

RE: SPOKANE AIRPORT BOARD
REQUEST FOR QUALIFICATIONS
ARCHITECTURAL & ENGINEERING (A/E) CONSULTANT ROSTER
SPOKANE INTERNATIONAL AIRPORT, AIRPORT BUSINESS PARK, AND FELTS FIELD

Updated: October 12, 2016

The Spokane Airport Board is requesting Statement of Qualifications for Professional Services from firms for inclusion on the A/E Consultant Roster.

Statements of Qualifications (SOQ) are being received by the Spokane Airport Board for the 2017/2018/2019 roster on an on-going basis. These submittals form the basis for establishment of a roster of firms for a three year period, who qualify to negotiate consulting services with Spokane Airports for selected projects with fees less than \$50,000.

1. **SCOPE OF WORK CATEGORIES**

Firms providing professional services for:

Architecture	Landscape Architecture
Asbestos Survey and Analysis	Mapping and Photogrammetry
Civil Engineering	Mechanical Engineering
Construction Management	Permitting
Electrical Engineering	Planning and Studies
Environmental Engineering	Site Utilities
Estimating/Scheduling/Claims	Structural Engineering
Facility Assessments	Surveying
Fire Protection	Telecommunications/Data/IT Engineering
Fuel Systems	Transportation and Traffic Engineering
Geotechnical Engineering	Value Engineering
Laboratory and Materials Testing and Analysis	

2. **SUBMITTAL REQUIREMENTS**

One hard copy and one electronic submittal (in PDF format) shall be provided and shall be clearly marked on the cover:

Spokane Airports
A/E Consultant Roster Qualification
2017/2018/2019

and shall contain the name of the firm responding to this RFQ. Submittals should only reflect individual firms.

Consultants may request at any time to be added or deleted from the 2017/2018/2019 roster, and are encouraged to update their Statements of Qualifications yearly, or as services or information changes. Statements of Qualifications will be kept on file for a three (3) year period from date of submittal. Consultants will be removed from the A/E Roster after 3 years without SOQ updates or resubmittal. Similarly, Consultants that have submitted a SOQ within the last 3 years will remain in our system until they reach the 3-year expiration date.

Spokane Airport Board

*Request for Qualifications – Architectural & Engineering (A/E) Consultant Roster
2017/2018/2019*

A. Clarifications

All clarifications or other modifications will be provided in writing by Spokane Airports' Planning & Engineering Department. Any modifications to the submittal requirements will be communicated via the Airports website at <http://business.spokaneairports.net/rfp/>. Any questions relating to the submittal requirements should be directed to:

Lisa Corcoran, Project Manager (509) 455-6406 or Matt Breen, Director (509) 455-6413
Spokane Airports, Planning & Engineering Department
Email: Lcorcoran@spokaneairports.net or mattb@spokaneairports.net

B. Related Information

Selected consultants will be expected to execute the Spokane Airports Professional Services Agreement which may include Federal Aviation Administration-required contract provisions.

3. **SUBMITTAL CRITERIA**

Submittals shall respond to each criterion below. Submittals should be clear and concise (no more than fifteen pages) and formatted as outlined below to provide the selection committee with the following information and allow for consistent evaluation of each submittal. Covers, tabs, and cover letters are not included as part of the page limit.

- A. Signed letter of introduction including listing of professional services offered as detailed in the scope of work categories.
- B. Identification of firm's expertise in categories defined in the scope of work listed above, with evidence of professional license or registration, and/or industry certifications as applicable.
- C. Description of firm's organization and history.
- D. Provide three (3) professional references regarding work in selected categories defined in the scope of work above.

4. **SUBMITTAL USE AND EVALUATION PROCESS**

The Statements of Qualifications submitted by firms will be used by the Spokane Airports to establish a list from which the Airport can select the best qualified firm(s) for projects which the estimated cost of the professional service is \$50,000 or less.

5. **QUALIFICATION SUBMITTALS**

Statements of Qualifications should be submitted to:

SPOKANE AIRPORTS
A/E CONSULTANT ROSTER
2017/2018/2019
Attn: Matt Breen
9000 W. 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 PROPOSAL RECEIVED, AND TO ACCEPT THE PROPOSALS DEEMED MOST ADVANTAGEOUS TO THE BEST INTERESTS OF THE SPOKANE AIRPORT BOARD. ALL PROPOSALS BECOME THE PROPERTY OF THE AIRPORT. THE SPOKANE AIRPORT BOARD IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES DBE, MBE, WBE, VBE, AND SBE (SMALL BUSINESS) PARTICIPATION.