

**MEETING NOTES  
TO THE MANDATORY PRE-SUBMITTAL CONFERENCE  
REQUEST FOR QUALIFICATIONS  
GENERAL CONTRACTOR/CONSTRUCTION MANAGER SERVICES  
FOR THE SPOKANE INTERNATIONAL AIRPORT (SIA)**

<b>SIA SECURITY UPGRADES PROJECT #15-43-1866</b>
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**ISSUED THIS DATE:**

**December 2, 2016**

**STATEMENTS OF QUALIFICATION DUE:**

**December 14, 2016, 2:00 p.m.**

This document contains copies of the agenda, sign in attendance log and the PowerPoint presentation used during the mandatory Presubmittal meeting held on November 30, 2016 at 10:00 am in the SIA Board Room. The PowerPoint presentation contains updated information regarding the GC/CM procurement schedule and evaluation/scoring criteria. The updated information supersedes information contained in the Request for Qualifications (RFQ) dated November 4, 2016. Respondents shall take these meeting notes into consideration when preparing and submitting their Statements of Qualifications (SOQ).

**NOTE: SOQ transmittal letter must acknowledge these meeting notes and all numbered addenda issued.**

The last date to submit written questions, via email, regarding this RFP is Monday, December 5, 2016 at Noon (PSDT) to Matt Breen, Director, Engineering & Planning. His contact information was provided in the RFP. Firms are encouraged to submit any questions regarding the information provided for Phase 1 earlier than December 5<sup>th</sup> to allow for the Airport to respond in a timely manner. Issuance of the last addenda is anticipated no later than December 9, 2016.

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1. The meeting began at 10:00 a.m. in the Spokane Airport Board Room.
  2. A copy of the mandatory Presubmittal meeting attendance sign in sheet is at enclosure 1.
  3. A copy of the meeting agenda is at enclosure 2.
  4. A copy of the Presubmittal meeting PowerPoint presentation is at enclosure 3.
  5. A brief narrative of the overall project scope, funding source and budget was presented. The scopes of work addressing airfield perimeter security, FIDS/BIDS, GIDS and terminal access control enhancements were graphically shown and their scope generally discussed. The total project budget is capped at \$11.00MM dollars. Based upon priorities of scope of work, the budget within the three major projects can be reallocated by the Airport as the project design is defined and developed.
  6. SIA stated they recently selected the Faith Group, LLC, as the most qualified architectural firm for the project. The firm will provide services from its Minneapolis, MN office. The Airport and the Faith Group are engaged in negotiating scope of work and then fee.
  7. GC/CM Phase I submittal requirements, evaluation criteria and scoring was discussed. The scoring for Phase 1 will not carry over to Phases II and III as stated in the RFP dated November 4, 2016.
  8. Revised evaluation and scoring criteria will be provided to those firms who are selected and notified for shortlisting and advancement to Phase II (Interviews).

9. The procurement schedule presented at the meeting varied from the RFQ. This revision is the most current procurement schedule and attendees were advised to rely on this schedule as the procurement process moves forward. The Airport reserves the right to adjust or alter the procurement schedule that best meets the needs and requirements of staff, senior executive leadership and/or the Airport Board.
10. Future communication in Phase 1 for addenda or project specific information will be provided via email from OAC. Addenda or project update information will be posted on the SIA website and should be issued by December 9. SIA requests that organizations that receive an email notification acknowledge receipt electronically. OAC will maintain notifications and acknowledgements.

The following question was posed during the Presubmittal meeting:

Question 1. Can firms take photographs of the project which would enhance the quality of our submittals and/or presentations?

**Response: Firms are authorized to take photographs in the public areas. As professional courtesy, firms may contact M. Breen notifying him where/when photographs will be taken. Photographs in the public space are allowed and are deemed important to enhance each firm's presentation.**

No further questions were asked. The meeting adjourned at 10:35 a.m.

3 enclosures

- 1 – Attendance Meeting Sign in Sheet
- 2 – Meeting Agenda
- 3 – Presubmittal Presentation

## **END OF MEETING NOTES**



Spokane International Airport  
SIA Security Upgrades Project #15-43-1866  
GC/CM Services Mandatory Pre-Submittal Meeting  
Date: Wednesday, November 30, 2016  
Time: 10 a.m.  
Location: SIA Board Room

PLEASE PRINT CLEARLY

NAME	FIRM NAME	PHONE/CELL	EMAIL ADDRESS
Matt Breen	SIA, Director, Engineering & Planning	509-455-6413	<a href="mailto:mattb@spokaneairports.net">mattb@spokaneairports.net</a>
Greg Brown	OAC Services, Inc.	509-481-9345	<a href="mailto:gbrown@oacsvcs.com">gbrown@oacsvcs.com</a>
Rusty Pritchard	OAC Services, Inc.	509-216-2032	<a href="mailto:rpritchard@oacsvcs.com">rpritchard@oacsvcs.com</a>



Spokane International Airport  
SIA Security Upgrades Project #15-43-1866  
GC/CM Services Mandatory Pre-Submittal Meeting  
Date: Wednesday, November 30, 2016  
Time: 10 a.m.  
Location: SIA Board Room

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NAME	FIRM NAME	PHONE/CELL	EMAIL ADDRESS
Brian Singer	Lypia	509-534-0451	bsinger@lydig.com
Brian Holecek	Graham Construction	509-534-1030	Brianhol@graham.us.com
Michael McAnna	Graham Const.	509-534-1030	MichaelMCC@graham.us.com
KYLE SANFORD	INTERMOUNTAIN MATERIALS TESTING & GEOTECHNICAL	509-474-9764	KSANFORD@IMT-TESTING.COM
Tom Morrow	GARCO CONST	509-535-4688	TOM@GARCO.COM
Bill Borten	Borten "	509 535 3531	bill@bortencorstruction.com
Bob Byrd	Borten	509-713-0335	Bob@Bortencorstruction.com
Seth Rutter	Halme Const.	509-725-4200	Seth@halmeconstruction.com



Spokane International Airport  
SIA Security Upgrades Project #15-43-1866  
GC/CM Services Mandatory Pre-Submittal Meeting  
Date: Wednesday, November 30, 2016  
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PLEASE PRINT CLEARLY

NAME	FIRM NAME	PHONE/CELL	EMAIL ADDRESS
Scott McBlocklin	Graham	998-5604	scottmcgl@grahamur.com
Kristofer Niebuhr	Cornerstone	509-344-9067	kniebuhr@ecs-systems.com
ISAAC SMITH	BOUTEN	509-535-3531	isaacs@boutenconstruction.com
DAN WATKINS	Bouten	509 3704159	DWatkins@boutenconstruction.com
CORY COLVIN	Colvico	509-252-5848	ccolvin@colvicoinc.com



**Spokane International Airport (SIA)**  
**Project Name: SIA Security Upgrades Project #15-43-1866**  
**Subject: GC/CM Mandatory Pre-Submittal Meeting**  
**Date: Wednesday, November 30, 2016**  
**Time: 10:00 a.m.**  
**Location: SIA Board Room**

## **Meeting Agenda**

### **Topic**

1. Welcome and Introductions (sign-in sheet)
2. Project Scope & Budget
3. Project Master Milestone Schedule
4. Scope of the Work
5. Phase I SOQ Schedule, Submittal Requirements, Evaluation & Scoring
6. Phase II and II Schedule
7. Questions and Answers
8. Adjourn



**GC/CM Services  
Mandatory Presubmittal Meeting  
Spokane International Airport (SIA)  
Security Upgrades Project  
November 30, 2016**




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**Agenda**

- Welcome and Introductions
- Project Scope & Budget
- Project Master Milestone Schedule
- Scope of the Work – Site Familiarity
- Phase I SOQ Schedule, Submittal Requirements & Evaluation
- Phase II (Interviews) & III (Final Price Proposal) Schedule
- Questions & Answers

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**Project Scope & Budget – PFC #10 Application**

Scope	Budget
<b>Project #2: Airfield Perimeter Fencing</b>	<b>\$5.0MM</b>
“Hard” fencing at 2 locations	
Multiple pieces of “cabled” fencing	
CCTV/Access Control at 15 gate locations	
<b>Project #3: FIDS/BIDS/Gate Information Display Enhancements</b>	<b>\$3.5MM</b>
LAN monitor	
Visual paging	
Server replacement and storage capability	
<b>Project #4: Terminal Access Control Enhancement</b>	<b>\$2.5MM</b>
Card Reader In – Out doors including jetways; software	
Bollards	
<b>Total Project Budget (All local funds)</b>	<b>\$11.0MM</b>
<b>Total Cost of Construction (includes Fee, SGS &amp; NSS)</b>	<b>\$ 7.7MM</b>

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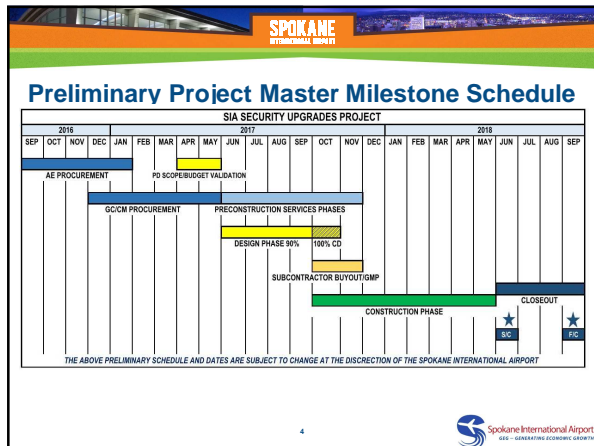
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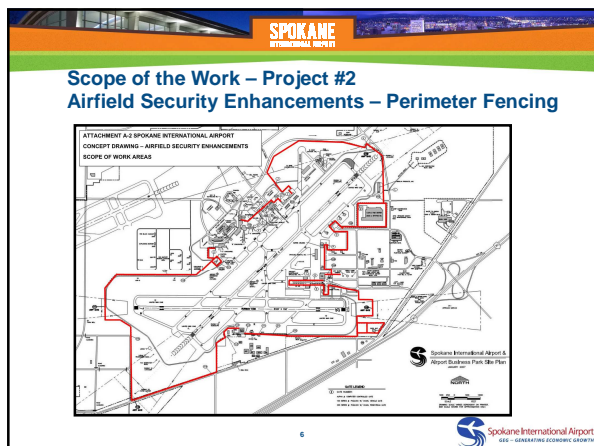
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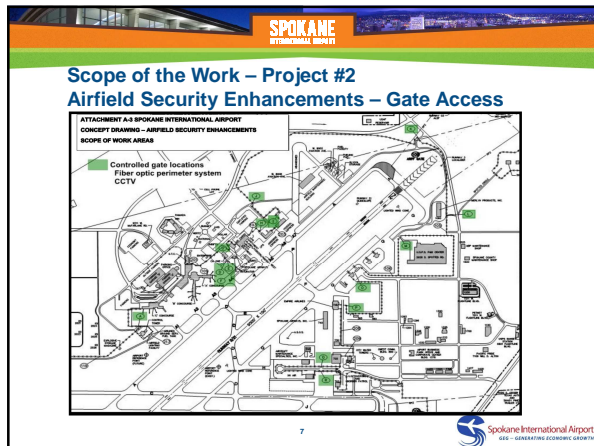
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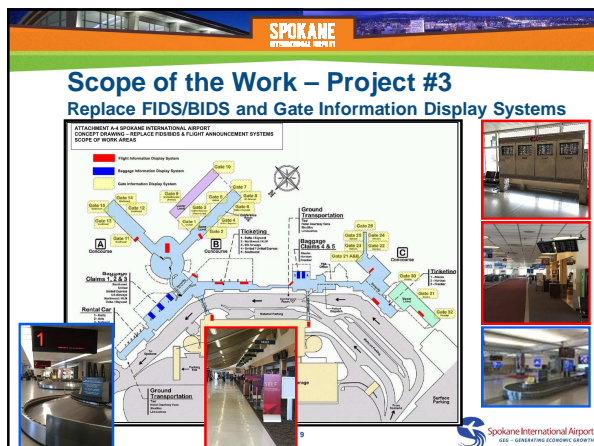
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## Scope of the Work – Project #4

### Terminal Access Control Enhancements



Card Reader In – Out doors including jetways  
Bollards

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## Phase I Schedule

Date	Selection Process
Nov 30, 2016	<u>Mandatory</u> Pre-Proposal Conference at <b>10:00 a.m.</b>
Dec 5, 2016	Last day for questions from Proposers, 4:00 p.m.
Dec 14, 2016	Statements of Qualification due at 2:00 pm.
Dec 19, 2016	Initial screening and short-listing of firms.
Week of Jan 3 - 6, 2017	Notifications sent to firms along with the contract attachments, modified scoring criteria, schedule.

THE ABOVE PRELIMINARY SCHEDULE AND DATES ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE SPOKANE INTERNATIONAL AIRPORT

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**PHASE I: SOQ Submittal Requirements:**  
 5 hard copies of SOQ and 1 PDF of SOQ submittal on thumb drive  
 SOQ's due Wednesday, December 14, 2016 at 2 p.m.

Phase I SOQ Evaluation Criteria & Points:	
SOQ Format	Points
Table of Contents	
Transmittal Letter	
Staff Qualifications	30 points
Firm Past Performance on Relevant Projects	25 points
Self-performed Work, Location, and Current Workload	15 points
Accident Prevention, Safety, and Claims	5 points
Project Approach	25 points
<b>Total Possible Points</b>	<b>100 points</b>

Most highly ranked firms invited to move to Phase 2 (Interviews)

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### Phase I Evaluation and Scoring

- Phase I points will not carry over to further phases.
- Highest ranked firms asked to move to Phase II (Interviews).
- Phases II (Interviews) & III (Final Proposals) modified scoring criteria will be provided to notified short listed firms at the beginning of Phase II.

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### Phase II Interview Schedule

Date	Selection Process
January 30, 2017	Short listed firms submit resumes, references, qualifications and issues; and self-performance plans by 3:00 p.m.
February 6-10, 2017	Schedule site walk through with short listed teams.
February 13-17, 2017	Interviews.
February 20-24, 2017	Alternate week for Interviews.
March 6-10, 2017	GC/CM Selection Committee recommendation of firms to submit cost proposals.
March 13, 2017	Shortlisted GC/CM firms notified/invited to submit cost proposals.

THE ABOVE PRELIMINARY SCHEDULE AND DATES ARE  
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### Phase III Final Proposal Schedule

Date	Selection Process
March 28, 2017	Submit fully compliant cost proposals, due at 2:00 p.m.
March 28 – Apr 5, 2017	Owner review of proposals.
April 6, 2017	Selection and Intent to Award Contract – Preconstruction Services.
April 13 – April 28, 2017	Negotiate Preconstruction Services Contract.
May 10, 2017	Submit recommendation to SIA Engineering Subcommittee for selected GC/CM firm and award Preconstruction Services Contract.
May 2017	Spokane Airports Board approval of GC/CM selection and Preconstruction Services Contract.

THE ABOVE PRELIMINARY SCHEDULE AND DATES  
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THE SPOKANE INTERNATIONAL AIRPORT
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### Questions & Answers

- SOQ's due Wednesday, December 14, 2016 at 2 p.m.
- Deliver SOQ to:  
**Matt Breen**  
Director, Planning & Engineering Department  
Spokane International Airport  
9000 W. Airport Drive, Suite #204  
Spokane, WA 99224

MARK ENVELOPE WITH: "SOQ: SIA SECURITY UPGRADES  
PROJECT #15-43-1866"

- Any clarifications will be posted at  
SIA webpage <http://business.spokaneairports.net/rfp>

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## Thank you



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