



Spokane International Airport

BUSINESS PARK AND FELTS FIELD

**Request for Qualifications
Spokane International Airport
Professional Consulting and Engineering Services
State Waste Discharge Permit Support Services, #18-43-9999-020**

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I. INTRODUCTION

The Spokane Airport Board is requesting Statements of Qualifications (SOQs) from qualified firms or teams of firms to provide comprehensive Professional Consulting and Engineering Services for Spokane International Airport's (Airport) State Waste Discharge Permit (SWDP) Support Services.

The SWDP compliance program is associated with industrial wastewater discharges of aircraft deicing fluid (ADF) affected stormwater to ground and groundwater and associated deicer recovery and treatment operations over the next 5-Year permitting time-line.

ADF is a general term referring to anti-ice or deicers (deicers) used on runways and aircraft. The mixing of ADF with stormwater constitutes the generation of industrial wastewater with discharges to ground and groundwater regulated under State of Washington *Water Pollution Control* (Chapter 90.48 RCW) legislation and Washington Department of Ecology (Ecology) *State Waste Discharge Permit Program* (Chapter 173-216 WAC) administrative code with related agency guidance documents.

The SWDP Support Services will provide comprehensive management and technical consultation for the compliance program administered under the Ecology permitting, monitoring, and documentation requirements, and continuing regulatory processes.

II. BACKGROUND

The primary objectives of the SWDP compliance program are to reduce stormwater pollutant loading to the environment and limit potential adverse effects to groundwaters through a deicer recovery and treatment system adaptive management plan.

The Airport is currently operating under two Ecology SWDPs as permits-by-rule; including Temporary Permit No. ST-0045499 (Industrial Wastewater to Groundwater Individual Permit, 2011) and Draft Permit No. ST0045531 (Industrial Wastewater to Groundwater by Land Treatment or Application Individual Permit, 2013).

Stormwater run-off from aprons, runways, and taxiways transports ADF to the stormwater infiltration and evaporation area (infiltration basin) east of the main airfield via two primary stormwater discharge locations (Alpha Outfall and 3-21 Outfall).

Water quality monitoring for specific physical and chemical parameters (e.g., biological oxygen demand or BOD) at the two stormwater outfalls using automated data collection systems and the eastern Airport infiltration basin groundwater monitoring well network has been ongoing under the Temporary Permit No. ST-0045499 sampling and reporting requirements.

Daily and monthly air carrier ADF volume usage and application records are collected under Temporary Permit No. ST-0045499. Deicer recovery and record-keeping has been conducted since 2011 during winter season ADF applications at the airfield using Glycol Recovery Vehicles (GRVs) managed by an outside contractor. Winter season deicer-affected stormwater recovered from the airfield using the GRVs is transferred to temporary above-ground holding tanks. Deicer recovery records are maintained under Temporary Permit No. ST-0045499, including recovered deicer concentrations and percent-by-volume deicer recovery.

A pilot study and Engineering Report were completed from 2011 to 2013 to evaluate GRV-collected stormwater treatment options and establish an adaptive management strategy for deicer-affected stormwater. The deicer-affected stormwater is currently applied to a land treatment site on Airport property during the summer season under Draft Permit No. ST0045531. Water quality monitoring for specific physical and chemical parameters (e.g., total and dissolved metals) at the land treatment site groundwater monitoring well network has been ongoing under the Draft Permit No. ST0045531 sampling and reporting requirements. Periodic sampling and analysis is to be conducted for soils within the land treatment site to monitor chemical conditions (e.g., nitrate).

Air carrier ADF application and usage data; GRV operations, deicer recovery, temporary storage, land treatment site data; stormwater outfall automated sampling data; land treatment site soil sample data, and infiltration area and land treatment site monitoring well data are collected and maintained under the current and pending revised permit conditions. The deicer use/recovery and water quality data are consolidated, formatted, and submitted periodically to Ecology under the

permit conditions as electronic Discharge Monitoring Reports (eDMRs) through the State of Washington Secure Access Washington (SAW) internet database portal. Modifications to the data collection, sampling, and agency reporting type and frequency will continue to be determined in consultation with Ecology.

The two Industrial Wastewater to Groundwater Individual Permits are currently being considered by Ecology for consolidation into a single SWDP in the pending renewal application process. The 5-Year SWDP renewal application is due in November 2018 with subsequent actions and tasks to meet and maintain regulatory compliance with the new permit objectives and standards, and monitoring, reporting, and documentation requirements.

III. PUBLIC RECORDS

Public records relating to permits, plans, and reports are available for review at the following locations:

Ecology *Water Quality Permitting and Reporting Information System* (PARIS) database:

<https://fortress.wa.gov/ecy/paris/FacilitySummary.aspx?FacilityId=6332493>

Ecology eDMR data and Airport-submitted data files in the *Water Quality Web DMR* (WQ Web DMR):

<https://fortress.wa.gov/ecy/paris/DischargeMonitoringData.aspx>

Ecology *Application for a State Waste Discharge Permit to Discharge Industrial Wastewater to Ground Water by Land Treatment or Application* form:

<https://fortress.wa.gov/ecy/publications/SummaryPages/ecy040179.html>

Ecology is available for questions regarding the SWDP administrative process and compliance requirements. Please contact the following Eastern Regional Office (ERO) personnel:

Ms. Diana Washington
Senior Water Quality Engineer
Washington Department of Ecology
Water Quality Program
4601 N Monroe St.
Spokane, WA 99205
(509) 329-3519
dwas461@ecy.wa.gov

IV. PRELIMINARY SCOPE OF WORK

The selected qualified professional consulting and engineering services firm or team of firms will assist the Airport with the pending 5-Year Ecology SWDP renewal process and deicer recovery and treatment system adaptive management plan specific to the objectives defined here-in and through future Airport and Ecology directives. The following table presents a generalized and preliminary scope of work and projected time-line.

TASK	TIME-LINE
Ecology Meetings / Interface	September - October 2018
2018 SWDP Permit Renewal Application	November 1, 2018
eDMR Data Summaries and Trends Analysis * - Infiltration Basin Groundwater Monitoring (Monitoring Wells) - Land Treatment Site Groundwater Monitoring (Monitoring Wells) - Stormwater Outfalls (ISCO Automated Data Collection Systems) * To be submitted with 2018 SWDP Permit Renewal Application	November 1, 2018
Ecology SWDP Inspection	November - December 2018
Report Preparation & Agency Submittal	
- Stormwater Operations & Maintenance (O&M) Manual	1st Year of Permit (2019)
- Hazardous Substance Emergency Spill Control and Response Plan	2nd Year of Permit (2020)
Periodic Monitoring and eDMR Reporting - Infiltration Basin Groundwater Monitoring (Monitoring Wells) - Land Treatment Site Groundwater Monitoring (Monitoring Wells) - Land Treatment Site Soil Monitoring (Soil Samples) - Stormwater Outfall Monitoring (ISCO Automated Data Systems) - Air Carrier ADF Application and Usage Data - GRV Deicer Recovery Data	Daily, Monthly, and/or Quarterly (TBD)
Annual Status Reports and Updates/Confirmation of Review - Deicer Recovery and Treatment System Adaptive Management Plan - Stormwater Pollution Prevention Plan (SWPPP) - Stormwater O & M	Annual 2019 to 2023 Annual 2019 to 2023 Annual 2020 to 2023
Preparation of Next 5-Year SWDP Renewal Application	November 2022 to November 2023

The Airport and the selected consultant will develop a comprehensive scope of work to include tasks and elements based on the current preliminary outline. The scope of work may also include administrative management of the SWDP compliance program based on current or modified Ecology requirements and development of project delivery management and cost control protocols over the next 5-Year SWDP compliance program time-line.

The Airport also expects to issue task order approvals on a task-by-task basis as the SWDP compliance program progresses and/or is modified over the next 5-Year permit period through Airport

directives and Ecology permit compliance development. The consultant is expected to be able to provide all necessary services for each task, including incidental special services for project components.

V. EVALUATION

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

This RFQ requires interested respondents to submit written evidence that they satisfy minimum qualifications by detailing their prior experience. Each respondent must demonstrate that personnel listed in the SOQ have direct experience providing similar services in the last five years. Any submittal that does not demonstrate that personnel listed in the SOQ meet the minimum requirements will be considered non-responsive and will not be eligible for award of the contract. If a respondent meets the minimum qualifications, their submittal will be ranked based upon their responsiveness to the evaluation criteria.

SOQs should be clear and concise and formatted as outlined below to provide the Airport 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: Describe the qualifications and capabilities of the proposing firm or team to complete all anticipated aspects of the project. Discuss available staff to meet schedule.
3. Project Understanding and Related Experience: Describe your understanding of the need and justification for the comprehensive SWDP permitting and system adaptive management program, the challenges associated with large, complex program delivery, and the proposed approach to addressing these challenges. Describe specific experience in completing similar projects at other airports. Provide contacts for each project listed. Discuss any experience providing similar professional services for long term industrial discharge permit projects, monitoring and agency documentation and reporting, and system adaptive management operations relating to ADF stormwater impacts and deicer recovery and treatment operations.
4. Organization Chart: Provide an organizational chart, indicating project team organization, owner/consultant and consultant/subconsultant relations, and list key personnel for each element of the project. Describe qualifications and experience of key personnel. Describe the responsibilities and time commitment for personnel on the proposed project.
5. Project Administration: Provide a description of your proposed approach to project administration. Describe methods used and experience in coordinating projects with multiple public and governmental agencies. Describe ability to support the project if the

main office is located outside of Spokane area.

6. References: Provide a list of three (3) recent references.

Following the evaluation and selection process, the Airport will enter into contract negotiations with the selected firm or team of firms (Consultant). Airport and Consultant will meet to discuss the proposed project and scope of work. The selected Consultant will be expected to prepare and submit a detailed breakdown of work items in the scope of services and fee proposal detailing hours, hourly rates, anticipated expenses, direct salary costs, labor, general and administrative overhead, and profit data for the project. If a price 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.

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 without modification or conditions. A sample copy of the PSA is available at the following web link:

<http://business.spokaneairports.net/rfp/>

VI. SELECTION

All submittals will be evaluated by the Airport in accordance with the criteria and procedures identified in this RFQ. The firm or team selected under this RFQ will be chosen on the basis of its qualifications and demonstrated ability to best meet the overall objectives of the Airport.

The scores of the written SOQs and subsequent interviews (if applicable) will determine the final ranking. The Airport may conduct preliminary and final interviews if necessary. The highest-ranked respondent will be invited to enter into negotiations with the Airport. If negotiations for an agreement are successful, a recommendation will be presented to the Airport Board for award of a Professional Services Agreement.

The Airport Board is the sole decision-maker regarding this RFQ process, and the Board reserves the right to reject any or all submittals, to solicit and accept SOQs from parties who have not responded to this RFQ, or to terminate this process at any time. The successful firm or team of firms will not be precluded from competing for or performing additional work for the Airport.

VII. INFORMATIONAL MEETING, SOQ SUBMITTAL SCHEDULE AND REQUIREMENTS

Informational Meeting

A non-mandatory Project Informational Meeting will be held on **June 28, 2018 at 10:00AM** in the Board Room at the Spokane International Airport, 9000 W. Airport Drive, Suite 204, Spokane, WA 99224.

SOQ Due Date

Statements of Qualifications shall be delivered to the Spokane International Airport, 9000 W. Airport Drive, Suite 204, Spokane, WA 99224 no later than **July 6, 2018 at 2:00PM**.

Contact: Matt Breen
Director of Planning & Engineering
Spokane International Airport
mattb@spokaneairports.net

SOQ Requirements

Statements of Qualifications shall be submitted to:

SPOKANE AIRPORT BOARD
State Waste Discharge Permit Support Services
Attn: Matt Breen, Director of Planning & Engineering
9000 West Airport Drive, Suite 204
Spokane, WA 99224

The following items must be included and packaged in a box or envelope clearly marked: "Request for Qualifications: State Waste Discharge Permit Support Services, #18-43-9999-020".

- 1) Seven (7) printed and bound copies of the SOQ.
- 2) One (1) flash drive containing entire contents of the SOQ, including all attachments. The flash drive and electronic files on the drive must be labeled with the proposer's name. All files shall be submitted in unprotected PDF or Word format, and shall become property of the Airport.

SOQs that are received at the designated address after the specified deadline will not be accepted.

All clarifications or other modifications will be provided in writing by Spokane Airports. Any request for clarifications must be received by the Airport at least seven (7) working days prior to the submittal deadline. All modifications to the submittal requirements will be communicated to all registered proposal holders in writing.

THE SPOKANE AIRPORT BOARD RESERVES THE RIGHT TO REJECT ANY AND ALL SUBMITTALS, TO WAIVE ANY IRREGULARITIES IN THE SUBMITTALS RECEIVED, AND TO ACCEPT THE SUBMITTAL DEEMED MOST ADVANTAGEOUS TO THE BEST INTERESTS OF THE SPOKANE AIRPORT BOARD. ALL SUBMITTALS BECOME THE PROPERTY OF THE AIRPORT.

The Airport is an equal opportunity employer and encourages the use of small businesses, DBE, MBE and WBE participation.