



## Request for Qualifications Spokane International Airport

### On-Call Construction Management Services, 24-43-9999-003

The Spokane Airport Board is requesting Statements of Qualifications (SOQ) from qualified professional firms for on-call construction management services.

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

SOQs will be received by the Spokane Airport Board until **2:00 p.m., January 12, 2024**.

It is anticipated that a Professional Services Agreement (PSA) will be awarded by the Spokane Airport Board at its **February 2024** meeting.

#### **A. SCOPE OF WORK**

Scope will include construction management and administration services on an on-call basis. The term of the Contract will last through December 31, 2024 and may be extended for two additional one-year terms for the same yearly maximum amount. The Contract will have a yearly maximum amount of \$350,000.

Services may include:

- Field Verifications and Inspections
- Value Engineering
- Estimating
- Biddability/Constructability Design Reviews
- Alternative Procurement Methods
- General Contractor/Construction Manager Advisor
- Construction Management and Administration

The selected firm is expected to propose a team that is capable of providing all required services.

#### **B. INFORMATIONAL MEETING**

A non-mandatory informational meeting will be held both virtually and in person at the Airport Event Center located at 9211 W. McFarlane Road, Spokane, WA 9924. (The building is located off McFarlane Road between the Airport's Outside and Economy 1 Parking Lots.)

Date & Time: **December 11, 2023 at 1:00 p.m.**

Zoom Link: <https://us06web.zoom.us/j/87119039717?pwd=8WZqVEm7B6fTyQzKLTm6mCbvoDRPiF.1>

Meeting ID: 871 1903 9717

Passcode: 634241

**C. SUBMITTAL REQUIREMENTS**

Three (3) copies of the SOQ shall be provided with one (1) thumb drive in pdf format. Each copy shall be marked on the cover:

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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  
Director, Planning and Development 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 Services 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.

**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.

1. Table of Contents

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

2. Transmittal Letter

Provide a transmittal letter which introduces the professional firm and team. Discuss services offered, size of staff, and office location(s) of the firm(s). Include point of contact name, number and email.

3. Qualifications

Provide no more than 15 pages describing the qualifications, experience, and capabilities of the proposing firm and team in the order presented below. Covers and tabs will not be included in the page count.

- a. *Relevant Projects.* Include and describe projects of similar scope of work that the firm and team have completed or participated in the past five (5) years.

- b. *Project Organization and Staff Experience.* Include the organizational structure that is proposed to implement the on-call services, 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.
- c. *Project Understanding and Approach.* Demonstrate an understanding and familiarity of on-call services and types of airport projects. Describe your approach to completing on-call projects.

4. References

Provide a list of three (3) references that have specific knowledge of work performed by the consultant.

**E. SOQ 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 based the most qualified firm or team directly following the evaluation of the submitted SOQs. One consultant will be selected for negotiation of a PSA.

The Board reserves the right to reject any and all SOQs, to waive any irregularities in the SOQs received, and to accept the SOQs deemed most advantageous to the best interest of the Board. All SOQs become the property of the Airport.

Spokane International Airport is an Equal Opportunity Employer and federal contractor or subcontractor. As such, the Airport and all tiers of its consultants will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a), 41 CFR 60-741.5(a) and Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A).

**F. SCOPE OF WORK AND FEE PROPOSAL**

Following the selection process, the Spokane Airport Board will enter into contract negotiations with the selected Consultant. The Airport Staff and Consultant will meet to discuss the proposed work under the on-call services. The selected Consultant will be expected to prepare and submit a proposal detailing hourly rates and anticipated reimbursable expenses. A cost analysis may be performed for each of the tasks. Work will be performed on a time and materials basis with a not-to-exceed amount or on a lump sum basis for each identified task. If rates, mark-ups, and reimbursable items cannot be agreed upon between the Airport Staff and the Consultant, negotiations will be terminated. The Owner will then enter into negotiations with the next highest qualified Consultant.

**G. QUALIFICATION SUBMITTALS**

SOQs shall be submitted to:

SPOKANE AIRPORT BOARD  
PLANNING & DEVELOPMENT DEPARTMENT  
On-Call Construction Management Services, #24-43-9999-003  
Spokane International Airport  
9000 West Airport Drive, Suite 204  
Spokane, WA 99224

## **H. PUBLIC RECORDS AND DISCLOSURE OF SOQs**

1. Property of Board: SOQs submitted to the Board shall become the property of the Board and shall not be returned to the consultant.
2. SOQs are Public Records: Pursuant to Chapter 42.56 RCW, SOQs submitted to the Board 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, SOQs shall be considered public documents and available for review and copying by the public after the award of an Agreement is made by the Board.
3. Process for Disclosing Information: If a request is made for disclosure of all or any portion of a SOQ, the Board will determine whether the material should be made available under the law. If the Board determines that the material is not exempt and may be disclosed, the Board will notify the consultant of the request and allow the consultant five (5) business days to take appropriate action pursuant to RCW 42.56.540. If the consultant fails or neglects to take such action within said period, the Board may release the portions of the SOQ deemed subject to disclosure.
4. Indemnification: To the extent that the Board withholds from disclosure all or any portion of consultant's documents at a consultant's request, such consultant agrees to fully indemnify, defend and hold harmless the Board, the City and County of Spokane, their elected officials, agents and employees, from all damages, penalties, attorneys' fees and costs related to withholding information from public disclosure.
5. No Claim Against Airport: By submitting a SOQ, the consultant consents to the process outlined in this RFQ and shall have no claim against the Board because of actions taken.