



**Request for Qualifications  
Spokane Airport Board  
Consulting Engineering Services**

**Trunk Rail Extension Project, #17-43-1896**

The Spokane Airport Board is requesting Statements of Qualifications (SOQ) from qualified consulting firms or teams of firms for engineering services related to the Spokane International Airport's (SIA) Trunk Rail Extension Project.

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

SOQs will be received by the Spokane Airport Board **until 2:00 p.m. on Thursday, April 27, 2017**.

It is anticipated that a Professional Services Agreement (PSA) will be awarded by the Spokane Airport Board at its next regularly scheduled meeting.

**A. SCOPE OF WORK**

The purpose of the project is to provide a trunk rail line into an area designated for industrial development on land owned by the Airport to support future aeronautical and non-aeronautical development. The project Scope of Work (SOW) includes all civil, geotechnical, survey, electrical, mechanical, permitting and any other engineering services necessary to deliver a complete design through construction bidding documents. The proposed project includes the installation of a switch on the existing Geiger Spur rail line owned by Spokane County and extension of rail approximately 5,000 ft. across land owned by the Airport, including installation of a crossing at Craig Road, and continuation of rail from Craig Road into Airport owned property east of Craig road to a termination point as far as the budget will allow. For planning purposes, the total budget is approximately \$2.0M for design and construction.

**B. INFORMATIONAL MEETING**

A non-mandatory informational meeting is scheduled for **Thursday, April 20, 2017 at 11:00 a.m.** in the Board Room at Spokane International Airport.

**C. SUBMITTAL REQUIREMENTS**

Five (5) copies of the SOQs shall be provided with one (1) thumb drive of the SOQ submittal in pdf format. Each copy shall be marked on the cover:

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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 directed to:

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

2. Related Information

Professional services providers are advised to familiarize themselves with the Airport's Professional Services Agreement (PSA) and the terms and conditions contained therein. The selected consultant will be expected to execute the Airport's PSA.

**D. STATEMENT OF QUALIFICATIONS**

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.

1. Table of Contents

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

2. 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).

3. Statement of Qualifications

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

- a. *Relevant Projects.* Include and describe projects of similar scope of work that the firm and team have completed or participated in the past five (5) years. Highlight the prime firm's (and sub-consultant firms) relevant project experience to this project.
- b. *Project Organization and Staff Experience.* Include the organizational structure that is proposed to implement the project, identifying the primary point of contact, support staff, sub consultants, 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, capabilities, role on this project and relevant projects each has completed. Highlight the technical proficiency and competency your firm and sub-consultant(s) bring to this project.

- c. *Project Understanding and Approach.* Demonstrate an understanding and familiarity of this project. Describe your approach to completing the project. Briefly list and/or describe project assumptions, planning considerations and/or other relevant project information the Airport may find important to consider.

#### 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 base the selection on 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 detailed breakdown proposal detailing hourly rates, markups, anticipated reimbursable expenses, direct salary costs, labor, general and administrative overhead, and profit data for the project. Work will be performed on a lump sum basis and/or a time and materials basis for a not-to-exceed contract amount, based on the specific identified tasks of the SOW. If scope and fee 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  
Spokane International Airport  
9000 West Airport Drive, Suite 204  
Spokane, WA 99224

Re: Trunk Rail Extension Project #17-43-1896

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.

Spokane International Airport is an Equal Opportunity Employer and encourages Women, Minority, Disadvantaged Business Enterprises and small businesses to participate in the competitive proposal process.