



Spokane International Airport
Request for Qualifications (RFQ)

for

Photography and Video Production Services

Pre-Proposal Meeting		
Pre-Proposal Meeting Location: N/A	Date: N/A	Time: N/A
Contact Person for Questions		
Questions should be directed only to: Alannah Toft Marketing and Communications Manager	Telephone number: (509) 934-6724 Email address: atoft@spokaneairports.net	
Deadline for Submission of Questions		
Questions must be submitted to the individual named above no later than: April 30, 2024 at 5 p.m.		
Proposal Submission Place and Deadline		
Submit Proposals to: atoft@spokaneairports.net under the subject "Spokane Airports Photography and Video Production Services RFQ" OR Spokane International Airport 9000 W. Airport Drive, Room 204 Spokane, WA 99224 Attn: Alannah Toft	Date: 04/30/2024	Time: 5 p.m. (Pacific Time)



Spokane International Airport

Request for Proposals (RFQ)

for

Photography and Video Production Services

Spokane International Airport (Airport) is soliciting Proposals from qualified firms to provide photography and/or video production services at Spokane International Airport (GEG), Felts Field (SFF), and the Airport Business Park on a rotational or on-call basis.

Background Information

The Airport is seeking to create a roster of firms that can provide high-quality photography and/or video production services that may be used by the Airport for presentations, documents, social media, websites, and miscellaneous marketing materials. Specifically, the Airport is interested in working with firm(s) who can demonstrate excellence in one or more of the following categories:

- Aerial photography
- Architectural photography
- Business development photography
- Corporate headshots
- Event photography
- **and/or** Video production

Scope of Work

Qualified firm(s) may be selected to provide aerial photography, architectural photography, business development photography, corporate headshots, event photography, and/or video production services on a rotational or on-call basis. Selected firm(s) will coordinate with Airport on logistics for photography and/or video sessions, such as days, times and locations for shooting, as well as photo/video shoot duration. Captured images and footage may be used by the Airport for presentations, documents, social media, website and miscellaneous marketing materials. Information on specific services qualified firm(s) may provide is outlined below.

1. PHOTOGRAPHY AND/OR VIDEO SERVICES

- a. **Aerial photography**, intended to capture buildings, structures, runways/taxiways, and construction progress.



- i. If renting a helicopter to acquire aerial photos, photographer is responsible for reserving and paying for the rental, then charging Airport as part of final bill.
 - ii. For Drone Photography, operator must be a FAA-registered and licensed drone operator and have an understanding of all local, state and federal rules pertaining to operating a drone. Their aircraft must be registered and operators are required to have their Remote Pilot Certificates. Operators are also responsible for requesting any required approvals and third-party permissions necessary for the project, and notifying the Airport of the date and time aerial footage will be captured.
- b. **Architectural photography**, intended to capture terminal interiors/exterior, structures, runways/taxiways and construction progress.
- c. **Business development photography**, intended to capture construction progress and on-site sessions, portray available infrastructure and multi-modal connectivity capabilities.
- d. **Corporate headshots**, for Airport staff, Airport Board members and others, as applicable
- e. **Event photography**, such as for special events, media events, Felts Field Neighbor Day, industry conferences, Airport Board meetings, and ribbon cuttings.
- f. **Video**, intended to document and capture the ongoing progress of the Airport's terminal renovation and expansion program, Airport events; interviews with Airport leadership and partners, b-roll, time-lapse imagery, and aerial footage.

2. POST-PRODUCTION SERVICES

- a. Provide photo library to the Airport within seven (7) days of event or photoshoot, unless otherwise specified.
- b. Provide edits and updates to photos as needed. This may include potentially resizing images, converting images to alternative file formats, inserting text, etc.
- c. Provide finished video product to the Airport within two (2) weeks of receiving final draft approval.
 - i. During post-production, firm may also add voiceovers, music and after-effects to video products as needed.

Schedule



The following is the schedule for this RFQ process (which is subject to change):

Date	Description
April 17, 2024	Issue Date of RFQ
April 30, 2024	Proposal Submission Deadline (Due Date)
May 1, 2024	Airport Reviews Submissions
May 3, 2024	Airport Notifies Selected Firm(s)
May 10, 2024	Selected Firm(s) Complete Airport's New Vendor Intake Form

Term of Contract

Selected firm(s) will provide photography and/or video production services at the Airport as needed on a rotational or on-call basis.

Funding Source(s)

The work to be performed is funded with funds from the Airport and there are no federal funds involved with the work under this RFQ.

Evaluation Criteria

The Airport will evaluate Proposals received based on the following evaluation criteria and will score Proposals up to the maximum number of points as noted for each evaluation criterion.

The Proposer must include in its Proposal the information noted in the evaluation criteria and must demonstrate how the firm meets the evaluation criteria.

Evaluation Criteria	Weighting (Maximum Points)
<p>1) Proposal Information Form: The Proposal Information Form, included in Attachment A to this RFQ, must be completed, submitted, and signed as part of your Proposal. You must include the name and contact information of the individual in your firm that the Airport should contact regarding questions about your Proposal.</p> <p>The contact information should include the following:</p> <ul style="list-style-type: none"> • Name of individual, title (Mr., Ms., etc.), • Firm name, address (city, state, zip code), • Telephone number 	5



<ul style="list-style-type: none"> • E-mail address. 	
<p>2) Cover Letter: A brief cover letter providing general background of the firm should be prepared and include the following:</p> <ul style="list-style-type: none"> • The firm’s name, email, address and principal place of business • A link to firm’s website • The photography service(s) (e.g. <i>aerial photography, event photography</i>) the firm would like to be considered for. • A description of the firm’s overall qualifications and experience, particularly to providing photography services with clients on projects similar to those required in the Scope of Work. • Confirmation the firm can meet the following general requirements: <ul style="list-style-type: none"> i. Has access to the necessary equipment to perform photography assignments. These may include but are not limited to a DSLR camera, tripod, lighting, memory cards, photo editing software. ii. Can provide high-resolution images in a timely manner. iii. Can provide photo waivers as needed. iv. Will assign exclusive rights of ownership to Spokane Airports on all final images, video footage and digital negatives, and will not copy, use or distribute images and/or footage without the prior written consent of the Airport. 	20
<p>3) Portfolio, showcasing samples of the specific photography and/or video services (e.g. <i>aerial photography, event photography</i>) the firm would like to be considered for. A hard copy or a weblink to the firm’s portfolio is acceptable.</p>	50
<p>4) Proposed Cost: Please include hourly rate, and if applicable, costs of similar assignments. The Airport reserves the right to negotiate the cost with the selected firm.</p>	20
<p>5) Standard Contract Language: The Airport intends to utilize its standard Consultant Contract or Service Contract for this project. The Contract may be viewed at the following website of the Airport: http://www.spokaneairports.net/RFQ.htm. Each firm must affirm in its Proposal that the terms and conditions of this Contract are acceptable, or if the firm takes exception to any of the proposed language in the Contract, the firm must specifically describe the reasons for the exceptions and propose in its Proposal alternative</p>	5



language for review and consideration by the Airport. Firms not taking any exceptions to the terms and conditions of the Contract shall receive the full evaluation points for this criterion. Firms taking exceptions shall be evaluated and rated for this criterion based on the significance of the proposed exceptions and whether the proposed changes are of benefit to the Airport.	
Total Points	100

Submission Requirements

Proposal Submission Deadline: Submittals must be received by the Airport no later than Tuesday, April 30 at 5 p.m. PDT.

Submission Requirements:

- Submissions should be emailed to atoft@spokaneairports.net under the subject “Spokane Airports Photography and Video Production Services RFQ”.
- Email is the preferred submission method, by responses may also be mailed to:

*Spokane International Airport
Attn: Alannah Toft
9000 W. Airport Drive, #204
Spokane, WA 99224*

Clear and Responsive Proposals: The Airport has made every effort to include enough information within this RFQ for a firm to prepare a responsive Proposal. Proposers are encouraged to submit the most comprehensive and competitive information possible. Proposals that do not respond completely or sufficiently to the evaluation criteria in this RFQ may be rejected as non-responsive, or will receive correspondingly lower scores for those criteria, which may result in the Proposal not scoring high enough to be considered further.

Questions About RFQ: Questions regarding this RFQ should be addressed solely to the individual identified on page 1 of this RFQ. Questions must be asked prior to the deadline indicated on page 1 of this RFQ. The Airport may determine that a Proposal is non-responsive if the Proposer has had contact with any other representative of the Airport.



Addenda: Oral communications and emails from the Airport, its staff, agents, Airport members, employees or outside advisor, or any other person associated with this RFQ shall not be binding on the Airport and shall in no way modify any provision of the RFQ. Only formally issued addenda shall modify the terms of this RFQ. Any addenda issued for this RFQ will be published at the following website address: <http://www.spokaneairports.net/RFQ.htm>. Proposers are responsible for checking the website prior to submission of Proposals for any addenda. If you are unable to download the addenda, you may contact the individual noted on page 1 of this RFQ. Receipt of addenda must be acknowledged by Proposers on the Proposal Information Form that must be submitted with the Proposal.

Selection Process

Selection Process: The Proposals will be reviewed by an evaluation committee. The highest rated firm(s) will be added to a roster, which the Airport will reference to satisfy photography and video production needs on a rotation or on-call basis.

Rights Reserved: The Airport reserves the following rights:

1. To waive as an informality any irregularities in Proposals and/or to reject any or all Proposals.
2. To extend the date for submittal of responses.
3. To request additional information and data from any or all Proposers.
4. To supplement, amend, or otherwise modify the RFQ through addenda issued.
5. To cancel this RFQ with or without the substitution of another RFQ.
6. To reissue the RFQ.
7. To make such reviews and investigations, as it considers necessary and appropriate for evaluation of the Proposals.
8. To not select the highest rated firm if the proposed price is more than the Airport's budget for the work.
9. To reject any Proposal in the event that the Airport's analysis of the Proposer's financial status and capacity indicates, in the Airport's judgment, that the firm is not able to successfully perform the work.
10. To cancel the RFQ process in the event only one Proposal is received by the deadline.
11. To establish a revised deadline for submission of Proposals in the event only one Proposal is received by the deadline.

Reference Checks: The Airport reserves the right to conduct reference checks for firms submitting Proposals before or after Proposals have been evaluated. In the event that information obtained from the reference checks reveals concerns about a firm's past performance or their ability to successfully perform the contract to be executed based on this RFQ, the Airport may, at its sole discretion, select a different firm whose reference checks validate the ability of the firm to successfully perform the contract to be executed



based on this RFQ. In conducting reference checks, the Airport may include itself as a reference if the firm has performed work for the Airport, even if the firm did not identify the Airport as a reference, and may conduct reference checks with others not identified by the Proposer.

Administrative Requirements

Cost of the Proposal: The Airport shall not, under any circumstances, be responsible for any costs or expenses associated with the Proposal submitted including, but not limited to, research, investigation, development, preparation, duplication, production, collation, packaging, delivery, transmittal, or presentation of the Proposal or any other related information, data, documentation, and material. All costs and expenses incurred by the Proposer in connection with the Proposal submitted shall be the sole responsibility of (borne solely by) the Proposer.

Public Disclosure:

1. **Property of Airport:** Proposals submitted to the Airport shall become the property of the Airport and shall not be returned to the Proposer.
2. **Proposals are Public Records:** Pursuant to Chapter 42.56 RCW, Proposals submitted under this RFQ shall be considered public records and with limited exceptions will be available for inspection and copying by the public. Except to the extent protected by state and/or federal laws, Proposals shall be considered public documents and available for review and copying by the public after an award of contract is made by the Airport Board.
3. **By Proposer:** To the extent that the Airport withholds from disclosure all or any portion of Proposer's documents at Proposer's request, Proposer shall agree to fully indemnify, defend and hold harmless the Airport from all damages, penalties, attorneys' fees and costs the Airport incurs related to withholding information from public disclosure.
4. **No Claim Against Airport:** By submitting a Proposal, the Proposer consents to the procedure outlined in this section and shall have no claim against the Airport because of actions taken under this procedure.

Basic Eligibility: The successful Proposer must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI) number. In addition, the successful Proposer must not be debarred, suspended, or otherwise ineligible to contract with the Airport, and must not be on the federal government's list of firms suspended or debarred from working on federally funded projects.



Non-Discrimination: All Proposers will be afforded the full opportunity to submit Proposals in response to this RFQ, and no person or firm shall be discriminated against on the grounds of race, color, age, sex, or national origin in consideration for an award issued pursuant to this RFQ.

Approval of Sub-Consultants: The Airport retains the right of final approval of any sub-consultant of the selected Proposer who must inform all sub-consultants of this provision.

Other Contracts: During the original term and all subsequent renewal terms of the contract resulting from this RFQ, the Airport expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this RFQ.

Funding Availability: By responding to this RFQ, the Proposer acknowledges that for any contract signed as a result of this RFQ, the authority to proceed with the work is contingent upon the availability of funding.

Prohibition Against Lobbying: The Proposer shall not lobby, either on an individual or collective basis, the Airport Board (its associated City and County employees, or outside advisors) or any federal, state, or local elected or public officials or staff regarding this RFQ or its written Proposal. Proposers, the Proposer's acquaintances, friends, family, outside advisors, agents, or other representatives shall not contact the Airport Board (its associated City and County employees, or outside advisors) or any federal, state, or local elected or public officials or Airport staff to arrange meetings, visits, or presentations to influence the outcome of the selection process. Violation of this provision, by or on behalf of a Proposer, intentionally or unintentionally, will result in disqualification of the Proposer and/or rejection of a written Proposal.

Insurance: Prior to execution of a Contract for services under this RFQ, the successful Proposer will be required to provide acceptable evidence of insurance coverage consistent with the insurance requirements outlined in the Airport's standard Consultant or Service Contract and referenced on the Airport's website as applying to this RFQ.

About Spokane International Airport

Spokane Airports are jointly owned by Spokane County and the City of Spokane. The city and county operate the airports under provisions of RCW 14.08 which establishes the operation of airports by more than one municipality under joint agreement. The operating authority of Spokane Airports is the Spokane Airport Board, consisting of seven appointees from the two governmental bodies.

The Board is responsible for the oversight of Spokane International Airport, Felts Field Airport, and the Airport Business Park. The Board also has a Grant of Authority to operate Foreign-Trade Zone #224.



Spokane International Airport is a 4,800-acre commercial service airport served by seven airlines and three air cargo carriers. The airport served more than 4 million passengers and 77,000 U.S. air cargo tons in 2023. It is the second largest airport in the State of Washington and recognized by the FAA as a small hub.

Felts Field is a 400-acre general reliever airport. The airport has a Fix Based Operator and avionics services available. The Airport has two paved runways and a turf landing strip as well as the ability to accommodate water landings on the adjacent Spokane River.

The Airport Business Park is an industrial and business park development that comprises 600 acres. Strategically located adjacent to the airport facilities and Interstate 90, it has 42 buildings and 30 tenants.



Attachment A

**Spokane International Airport
Request for Proposals for
Photography and Video Production Services**

PROPOSAL INFORMATION FORM

Name of Proposing Firm:	Contact Individual's Name:
Address of Contact Individual:	
Phone Number of Contact Individual:	E-mail Address of Contact Individual:
State of Washington UBI Number:	
Receipt is hereby acknowledged of Addenda No(s): _____	

OFFICIAL AUTHORIZED TO SIGN FOR PROPOSER:

"I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct":	
Signature:	Date:
Print Name and Title	Location or Place Executed: (City, State)

Note: This Proposal Information Form must be completed and submitted as part of your Proposal.

