



Spokane International Airport

BUSINESS PARK AND FELTS FIELD

Request for Qualifications Spokane International Airport Consulting Architect/Engineer Services

Terminal Renovation and Expansion (TREN) Program, #17-44-1898

- I. INTRODUCTION
- II. BACKGROUND
- III. PROGRAM JUSTIFICATION AND DEFINITION
- IV. SCOPE OF WORK
- V. EVALUATION
- VI. SELECTION
- VII. INFORMATIONAL MEETING, SOQ SUBMITTAL SCHEDULE AND REQUIREMENTS

I. INTRODUCTION

The Spokane Airport Board is seeking Statements of Qualifications (SOQs) from qualified firms or teams of firms to provide comprehensive Consulting Architect/Engineer (A/E) services for the Airport's Terminal Renovation and Expansion (TREN) Program. The Board intends to deliver a series of projects that will unify the terminal complex, provide for future growth, improve efficiency by optimizing passenger flow and use of space, and upgrade the overall passenger experience at Spokane International Airport.

II. BACKGROUND

Spokane International Airport (GEG) is the 2nd busiest airport in the State of Washington and serves as the primary commercial service air transportation facility for eastern Washington and northwestern Idaho. The FAA designates GEG as a small hub airport – emphasizing its significance as an important part of the national and regional air transportation system. In 2014, at the outset of the TREN Planning Study, Spokane International Airport served 2,986,652 annual passengers, placing the Airport within the top ten small hub airports in the United States in terms of total passenger traffic. In 2016 the Airport served 3,234,095 annual passengers, demonstrating significant growth that is expected to continue in the near term.

The Spokane Airport Board's primary goal is to provide exceptional customer service in clean, well-maintained facilities. In support of this goal, the Airport completed an Airport Master Plan in 2014 that recognized the need to make responsible infrastructure investments to accommodate future growth and improve customer services in a financially prudent manner.

The goal of the TREX Planning Study was to validate the proposed near term Airport terminal facilities improvements identified in the Airport Master Plan and to explore likely costs associated with these improvements. The study also established a project implementation phasing strategy for near term improvements within an overall intermediate term development plan for the existing terminal area.

The TREX Planning Study recognized that in the long term, the Airport Master Plan proposes developing a new consolidated terminal area between the existing runway and the future parallel runways. Until such time that a new terminal is needed, GEG intends to address its existing capacity needs and accommodate future growth in the most cost effective manner.

III. PROGRAM JUSTIFICATION AND DEFINITION

The goal of the TREX Program is to create facilities that: provide a balanced level of service for all passengers; are convenient and provide logical customer flows; are flexible and easily expandable; and can be implemented within the Airport's budget.

By implementing the TREX Program, the Airport will achieve several primary objectives:

- Unify the terminal buildings.
- Enhance customer service and experience.
- Improve the efficiency of terminal services.
- Provide for future growth.

The TREX Planning Study identified terminal needs, current deficiencies for programmatic facility space, as well as current deficiencies for airport and airline operations. The TREX Program responds to these needs by providing optimized or expanded facilities that resolve deficiencies within the terminal buildings. The near term Phase 1 of the TREX Program is justified by the previously mentioned elevated passenger growth rate at GEG over the past few years – the current growth rate is exceeding the anticipated growth rate adopted by the TREX Planning Study.

Near and Intermediate Term Facility Capacity / Operational Needs:

Terminal A/B

- Check-in queuing area and circulation are below Level of Service (LOS) C.
- The security screening checkpoint (SSCP) space is inadequate. It requires an additional screening lane, as well as additional floor area for screening equipment layout. It causes encroachment into terminal circulation areas.
- The greeter's area occurs within the main circulation space, causing blockage of the route during peak periods of operation.
- The gate hold room areas are inadequate size for current generation aircraft that serve the airport, and concourse circulation width is also deficiently narrow.

- The baggage claim devices are undersized for claim frontage and the bag claim area lacks adequate floor space for claiming bags and for circulation. The claim devices are also subject to frequent failures due to equipment age.
- Restroom facilities are undersized and are not optimally located. As passenger growth occurs, restroom capacity should be addressed.

Terminal C

- The SSCP will become inadequate as passenger growth occurs and it is currently deficient in floor area for the screening equipment layout. The checkpoint function encroaches into public circulation and greeter lobby areas.
- The baggage claim devices are undersized for claim frontage and the bag claim area lacks adequate floor space for claiming bags and for circulation when serving aircraft larger than the regional sized Q400 type aircraft.
- Restroom capacity is below LOS C – additional restroom capacity is warranted with future passenger growth.
- Passengers walking between Concourse C and the rental car facility have a low level of service – walking distance is long and wayfinding difficult due to lack of clear travel sightlines.

Other

- With the growth in annual passenger traffic over many years, additional airport administration space is a need, functions are spread between locations, consolidating will increase efficiencies. Similarly, airport operations and safety and security operations require additional floor space.

In preparation for implementing the initial phase of the TREX Program, the Airport prepared three supplemental studies that resulted in revisions to the TREX Program and defined the project scope for Phase 1. The three studies were:

1. The Airport Office Building (AOB) Site Study – Resulted in an Airport Operations Center (AOC) located at the future international arrivals facility and an Airport Administration Building (AAB) at the west end of Concourse C, both replace the TREX Planning Study AOB.
2. The Concourse C Holdroom Study – Resulted in the plan to extend the west end of Concourse C for holdrooms that primarily serve ground-boarded regional size aircraft with flexibility to serve larger second-level boarded aircraft.
3. The TREX Phase 1 Scope Options Study, which resulted in the current definition of the TREX Program and sequence of Phase 1 projects.

The current overall TREX Program addresses the stated original TREX objectives as well as capacity and operational needs. It includes:

- Central Bag Claim Hall: new centralized baggage claim hall with five sloped plate devices.
- Terminal A/B SSCP + Greeter Hall: relocate the SSCP to existing Bag Claim area and convert existing SSCP area to a new Greeter Hall.
- Terminal C Expansion + SSCP + Greeter Hall: expand the Check-in Hall to the west for new check-in area and remodel existing Check-in Hall area for new SSCP and Greeter Hall.
- Airport Operations Center: new operations center – ground level for future international arrivals facility, upper levels for Operations, Police and Communications Center functions.
- Concourse Connector: new two-story circulation corridor between Central Bag Claim Hall and Terminal C Check-in Hall with new escalators, stairs, elevators (at two locations) between ground level and second level access to parking structure bridge.
- Curbside Canopy: new curbside canopy from Terminal C to Terminal A/B.
- Airport Administration Building: new Airport Administration Building above Concourse C West Expansion Second Level Holdroom, including adjacent Airport Conference Center.
- Concourse C West Expansion Second Level Holdroom: new second level holdroom with airline ramp operations space below, passenger circulation ramps to apron level and (one) Passenger Loading Bridge.

Phase 1 of the TREX Program includes the following projects:

1. Central Bag Claim Hall.
2. Terminal A/B SSCP and Greeter Hall.
3. Terminal C Expansion and SSCP.
4. Concourse C West Expansion Second Level Holdroom.
5. Curbside Canopy.

IV. SCOPE OF WORK

The Airport and the selected consultant will develop a comprehensive Scope of Work which will include schematic design, design development, and final design/construction documents phases. The scope of work may also include management of diverse stakeholder requirements, development of project control protocols, cutting edge integrated technology solutions, public art program development, and project delivery method-dependent contract negotiations and administration.

The Airport expects to issue task order approvals on a task-by-task basis as the design effort progresses and the Airport elects to proceed with the next task. The consultant is expected to be able to provide all necessary services for each task, including incidental special services for project components using multiple funding sources.

V. EVALUATION

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 TREX Program, the challenges associated with large, complex program delivery, and your 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 designing similar major improvements in a complex, 24-hour operation. Describe your experience in leveraging cutting edge technology to enhance the Airport customer experience. Present your approach for sequencing and phasing the building program considering operational impacts and passenger comfort and convenience.
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 Team. Airport and Team will meet to discuss the proposed project and scope of work. The selected Team 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 Team, negotiations will be terminated. The Airport will then enter into negotiations with the next highest qualified team.

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.

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 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. Please note that the successful firm or team of firms will not be precluded from competing for or performing additional work for the Airport, including but not limited to program management or construction management for the program.

VII. INFORMATIONAL MEETING, SOQ SUBMITTAL SCHEDULE AND REQUIREMENTS

Informational Meeting

A non-mandatory Project Informational Meeting will be held on June 21, 2017, at 2:00PM local time in the Board Room at the Spokane International Airport.

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 2:00PM local time on July 10, 2017.

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
TERMINAL RENOVATION & EXPANSION PROGRAM, #17-44-1898
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: Terminal Renovation & Expansion Program, #17-44-1898".

- 1) Seven (7) printed and bound copies of the SOQ.
- 2) One 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.