAICS Code(s). Include all that apply to scope of work for project: _____

7. Scope of Work to be performed on this project: _____

8. Age of Firm (Years in Operation): _____ Years

9. Annual Gross Receipts (select one):

☐ < \$500,000 ☐ \$500,000 – \$1M ☐ \$1M – \$2M ☐ \$2M – \$5M ☐ > \$5M

Authorized Representative _____ (Signature)

Authorized Representative _____ (Printed)

EXHIBIT C
OUTSTANDING DISPUTES OR ERRORS AND OMISSIONS CLAIMS FORM
(To be filled out by each Firm)

Indianapolis International Airport
Terminal Building Space Planning

_____ Our Firm is not currently involved in any disputes or E/O
claims
(Initials)

– OR –

Provide an explanation of any disputes or E/O claims any member of the Firm is currently involved:

Company	Explanation

Use additional sheets as needed

NAME: _____ **SIGNATURE:** _____

COMPANY: _____

EXHIBIT D
INSURANCE REQUIREMENTS
(Prime Only)

1. Worker's Compensation Insurance. RESPONDENT shall file with Owner prior to the execution of the Contract, a certification that RESPONDENT carries Worker's Compensation Insurance as required by Indiana law.
2. Bodily Injury and Property Damage. RESPONDENT, prior to execution of the Contract, shall file with Owner copies of completed Certificates of Insurance, as evidence that RESPONDENT carries adequate insurance, satisfactory to Owner, to provide protection against all claims for damages to public or private property, and for bodily injury to persons arising out of and during the performance of the Contract, and to protect Owner's premises on or near the location on which construction operations are to be performed.
 - a. Bodily Injury and Property Damage Other Than Automobile. Unless otherwise specifically required by provisions in the proposal, the minimum limits of property damage and bodily injury liability covering each Contract shall be:
 - Indianapolis International Airport (IND)
\$5,000,000 per occurrence for work outside the Airport Operations Area (AOA)
\$10,000,000 per occurrence for work inside the Airport Operations Area (AOA)
 - Reliever Facilities: Metropolitan (UMP), Indianapolis Regional (MQJ), Eagle Creek (EYE), Hendricks County (2R2) & Heliport (8A4)
\$3,000,000 per occurrence for work outside the Airport Operations Area (AOA)
\$5,000,000 per occurrence for work inside the Airport Operations Area (AOA)
 - b. Comprehensive Automobile Liability Insurance

Includes coverage for any vehicle *owned by the entity or used for the benefit of the operation on airport* (including, but not limited to, all owned, non-owned, hired, licensed or unlicensed, vehicles or leased vehicles, and providing automatic coverage for newly acquired vehicle, covering Bodily Injury (including death) and Property Damage Liability with a combined single limit of not less than the limits set forth below:

 - Indianapolis International Airport (IND)
\$5,000,000 per occurrence for work outside the Airport Operations Area (AOA)
\$10,000,000 per occurrence for work inside the Airport Operations Area (AOA)
 - Reliever Facilities: Metropolitan (UMP), Indianapolis Regional (MQJ), Eagle Creek (EYE), Hendricks County (2R2) & Heliport (8A4)
\$3,000,000 per occurrence for work outside the Airport Operations Area (AOA)
\$5,000,000 per occurrence for work inside the Airport Operations Area (AOA)
 - c. Umbrella or Excess Liability.

In lieu of the total limits of liability being provided under the primary Commercial General Liability and Automobile Liability insurance, the entities or outside parties may provide the liability limit specified by means of a combination of primary and Umbrella/Excess Liability insurance. The Umbrella/Excess Liability coverage must be as broad as or broader than the primary insurance policies.

If Umbrella policies are utilized to meet any limits as prescribed above, all applicable Umbrella policies are required to be endorsed to meet the requirements of coverage

as outlined for Worker's Compensation, Automobile Liability, and Commercial General Liability.

- d. Owner's Protective Liability. Where required as an incident to compliance with Federal laws and regulations, bodily injury and property damage protection shall be extended to Owner and Engineer and its agents.
 - e. Professional Liability. \$2,000,000 limits.
3. Notice. RESPONDENT shall not cancel or reduce the coverage of any insurance required by this Section without providing thirty (30) day prior written notice to Owner. RESPONDENT and its Insurer or its broker shall notify Owner immediately of any reduction by RESPONDENT. RESPONDENT shall cease operations on the occurrence of any such cancellation or reduction, and shall not resume operations until new insurance is in force.
4. Reports. At the request of Owner or its agent, RESPONDENT or his insurance carrier shall report claims received, inspections made, and disposition of claims.

NAME: _____ **SIGNATURE:** _____

COMPANY: _____

EXHIBIT E
SELECTION COMMITTEE

- Marsha Wurster – Senior Director, Commercial Enterprise
- Rachel Stevens – Senior Director, Human Resources
- Drew Genneken – Deputy Senior Director, Planning & Development
- Kevin Forbes – Director, Landside Development
- Jim Cates – Project Manager