



**Request for Qualifications
Spokane International Airport
Professional Architectural/Engineering Services**

SIA Security Upgrades Project, #15-43-1866

The Spokane Airport Board is requesting Statements of Qualifications (SOQ) from qualified consulting firms or teams of firms for architectural and engineering services related to the Spokane International Airport (SIA) Security Upgrades Project.

The project will include airfield perimeter security improvements; upgrades to the airport terminal flight and baggage information display systems (FIDS/BIDS) and flight announcement systems; and enhancements to airport terminal CCTV and access control systems.

The project has been approved by the Washington State Capital Project Advisory Review Board's Project Review Committee for the use of the General Contractor/Construction Manager (GC/CM) alternative contract delivery method per RCW 39.10.340.

The project will use Passenger Facility Charge (PFC) funds. The total project budget is approximately \$11 million dollars. The estimated total cost of construction is \$7.7 million dollars. All phases of the project require a collaborative and responsive design team to deliver, with the selected GC/CM, a well-coordinated and executed set of bid documents that produces seamless implementation results and maintains uninterrupted Airport operations and security.

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

SOQs will be received by the Spokane Airport Board until **2:00 p.m. on Thursday, September 22, 2016**.

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 project Scope of Work (SOW) includes architectural, structural, mechanical, civil, geotechnical, and electrical engineering to include: Special Systems (Security, Data Network, Audio Visual, and Telecommunications), survey, and other necessary services to provide for the design, construction and closeout phases of the SIA Security Upgrades Project. Pre-design scope and budget priorities are essential prior to the start of design. Reconciliation of project scope of work and budget between SIA, the selected A/E, and the GC/CM firm will occur at each phase of the design.

The project may include geotechnical evaluation of underground utility pathways and locations of permanent security structures to enhance Airfield perimeter and terminal security and airfield access gate locations.

The selected firm is expected to propose a team that is capable of providing all required services for the duration of the project's final acceptance.

B. INFORMATIONAL MEETING

A non-mandatory informational meeting, followed by a site visit, is scheduled for Tuesday, September 6, 2016 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:

RFQ: SIA Security Upgrades Project, #15-43-1866

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 and Washington State's GC/CM alternative public works contracts per RCW 39.10.340 - 410. Include project scope information on each project (sf, scope of work/services provided, construction budget and actual contract construction contract). Highlight the proposed team's experience working on relevant or other projects together.

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. Indicate the estimated dedicated involvement of time (as a percentage) for each proposed personnel, by schematic, design development, construct document, construction and project closeout phases. List what other projects the proposed team members are currently engaged in and list a percentage of their time on those projects.

Specifically address the proposed project manager's relevant experience with the envisioned scope of work, services and implementation within an operating airport environment. Indicate where the proposed project manager will be located during each stage of design, construction, implementation and project closeout.

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.

In preparing staff resumes, highlight qualifications and credentials of proposed staff, including:

- 1) Years of experience performing professional work associated with their discipline in an Airport environment;
- 2) Current professional registrations, as applicable;
- 3) Registered Communication Distribution Designer (RCDD);
- 4) Cisco Certified Network Architect (CCNA);
- 5) Certified Protection Professional (CPP) or Physical Security Professional (PSP); and
- 6) Certified Technology Specialist – Design (CTS-D).

Proposed staff technical expertise. Provide detailed descriptions of your team's experience designing the following systems in an active airport environment:

- 1) Architectural upgrades to technology spaces with critical systems within an active airport;
 - 2) Electrical systems to support special systems upgrades in and around the airport;
 - 3) Structural, Mechanical and Plumbing systems upgrades around critical systems within an active airport;
 - 4) Telecommunications Infrastructure including: Outside Plant (OSP), Inside Plant (ISP), Structured Cabling;
 - 5) Data Network including: Local Area Network (LAN), Network Security and Campus Area Network;
 - 6) Electronic Safety & Security System (ESS) including: Access Control, Video Management Systems, Video Surveillance, Intrusion Detection Systems; and
 - 7) Audiovisual Systems including Information Display Upgrades, Visual Paging Systems, Audible Paging Systems, assessment of the Speech Intelligibility of amplified audio signals using 3D models.
- 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. Describe your firm's experience on how you would advise SIA and plan for the current scope of work and system and potential future expansion of the SIA's terminal and airside operations facilities and systems. Describe your management and design approach to quickly assimilate and collaborate with SIA and the selected GC/CM firm to confirm and align scope, design, and budget in all phases of the project.

- d. *GC/CM Experience.* Prepare a matrix of the proposed personnel and their relevant Washington State GC/CM project experience and role(s) in each project listed in Section D.3.b. or other relevant GC/CM projects.

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.

All proposals received will be reviewed by the Selection Committee. Each evaluation criterion has been assigned points based on its relative value to the project and importance of services and firm qualifications. The criteria and their associated points are as follows:

Statement of Qualifications Criteria and Scoring:

Relevant Projects	30 points
Project Organization and Staff Experience	50 points
Project Organization Chart (15 points)	
Project Manager (20 points)	
Staff Resumes & Technical Expertise (15 points)	
Project Understanding & Approach	50 points
<u>GC/CM Experience</u>	<u>20 points</u>
Total (maximum):	150 Points

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
SIA Security Upgrades Project, #15-43-866
Spokane International Airport
9000 West Airport Drive, Suite 204
Spokane, WA 99224

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.