

Request for Qualifications Spokane International Airport On Call Consulting Architectural & Engineering Services

The Spokane Airport Board is requesting Statements of Qualifications from qualified firms for on call architectural & engineering services.

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

Statements of Qualifications will be received by the Spokane Airport Board until 2:00 p.m. on Friday, December 5, 2014. Following a review of all statements of qualifications received, the Selection Committee may establish a short list of firms or teams of firms submitting proposals and may invite those short listed to make an oral presentation. Alternatively, the Committee may opt to select the most qualified firm or team directly following review of statements of qualifications.

It is anticipated that a Professional Services Agreement will be awarded by the Spokane Airport Board at its January 2015 meeting. Firms are advised to familiarize themselves with the Airport's Professional Services Agreement and be prepared to accept without modification the terms and conditions contained therein.

A. SCOPE OF WORK

Scope will include architectural, electrical engineering, mechanical engineering, structural engineering, survey, interior design and other professional services on an on call basis for lease and marketing exhibits and small project work. The work will occur through December 31, 2015 and will have a yearly maximum contract amount of \$150,000. The Airport may extend this contract for two additional years for the same yearly maximum amount.

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 Wednesday, November 19, 2014 at 1:00 p.m. in the Board Room at Spokane International Airport.

C. SUBMITTAL REQUIREMENTS

Four (4) copies of the Statement of Qualifications shall be provided. Each copy shall be marked on the cover:

RFQ: On Call Architectural & Engineering Services

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

1. Clarifications

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

Matt Breen
Acting Director, Planning and Engineering Dept.
Spokane International Airport
9000 W. Airport Drive, #204
Spokane, WA 99224
Phone: (509) 455-6413
e-mail: mattb@spokaneairports.net

2. Related Information

The selected consultant will be expected to execute the Spokane Airports standard Professional Services Agreement.

D. **SELECTION CRITERIA**

Statements of Qualifications shall respond to each criteria listed below. Statements of Qualifications 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. Transmittal Letter:

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

2. Consultant Qualifications and Capabilities:

- ◆ Provide Standard Federal Form 330 – Architect/Engineering Qualifications.
- ◆ Provide no more than 15 pages describing the qualifications and capabilities of the proposing firm or team to complete all anticipated aspects of the work. Respond to the following selection criteria in the order presented. Any additional information shall be included in appendices after the primary response to the Statement of Qualifications:
 1. Identify the proposed primary point of contact and the organization of the project team.
 2. Provide professional experience and qualifications of key personnel expected to be assigned to the work.
 3. Demonstrate an understanding/familiarity with airports, and specifically with Spokane International Airport and Felts Field.
- Form 330, printed marketing literature, resumes, reference page and page dividers shall not count in the fifteen (15) page Statement of Qualifications limit.

- The entire proposal may not exceed one inch in thickness.

3. References:

Provide a list of three (3) references that have specific knowledge of work performed by the consultant.

E. **EVALUATION AND SELECTION**

All Statements of Qualifications received will be evaluated and ranked based upon the responsiveness to the request for qualifications, experience and innovation. A minimum of two (2) firms may be selected for further review. The firms selected for further evaluation may be requested to participate in a formal interview as part of the selection process or the Airport may choose to select based on the submitted statements of qualifications. One consultant will be selected for negotiation of a contract.

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

Following the selection process, the Owner (Spokane Airport Board) will enter into contract negotiations with the selected Consultant. Owner 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. A cost analysis may be performed for each of these negotiations. Some work will be performed on a time and materials basis for a not-to-exceed contract amount for each identified task, some work may be performed on a lump sum basis. If rates and reimbursable items cannot be agreed upon between the Owner and the Consultant, negotiations will be terminated. The Owner will then enter into negotiations with the next highest qualified Consultant.

Draft Professional Services Scope of Work

The scope of work may include:

Marketing/Properties

- Site plans
- Site surveys
- Building layouts
- Lease boundary survey and staking
- Utility layouts
- FAA 7460-1 calculations, forms, sketches
- Lease exhibits
- Other Arch/Electrical/Mechanical/Structural/Other services in support of the Marketing/Properties Department

Design Services

- Scoping and estimating
- Design and construction schedules
- Design documents
- Project survey

- Field verification
- As-built documents
- Construction support
- Value engineering process
- Other Arch//Electrical/Mechanical/Structural/Other services in support of the Engineering Department

G. **QUALIFICATION SUBMITTALS**

Statements of Qualifications shall be submitted to:

SPOKANE AIRPORT BOARD
PLANNING & ENGINEERING DEPARTMENT
On Call Consulting A & E Services
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.