



**Request for Qualifications  
Spokane Airport Board  
Professional Architectural and Engineering Services**

**Felts Field Bulk Hangar Project, #16-30-9999-016**

The Spokane Airport Board is requesting Statements of Qualification (SOQ) from qualified consulting firms for professional architectural and engineering services for the Felts Field Hangar Project. SOQs will be received by the Spokane Airport Board until **2:00 p.m. on March 14, 2017**.

**A. SCOPE OF WORK**

The project Scope of Work (SOW) includes providing all architectural; civil, structural, mechanical and electrical engineering; and all other necessary professional services including value engineering services to provide complete plans, specifications, and bidding documents for the Felts Field Hangar Project, a proposed 16,000 SF pre-engineered bulk hangar with a finished interior floor plan consisting of office, shop, restrooms, and mezzanine level. The Hangar's exterior should reflect the historic nature of Felts Field as the birthplace of aviation in the Pacific Northwest. The project will include vehicle parking and other site improvements. The scope of work will include demolition of existing Hangar #7. Hangar #7 is listed on the National Register of Historic Places, and the scope of work will include assistance on administrative or regulatory work associated with the building demolition. The scope may also include design and construction of an additional smaller building on a nearby site which is expected to be used as meeting space for aviation groups. The project design and construction schedule will be structured to allow occupancy of the hangar in the first quarter of 2018.

Construction management and administration (CM/CA) services may be included in the final scope of work; it is expected that this portion of the work will be performed by a credentialed and experienced construction management professional.

The selected firm is expected to propose a team that is capable of providing all required services.

**B. INFORMATIONAL MEETING**

A non-mandatory project information meeting is scheduled for **March 1, 2017 at 2:00 p.m.**, at the Spokane International Airport Board Room, 9000 W. Airport Drive, Suite 204, Spokane, WA 99224.

**C. SUBMITTAL REQUIREMENTS**

Seven (7) hard copies of the SOQ shall be provided along with one (1) copy in pdf format on a USB flash drive. Each copy shall be marked on the cover:

RFQ: Felts Field Bulk Hangar Project, #16-30-9999-016

and shall contain the name of the firm responding to this RFQ.

1. Clarifications

Any clarifications or modifications will be provided in writing by the Airport and will be communicated via the Airport's website. Any request for clarifications must be received by Airport staff at least five working days prior to the submittal deadline. Any questions relating to the submittal requirements shall be submitted in writing to:

Matt Breen  
Director, Planning and Engineering Department  
Spokane International Airport  
9000 W. Airport Drive, #204  
Spokane, WA 99224  
E-mail: [mattb@spokaneairports.net](mailto:mattb@spokaneairports.net)

2. Related Information

Firms are advised to familiarize themselves with the Airport's standard Professional Services Agreement (PSA) and be prepared to accept without modification the terms and conditions contained therein. The selected consultant will be expected to execute the Airport's PSA.

This Request for Qualifications (RFQ) is posted on the Spokane Airports website at <http://business.spokaneairports.net/rfq>.

**D. SUBMITTAL REQUIREMENTS**

SOQs shall respond to each criteria listed below. SOQs should be clear and concise and formatted as outlined below to provide the Selection Committee with the following information and allow for consistent evaluation of each submittal.

Transmittal Letter

Provide a transmittal letter which introduces the consulting firm and team. Discuss services offered, size of staff, and office location(s) of the consulting firm(s).

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Include an identification of the material by section and page number.

Describe the qualifications, experience, and capabilities of the proposing firm and team in the order presented below.

1. *Project Organization and Staff Experience.* Include an organizational chart indicating project team structure that is proposed to implement the project. Identify the primary point of contact, support staff, subconsultants, and location of office where the majority of work of the prime consultant will be completed. Include resumes of the key project personnel identifying professional qualifications, experience, and capabilities.

2. *Specific Relevant Projects.* Include and describe projects of similar scope that the firm and team have completed or participated on in the past five (5) years, including historical buildings work.
3. *Project Understanding and Approach.* Demonstrate an understanding and familiarity of the unique aspects of this project and describe your approach to completing the project.
4. *References.* Provide a list of three (3) references that have specific knowledge of work performed by the consultant.

**E. EVALUATION AND SELECTION**

All SOQs received will be evaluated and ranked based upon the responsiveness to the RFQ. A minimum of two (2) firms may be selected for further evaluation and requested to participate in a formal interview as part of the selection process. Alternatively, the Airport may choose to select the most qualified firm or team directly following the evaluation of the submitted SOQs. One consultant will be selected for negotiation of a PSA.

**F. SCOPE OF WORK AND FEE PROPOSAL**

Following the selection process, the Airport will enter into contract negotiations with the selected consultant. The Airport and consultant will meet to discuss the proposed services and scoping of work. The selected consultant will be expected to prepare and submit a proposal detailing hourly rates, markups, anticipated reimbursable expenses, direct salary costs, labor, general and administrative overhead, and profit data for the project. A cost analysis may be performed for each of these negotiations. Work will be performed on a lump sum basis or a time and materials basis for a not-to-exceed contract amount, based on the specific identified tasks. If rates and reimbursable items cannot be agreed upon between the Airport and the consultant, negotiations will be terminated. The Airport will then enter into negotiations with the next highest qualified consultant.

**G. QUALIFICATION SUBMITTALS**

SOQs shall be submitted to:

SPOKANE INTERNATIONAL AIRPORT  
ATTN: Matt Breen, Planning & Engineering Department  
9000 West Airport Drive, Suite 204  
Spokane, WA 99224  
RE: Felts Field Hangar Project, #16-30-9999-016

THE SPOKANE AIRPORT BOARD RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, TO WAIVE ANY IRREGULARITIES IN THE PROPOSALS RECEIVED, AND TO ACCEPT THE PROPOSAL DEEMED MOST ADVANTAGEOUS TO THE BEST INTERESTS OF THE SPOKANE AIRPORT BOARD. ALL PROPOSALS BECOME THE PROPERTY OF THE AIRPORT. THE AIRPORT IS AN EQUAL OPPORTUNITY EMPLOYER.