



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

**New West Infield Taxilane Project, #21-30-1706
at
Felts Field**

The Spokane Airport Board is requesting Statements of Qualifications (SOQ) from qualified consulting firms or teams of firms for engineering and construction management/administration services for the New West Infield Taxilane Project at Felts Field. SOQs will be received by the Spokane Airport Board until **2:00 p.m. on Friday, February 12, 2021.**

A. SCOPE OF WORK

The project consists of developing a new taxilane and infrastructure at Felts Field. The Scope of Work (SOW) includes civil, geotechnical, and electrical engineering; survey, and construction management/administration services; and all other necessary professional services to provide complete plans, specifications and bidding documents for the project.

This project is partially funded through the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) and accordingly, design and construction shall follow and comply with the most current versions of the FAA AIP Handbook Order and Advisory Circulars (ACs). Construction management/administration services will either be included with or amended to the SOW or contracted under a separate agreement.

B. INFORMATIONAL MEETING

A non-mandatory informational meeting is scheduled for **Thursday, February 4, 2021 at 10:00 a.m.** and can be attended by video or phone:

Video:

[Start meeting](#)

<https://spokaneairports.webex.com/spokaneairports/j.php?MTID=mfaca90de0489ec5f6badeb2c1838d25b>

Meeting Number (Access Code): 146 539 8227

Meeting Password: jfV3q3aBgZ3

Phone:

1-408-418-9388

Meeting Number (Access Code): 146 539 8227##

C. SUBMITTAL REQUIREMENTS

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
Manager, Planning and Engineering Department
Spokane International Airport
9000 W. Airport Drive, Suite 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 meeting.

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

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). Include the point of contact information, including email, of the firm responding to the RFQ.

Table of Contents

Include an identification of the material by section and page number.

Statement of Qualifications

Provide no more than 10 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 airfield projects of similar scope that the firm and/or team have participated and completed in the past five (5) years.
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 brief 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 project.
4. *FAA Familiarity.* Discuss your firm's and team's experience in working with the FAA ADO and FAA AIP projects, including grant applications, advisory circulars/standards/policies, reimbursement process, construction safety and phasing plans, safety risk management panels, construction inspections, and closeout procedures.
5. *References.* Provide a list of three (3) references that have specific knowledge of airport work performed by the consultant.

E. EVALUATION AND SELECTION

All SOQs received will be evaluated and ranked based upon the responsiveness to the RFQ and per the guidelines of the FAA AC 150/5100-14E - Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. A minimum of two (2) firms may be selected for further evaluation and requested to participate in an 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 negotiated lump sum amount, based on the specific identified tasks of the Scope of Work associated with design services. Construction management and construction administration services will be performed on a negotiated not-to-exceed amount, based on time and materials (specific rates of compensation). Negotiations and an independent cost analysis will be performed per FAA AC 150/5100-14E Change 1 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. STATEMENT OF QUALIFICATION SUBMITTALS

Interested firms shall submit one (1) SOQ in PDF format via email to:

jleui@spokaneairports.net

Jennifer Leui, Project Coordinator, Planning & Engineering Department

Subject line of email shall reflect:

New West Infield Taxi Lane Project, #21-30-1706

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.