



Request for Qualifications Spokane International Airport

On-Call Architectural & Engineering Task Order Services, #19-43-9999-001

The Spokane Airport Board is requesting Statements of Qualifications (SOQ) from qualified consulting firms for on-call architectural & engineering task order services.

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 Friday, November 16, 2018.

It is anticipated that a Professional Services Agreement (PSA) will be awarded by the Spokane Airport Board at its December 13, 2018 meeting.

A. SCOPE OF WORK

Scope will include architectural, civil, geotechnical, electrical, mechanical, and structural engineering; survey; interior design; and other professional services on an on-call basis for lease and marketing exhibits and small project work. The term of the Contract will last through December 31, 2019 and may be extended for two additional one-year terms for the same yearly maximum amount. The Contract will have a yearly maximum amount of \$250,000.

Services may include:

- Site Plans
- Utility Layouts
- Site Surveys
- Lease Boundary Surveys
- Lease Exhibits
- FAA 7460-1 Calculations, Forms, Sketches
- Scoping and Estimating
- Design Documents
- Field Verifications
- As-built Documents
- Construction Support
- Value Engineering
- Biddability/Constructability Design Reviews
- Other Arch/Electrical/Mechanical/Structural/other Services

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, October 31, 2018 at 9:00 a.m. in the Executive Conference Center at Spokane International Airport.

C. SUBMITTAL REQUIREMENTS

Four (4) copies of the SOQ shall be provided with one (1) thumb drive 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:

Lisa Corcoran
Project Manager, Planning and 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 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.

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. Qualifications

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

a. *Relevant Projects.* Include and describe projects of similar scope of work that the firm and team have completed or participated on in the past five (5) years.

- b. *Project Organization and Staff Experience.* Include the organizational structure that is proposed to implement the on-call services, 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.
- c. *Project Understanding and Approach.* Demonstrate an understanding and familiarity of on-call services and types of projects. Describe your approach to completing on-call 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 select based 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 Spokane Airport Board will enter into contract negotiations with the selected Consultant. The Airport Staff and Consultant will meet to discuss the proposed work under the on-call services. The selected Consultant will be expected to prepare and submit a proposal detailing hourly rates and anticipated reimbursable expenses. A cost analysis may be performed for each of the tasks. Work will be performed on a time and materials basis with a not-to-exceed amount or on a lump sum basis for each identified task. If rates, mark-ups, and reimbursable items cannot be agreed upon between the Airport Staff and the Consultant, negotiations will be terminated. The Owner will then enter into negotiations with the next highest qualified Consultant.

G. QUALIFICATION SUBMITTALS

SOQs shall be submitted to:

SPOKANE AIRPORT BOARD
PLANNING & ENGINEERING DEPARTMENT
On-Call Architectural & Engineering Task Order Services, #19-43-9999-001
Spokane International Airport
9000 West Airport Drive, #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.