



**Request for Qualifications
Spokane Airport Board
Professional Consultant Services**

Airport Administrative Offices Renovation Project, #18-49-1916

The Spokane Airport Board is requesting Statements of Qualifications (SOQ) from qualified firms or teams of firms for services for the Airport Administrative Offices Renovation Project at Spokane International Airport. SOQs will be received by the Spokane Airport Board until **2:00 p.m. on Friday, February 23, 2018.**

A. SCOPE OF WORK

Existing administrative office space on the second floor of the Terminal Building at Spokane International Airport is at capacity. The current configuration of office floor plans provides inadequate flexibility to increase staffing levels and associated work spaces. The project Scope of Work (SOW) for this project includes preparation of a Good Faith Survey; evaluation of existing spaces and potential expansion areas; planning and programming the use of spaces; preparing conceptual layouts and cost estimating; providing architectural, structural, mechanical and electrical engineering, and other necessary professional services to provide complete plans, specifications, and bidding documents for the Airport Administrative Offices Renovation Project. The selected firm is expected to propose a team that is capable of providing all required services.

B. INFORMATIONAL MEETING

A non-mandatory informational meeting is scheduled for **Tuesday, February 13, 2018 at 1:00 p.m.** in the Board Room at Spokane International Airport.

C. SUBMITTAL REQUIREMENTS

Five (4) hard copies and one (1) thumb drive in pdf format of the SOQ submittal shall be provided. Each copy shall be marked on the cover:

RFQ: Airport Administrative Offices Renovation Project, #18-49-1916

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:

Lisa Corcoran
Project Manager, Planning & Engineering Department
Spokane International Airport
9000 W. Airport Drive, #204
Spokane, WA 99224
Phone: (509) 455-6406
E-mail: Lcorcoran@spokaneairports.net

2. Related Information

Firms are advised to familiarize themselves with the Airport's standard Professional Service 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. It is anticipated that a PSA will be awarded by the Spokane Airport Board at its April 2018 meeting.

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

Spokane International Airport is an Equal Opportunity Employer.

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.

Transmittal Letter

Provide a one-page transmittal letter which introduces the consulting firm and team. Discuss services offered, size of staff, and office location(s) of the consulting firm(s). Include the SOQ point of contact with their email and telephone number.

Table of Contents

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

Statement of Qualifications

Provide no more than 15 double-sided pages describing the qualifications, experience, and capabilities of the proposing firm and team in the order presented below. Covers, tabs, transmittal letter, and table of contents will not be included in the page count.

1. *Specific Relevant Projects.* Include and describe projects of similar scope that the firm and team have completed or participated in the past five (5) years.
2. *Project Organization and Staff Experience.* Include the organizational structure that is proposed to implement the project, identifying 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, capabilities, and relevant projects each have completed.

3. *Project Understanding and Approach.* Demonstrate an understanding and familiarity of the project. Describe your approach to successfully completing the tasks and anticipated workload for this 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 to be included in the SOW. The selected consultant will be expected to prepare and submit a detailed breakdown proposal identifying 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 amount, based on the specific identified tasks of the Scope of Work. 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: Lisa Corcoran, Planning & Engineering Department
9000 West Airport Drive, Suite 204
Spokane, WA 99224

RE: Airport Administrative Offices Renovation Project, #18-49-1916

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.