



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

Felts Field Master Plan, #16-30-9999-031

The Spokane Airport Board is requesting Statements of Qualifications (SOQ) from qualified consulting firms or teams of firms for services for the Felts Field Airport Master Plan. SOQs will be received by the Spokane Airport Board until **2:00 p.m. on Tuesday, January 24, 2017**.

A. SCOPE OF WORK

In an effort to facilitate the planning of future airport improvements at Felts Field, the Airport is developing a new Master Plan. This Master Plan is intended to provide the framework to guide future airport development to meet short-term (0-5 years), medium-term (5-15 years), and long-term (15-30 years) aviation demands. This project shall comply with FAA airport master plan, aeronautical survey, and design standards. The selected firm is expected to propose a team that is capable of providing all required services.

The work includes but is not limited to the following tasks in developing the Master Plan:

- Pre-Planning
- Aeronautical Survey
- Public Involvement Program
- Existing Conditions
- Aviation Forecasts
- Facility Requirements
- Community Land Use and Zoning Plan
- Environmental Considerations
- Alternatives Development and Evaluation
- Facilities Implementation Plan
- Financial Feasibility Analysis
- Airport Layout Plans

Funding is anticipated through the Federal Aviation Administration (FAA) - Airport Improvement Program (AIP).

B. INFORMATIONAL MEETING

A non-mandatory informational meeting is scheduled for **Tuesday, January 10, 2017 at 1:00 p.m.** in the Board Room at Spokane International Airport followed by a site visit at 2:30 p.m. at Felts Field.

C. SUBMITTAL REQUIREMENTS

Five (5) 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: Felts Field Master Plan, # 16-30-9999-031

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 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 March 2017 meeting.

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

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).

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 airport master plan and aeronautical survey projects of similar scope that the firm and/or team have participated and completed in the past five (5) years. Identify experience with FAA AC 150/5070-6B, 150/5300-13A, 150/5300-16A, and 150/5300-18B.
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 this project. Describe your approach to successfully completing the tasks and anticipated workload for this project.
4. *FAA Familiarity.* Discuss your firm's and team's experience in working with FAA ADO Engineering and Planning Staff and FAA AIP projects, including grant applications, advisory circulars/standards/policies, reimbursement process, and closeout procedures.
5. *References.* Provide a list of three (3) references that have specific knowledge of airport master plan 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 and scoping of work. 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. Negotiations and an independent cost analysis will be performed per FAA Order 5100.38D prior to approval and execution of the PSA. 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: Felts Field Master Plan Project, #16-30-9999-031

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.