



Spokane Airport Board

(Spokane International Airport, Airport Business Park, Felts Field)

Request for Proposals (RFP) for Aerospace Business Recruitment Consulting Services

January 2025

GENERAL OVERVIEW

Contact Person for this RFP		
Questions should be directed only to: <i>Todd Woodard</i> <i>Director of Marketing/Public Affairs</i>	Telephone number: <i>509-455-6470</i> Email address: <i>twoodard@spokaneairports.net</i>	
Deadline for Submission of Questions		
Questions must be submitted by e-mail to the individual named above prior to: <i>1:00 PM, Local Time, Thursday, January 16, 2025</i>		
Responses / Addenda Posted		
Responses and any addenda to be posted on the Airport website (www.spokaneairports.net) prior to: <i>2:00 PM Local Time, Tuesday, January 21, 2025</i>		
Proposal Instructions, Submission Place, and Deadline		
Submit one (1) unbound original and Five (5) copies of the written Proposal in a sealed envelope clearly marked “Proposal for Aerospace Business Recruitment Consulting Services” . Deliver to: Spokane International Airport Attn: Todd Woodard 9000 W. Airport Drive, Room 204 Spokane, WA 99224	Date: <i>01/24/2025</i> <i>(Friday)</i>	Time: 4:00 PM Local Time <i>Proposals delivered after this time <u>will not be accepted.</u></i>





Spokane Airport Board
Request for Proposals (RFP)

Aerospace Business Recruitment Consulting Services

Background Information

Via this Request for Proposals (“RFP”), the Spokane Airport Board (“Airport”) is seeking to establish a contract with a qualified consulting firm or individual (“Firm”) to provide Aerospace Business Recruitment Consulting Services for the Airport for the next three (3) years, commencing approximately March 3, 2025 with an option for two (2) additional one-year terms. Services to be rendered are outlined in the next section, Scope of Services.

Spokane Airports is 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 annually oversees a capital and operating budget of approximately \$70 million from various funding sources.

The Board operates three facilities: Spokane International Airport, Felts Field Airport, and the Airport Business Park.

Over the last decade, Spokane Airports has become increasingly involved in regional and statewide aerospace industry sector’s business recruitment, retention, and expansion strategies. Spokane offers a number of competitive advantages over other regional and national aerospace clusters. Business costs are 18% below the national average and the lowest among U.S. aerospace clusters. Washington offers the lowest industrial energy costs in the nation. Real estate near uncongested multi-modal transportation networks is plentiful and far less expensive than in larger metro areas.

Spokane is particularly welcoming to new manufacturing businesses, with state and local aerospace industry incentives, cost-efficient and renewable utilities, and a fast-



track permitting process that accelerates completion of new brick-and-mortar facilities. Just as important, Spokane offers an affordable cost of living, a traffic network that is the envy of congested major cities, and a quality of life that features a variety of outdoor recreation options, cultural and arts entertainment, and an emerging food and craft beverage scene.

The Spokane area also possesses a robust and diversified aerospace supply chain that is increasing in scope each year. This includes the I-90 Aerospace Corridor, an integrated network of over 100 aerospace companies in Washington, Idaho, and Montana that are actively engaged in the aerospace industry. These manufacturers provide capabilities such as sheet metal fabrication, composite manufacturing and assembly, program integration, CNC machining, tooling, injection molding and one of only three aerospace-grade aluminum rolling mills in the U.S.

In October 2023, Spokane's [American Aerospace Materials Manufacturing Center](#) (AAMMC) was named a regional Tech Hub was one of 31 hubs designated nationwide out of nearly 400 submissions. As a designated Tech Hub, the AAMMC is eligible for \$70M in research and development grant funds from the U.S. Department of Commerce. The Tech Hub promises to transform the Spokane region's economy and increase its economic base in a manner not previously envisioned. The AAMMC's objective is to bring high-rate manufacturing methods for aircraft parts and aerostructures made out of advanced composites to market faster while building a supply chain and workforce ecosystem to support. The Tech Hub is located one mile north of Spokane International Airport's terminal complex and within the S3R3's service boundary. The Spokane region is home to the nation's 5th largest aerospace cluster, which provides the AAMMC with a strong foundation of suppliers, talent, and capabilities. The Airport was a foundational supporter and will be the first to realize the AAMMC's economic ripple effect. The AAMMC is and will be an integral part of the Airport's recruitment strategy.

Additionally, the region has ample resources to train the next generation of workers and meet the advanced manufacturing industry's workforce demands of the future through a complete, multi-sector strategy in which the development of human capital is a key component. Over 70,000 students from the area's eight (8) higher education institutions are earning technical certifications and advanced degrees, providing a well-trained and job-ready workforce.

Spokane also features the West Plains/Airport Area Public Development Authority (PDA), an initiative between the city of Spokane, Spokane County, and Spokane International Airport to develop a 9,000-acre site that includes the airport and a neighboring certified site of several hundred acres of aeronautical-use property available for a new aircraft manufacturing campus. The PDA was created with the intent of providing focused physical infrastructure and financing mechanisms to support a world-class transportation, logistics, and advanced manufacturing center with an emphasis in aerospace.



Within the Airport and PDA boundaries lies an 1,800-acre Opportunity Zone. Companies located here can realize deferral of payment of federal taxes on their original invested gain until 2026; step up their investment tax basis up to 15% for free; and avoid a capital gains tax if the investment is retained in the opportunity zone for 10 years and assets are sold or investment interest is sold. Companies can also utilize Foreign-Trade Zone #224, which provides deferral of any duties on imported products that are dutiable until it enters the commerce of the U.S. And if the products are exported back out no duties will be owed. The area is also included in a Community Empowerment Zone, which provides qualified businesses with sales tax deferrals and business and occupation tax credits.

Spokane is uniquely positioned to offer attractive ground, rail, and air transportation logistics options. Over 250 trucking companies deliver freight east-west on Interstate 90 and north-south on U.S. Highway 395. Goods can be transported point-to-point to Renton and Everett within a half-day's drive. A one-mile rail extension from the Geiger Spur into the heart of airport property has been completed, providing immediate Class I rail access to Everett and the rest of the country. In November 2019, the USDOT awarded an \$11.3 Million BUILD grant to the Airport to construct a rail-truck transload facility to further enhance commercial operations of the rail extension and allow for major aircraft component parts such as fuselages to be manufactured on the Airport site and delivered to Everett or Renton in one day's time. In December 2024, the BNSF Railway designated the Airport's [Rail-Truck Transload Center](#) a Certified Site.

Spokane International Airport is served by seven major airlines, two integrated air cargo carriers, and Amazon's Prime Air. The airport has 60 daily departures to 21 nonstop destinations, including nearly 18 daily one-hour flights to Seattle and the Boeing complex. The airport will handle over four million passengers in 2024 and over 68,000 tons of cargo. U.S. Customs services are available for clearing corporate flights and international cargo.

In 2014, the Airport and an affiliated group of regional partners contracted with a global business consulting firm to assess the region's supply-chain's capabilities, identify its strengths and role within the supply-chain tiers, and develop a list of targeted global firms the cluster's production capabilities could compliment. Targeted firms were primarily Tier I European and Asian aerospace firms with aerostructures or aircraft interiors expertise. The business recruitment contract concludes in February 2025. The existing contract has greatly assisted in organizing the regional supply-chain, raised the profile and established Spokane as one of the nation's prominent aerospace industry clusters, and allowed the Airport to better define and articulate its aerospace manufacturing value proposition. We have become a known quantity to world's leading aerostructures and aircraft interiors companies.



Scope of Services

The Airport is seeking proposals for Aerospace Business Recruitment Consulting Services for an initial period of three (3) years, with options exercisable by the Airport to renew for up to two consecutive one (1) year terms. Proposals are sought from established aerospace industry sector firms or individual practitioners with a minimum of twenty (20) years or more of applicable experience.

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the provisioning services. The scope may be modified by the Airport CEO as deemed necessary. The selected firm will provide a single point of contact for the Airport.

Scope of Aerospace Business Recruitment Services (the “Project”)

Scope of Services:

Each respondent should prepare a narrative of their work abilities, work experience, and plan to execute each of the following tasks, as well as provide examples of previous work product(s):

1. Outreach activities:

The consultant will identify companies who would be receptive to hearing about Spokane’s capabilities. For this task, the goal is to reach as many attractive companies as possible. The consultant will:

- Staying abreast of the current market conditions and communicating them in a timely fashion to the Client
- Assessing global market for potential target companies to serve future Boeing, Embraer, and Airbus production and prioritizing recruitment efforts
- Identifying and continuing to refine a list of potential target companies
- Cultivating existing target companies regularly
- Developing a contact and customer relationship management plan to communicate with target companies
- Developing the unique value proposition for each company targeted for recruitment
- Arranging introductory meetings at conferences and at their facilities with target companies
- Leading the introductory meetings and following up with any additional information requests arising from the meetings
- Preparing presentations and other marketing materials to be used in outreach with the target companies
 - Assessing and making recommendations on marketing platforms including electronic, digital, and presentation materials



- Evaluating the current conferences Spokane attends (i.e., JEC, The Aerospace Event in Los Angeles and Washington, Paris, Farnborough, and Singapore Airshows; Pacific Northwest Aerospace Alliance’s Annual Conference; and the Hamburg Interiors Show) and making recommendations on additional events based on the targeted list of companies
- Analyzing the Spokane region’s existing labor market and make recommendations regarding skills sets needed for today and tomorrow’s worker and other regions we should model for workforce preparedness as well as increasing workforce training to match business expansion
- Cataloguing aerospace companies in the Spokane region according to aircraft program type and supply chain tier

2. Lead cultivation:

Once a company has been reached and initial discussions have been held, the consultant’s task is to cultivate the relationship so that the company further explores Spokane as a location for production. Subtasks include:

- Mapping the lead companies to identify decision makers and influencers both within the targeted company and outside the company, such as key customers and supply chain partners
 - In this regard, particular emphasis should be placed on the aerospace contacts of the manufacturers that comprise I-90 Aerospace Corridor. The successful contractor would be expected to develop a communications strategy, script, and execution plan
- Develop detailed, targeted materials specific to the leads demonstrating the Spokane Region’s advantages
- Participating in on-site visits by the leads with emphasis as an expert in aerospace manufacturing

3. Marketing the Spokane Region’s economic and physical infrastructure:

While Spokane has a robust infrastructure for an aerospace company to consider, the consultant should assess the offering holistically to identify potential gaps. This includes:

- Regularly evaluating the Spokane microsite website (spokaneaero.com) and recommending any changes/improvements
 - Includes ensuring that the website is current, complete, and accurate and recommending any needed changes
- Benchmarking the website against other clusters and regional aerospace coalitions
- Providing professional marketing services in multi-media marketing campaigns to reach decision-makers and influencers in target companies, drive engagement



with Spokane, and communicate effectively with internal decision-makers and stakeholders

- Evaluating the current supply base in the Spokane region and identifying strengths and weaknesses by supply chain location to identify potential gaps that might discourage a larger firm from moving production to the region
 - As gaps are identified, which may include but aren't limited to, local supplier capabilities, workforce (skilled labor and professional, engineering talent), physical and utility infrastructure, research and development, logistics, etc., the consultant will develop a plan of action to address the gaps
- Evaluating the local business environment to develop a comprehensive list of strengths and weaknesses when compared to other aerospace clusters
 - Examples of areas to consider are workforce development, relative cost of living, college and universities, etc. Where weaknesses are identified, the consultant will recommend actions to be taken to address those deficiencies
- Emphasize the capabilities and certifications of the I-90 Aerospace Corridor in general and the Inland Northwest Aerospace Consortium, in particular, and encourage targeted firms to attend their annual aerospace conference held in May each year as a showcase event.

4. Routine briefings and updates

- Provide the Spokane Airport Board and strategic regional partners with semi-annual updates, which will include travel and presentation preparation

5. Spokane Regional Aerospace Proposal

The culmination of the above tasks is the recruitment and siting of a major final assembly site or aerostructures or aircraft interiors manufacturer on Airport property

- Actively participate in the coordination, preparation, review, strategy, and submission of the Airport's proposals to Boeing on their next aircraft program either as final assembly or a major component manufacturing site or by future programs of other OEMs seeking a similar major manufacturing site.

Schedule

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

Date	Description
01/05/2025	Advertisement & Post on GEG Website
N/A at this time	Pre-Proposal Meeting
01/16/2025 1:00 PM Local Time	Deadline for Submission of Questions



01/21/2025 2:00 PM Local Time	Deadline for Airport's Posting of addenda
01/24/2025 4:00 PM Local Time	Proposal Submission Deadline (Due Date)
	Review of proposals by internal panel
01/29/2025	Notify Finalists
02/10/2025	Presentations or Interviews, if requested
02/12/2020	Board Committee recommendation
02/20/2020	Airport Board Action at the February Meeting
ASAP	Successful Proposer Execution of Contract
Upon return	Airport Execution of Contract
03/03/2025	Commencement of Services Under the Contract

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 RFP.

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)
1) <u>Proposal Information Form</u> : The Proposal Information Form, included in Attachment A to this RFP, 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 and scheduling a potential interview. The contact information should include the following: name of individual, title (Mr., Ms., etc.), firm name, address (city, state, zip code), telephone number, e-mail address.	5
2) <u>Cover Letter</u> : A cover letter expressing interest, addressing, at a minimum, the following: a) <u>Executive Summary</u> : A high-level, executive summary of your firm's relevant qualifications and experiences as well as the	65



<p>relevant experiences of key staff proposed for this project in performing similar services. The proposer’s cover letter should provide specific examples of managing similar functions and successful domestic U.S. and international aerospace business recruitment efforts in the areas outlined in the scope of services. Provide examples of specific examples of professional experience with supply-chain management, raw material sourcing, MRO, logistics, manufacturing operations management, and procurement, as well as, aerospace industry sector cluster development, workforce and technology assessment, and mergers and acquisition experience. Within the aerospace sector, please provide the level of expertise with commercial, defense, commercial space, satellite, and eVTOL. Describe how the proposer will promote client interests to their network of domestic U.S. and international network of contacts.</p> <p>b) <u>Aviation/Transportation Industry Experience</u>: Describe your team’s familiarity and experience with aerospace business recruitment services for aviation and transportation clients. Please also describe your team’s public agency experience and familiarity with the Public Records Act and public records archiving requirements.</p> <p>c) <u>Firm Size and Workload</u>: Outline the size of your firm and discuss your capability to manage a project of this size and scope within the identified time frame, relative to your current workload. Provide details regarding experience and relationships, if any, with the aerospace industry’s primary Original Equipment Manufacturers including Boeing, Airbus, and Embraer, and their Tier I suppliers. Provide details on the length of service, position titles, companies you worked for, and reason for leaving.</p>	
<p>3) <u>Proposed Timeline</u>: Including project stages and typical milestones. Include all project requirements and the proposed tasks necessary to accomplish the project as defined in the Scope of Work.</p>	15
<p>4) <u>Proposed Cost</u>: To assist in evaluating a cost element, please provide an annual aerospace business recruitment services fee, including any travel costs and other expenses. The maximum fee for any agreement is estimated at an annual fee of \$250,000 or</p>	10



<p>less to be responsive to this RFP, with all work performed based on specific Authorizations of Service or a task order basis approved by the Airport. The evaluation process is designed to award this agreement not necessarily to the Proposer(s) of least cost but rather to the Proposer(s) whose Proposal best meets (meet) the requirements of this RFP.</p> <p>Proposers are required to collect and pay Washington state sales tax, if applicable. Costs for subcontractors are to be broken out separately. The Airport reserves the right to negotiate the cost with the selected firm.</p> <p>Note: In practice, prior to the onset of any work performed, the selected Firm and the Airport will outline each task involved and establish a schedule for completing each task in a proposed work plan.</p>	
<p>5) <u>Standard Contract Language:</u> The Airport intends to utilize its standard Professional Service Agreement for this project which is attached hereto in draft form as Attachment B. Each individual or firm must affirm in its Submittal that the terms and conditions of this agreement are acceptable, or if the firm takes exception to any of the proposed language in the agreement, the firm must specifically describe the reasons for the exceptions and propose in its Proposal alternative language for review and consideration by the Airport.</p>	5
<p>6) <u>References:</u> At least three references from previous clients for similar work completed by your firm and should be relevant to the scope of services. Cited references should include project name, reference name, title, project role, and current contact telephone number. Refer to the Reference Checks section of this RFP for information about how reference checks will be used in the evaluation process.</p>	No points
Total Points	100

Interviews

Proposers may be required to participate in an interview with and/or make a presentation to the selection committee and/or other Airport personnel with the date and time to be determined but estimated above. In the event of interviews and/or presentations, the Airport will establish evaluation criteria and weighting for each criterion that will be added to the scores received for the written Proposals as part of making a final selection.



decision. For this RFP, the Airport would invite Proposers selected for an interview and/or presentation to present demonstrations or examples of their proposal for the Project.

Submission Requirements

Proposal Submission Deadline: One unbound original and five (5) bound copies of the Proposal responding to the information requested in the Evaluation Criteria section of this RFP must be received by the Airport no later than the deadline noted on page 1 of this RFP. Proposals must be delivered to the address indicated on page 1 of this RFP.

Late Proposals: Proposals will not be accepted by the Airport after the date and time specified on page 1 of this RFP. In the event that a Proposal is delivered after the Proposal submission deadline, the Proposal will not be accepted or considered and will be returned to the Proposer unopened. The Airport will not be liable for delays in delivery of Proposals due to handling by the U.S. Postal Service, courier services, overnight carriers, or any other type of delivery service. Proposers are responsible for ensuring that the Airport receives the Proposal at the designated location by the deadline stated on page 1 of this RFP.

Submission Requirements:

- Proposals and their sealed packaging (boxes or envelopes) should be clearly marked with the name and address of the Proposer and should be marked with the name of this RFP as indicated on page 1 of the RFP.
- The bound Proposals should be in an 8 1/2" by 11" format. Limit type size variations to a minimum.
- The Airport strongly encourages the use of recyclable materials in the submission of Proposals.
- Proposers are encouraged to "double side" the printing of their Proposals; however, for the purposes of any page limitations of the Proposal outlined in the RFP, one side of a printed page is considered one page. The Airport will not review or evaluate pages in a Proposal that are in excess of the page number limitation for the Proposal.
- All proposals shall be considered valid for a period of ninety (90) days from the proposal closing date and shall contain a statement to that effect. Timely proposals received shall be subject to applicable laws and regulations governing public disclosure. Any information received within the proposal will be considered part of the public record of this RFP process.

Clear and Responsive Proposals: The Airport has made every effort to include enough information within this RFP 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 RFP 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 RFP: Questions regarding this RFP should be addressed solely to the individual identified on page 1 of this RFP. Questions must be asked prior to the deadline indicated on page 1 of this RFP. The Airport may determine that a Proposal is non-responsive if the Proposer has had contact with any other representative of the Airport.

Addenda: Verbal communications and emails from the Airport, its staff, agents, Airport members, employees or outside advisor, or any other person associated with this RFP shall not be binding on the Airport and shall in no way modify any provision of the RFP. Only formally issued addenda shall modify the terms of this RFQ. Any addenda issued for this RFP will be published at the following website address: <https://business.spokaneairports.net/rfp/>. 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 RFP. 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 and the highest-rated firms may be invited to an interview and/or presentation. The selected firm will be invited to enter into negotiations with the Airport. If the Airport and the selected firm cannot agree on terms that are fair and reasonable, the Airport may terminate negotiations and enter into negotiations with the next highest-rated firm.

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 RFP through addenda issued.
5. To cancel this RFP with or without the substitution of another RFP.
6. To reissue the RFP.
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 RFP 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, either before or after Proposals have been evaluated, and/or after interviews have been held. 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 RFP, 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 RFP. 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 RFP 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 (as determined by the Airport a court of competent jurisdiction), 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.

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 RFP, 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 RFP.

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 RFP, 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 RFP.

Funding Availability: By responding to this RFP, the Proposer acknowledges that for any contract signed as a result of this RFP, 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 RFP 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 RFP, 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 RFP.



SUBMISSION CHECKLIST

- Proposal Information Form (included in Attachment A)
- Cover Letter
- Proposed Project Timeline
- Proposed Project Costs
- Work Samples (at least 5)



Attachment A

**Spokane International Airport
Request for Proposals for
Aerospace Business Recruitment Consulting 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.



Exhibit B – Sample Contract

Contract #00-00-0000

PROFESSIONAL SERVICES AGREEMENT

for

Project Description, Project #00-00-0000

THIS AGREEMENT, made and entered into this ____ day of _____, 2025, by and between SPOKANE AIRPORT, by and through its AIRPORT BOARD, created pursuant to the provisions of Section 14.08.200 of the Revised Code of Washington, as a joint operation of the City and County of Spokane, municipal corporations of the State of Washington, hereinafter referred to as “Airport,” and _____, a Company organized and incorporated in the State of _____, hereinafter referred to as “Consultant.”

Consultant shall provide professional services for the _____, Project #00-00-0000, at the Spokane International Airport / Felts Field / Airport Business Park. Said services shall be in accordance with the Scope of Work - Exhibit A, dated _____, 2025, attached hereto.

WITNESSETH:

The parties hereto agree as follows:

1. TERM: The term of this Agreement shall be three (3) years commencing _____ and expiring on _____. The Airport shall have the option to renew this Agreement for two (2) additional one (1) year term(s), providing that the work performed under this Agreement has been fully satisfactory as determined solely by the Airport. Such options shall be under the same terms and conditions contained herein except for the financial consideration and scope of work, which may be renegotiated as set forth in Article 3 – COMPENSATION and Scope of Work – Exhibit A, attached hereto. Said option(s) may be exercised by written notice from the Airport to the Contractor not later than thirty (30) days prior to the expiration of the current term.
2. MODIFICATION: The Airport may modify this Agreement and order changes in the work whenever necessary or advisable. Consultant will accept modification when ordered in writing by the Airport’s designated representative, the time for performance and compensation being mutually agreed upon. Consultant shall make revisions to work included in this Agreement as are necessary to correct errors and omissions appearing therein when required to do so by the Airport without additional compensation.
3. COMPENSATION: The Airport will pay Consultant per the Scope of Work - Exhibit A, dated _____, 2025, attached hereto. The negotiated fee for said services shall be for a lump sum amount of \$_____.

The Consultant agrees that any work identified during the project as outside of the original Scope of Work shall be discussed with the Airport prior to execution of such work. A separate written scope and fee will be prepared and forwarded to the Airport for consideration. Any work completed by the Consultant outside of the Scope of Work without express written prior approval from the Airport shall be considered incidental.

4. PAYMENT: Consultant will send its applications for payment to:

Spokane International Airport
Attn: _____ #00-00-0000
9000 W. Airport Drive, Suite 204
Spokane WA, 99224

5. TERMINATION: Airport may terminate this Agreement by thirty (30) days' written notice to the other party and Consultant may terminate this Agreement by sixty (60) days' written notice; provided, however, the party seeking to terminate this Agreement shall not be in default. In the event of such termination, the Airport shall pay Consultant for all services rendered and expenses incurred prior to date of termination. The Airport is not obligated to pay any fees or expenses which specifically involve negligent acts or omissions on the part of Consultant.
6. COMPLIANCE WITH LAWS: Consultant shall comply with all applicable federal, state, and local laws, regulations and executive orders which are incorporated by reference.
7. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION: The Consultant certifies, by execution of this Agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from participation in this transaction by any Federal or State department or agency. It further agrees by executing this Agreement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Consultant or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this Agreement.
8. OWNERSHIP OF DOCUMENTS: All drawings, plans, specifications, reports and other related documents prepared by Consultant under this Agreement are and shall be the property of the Airport. Any reuse shall be at the Airport's sole risk.
9. ENDORSEMENT OF PLANS: Consultant shall place its written endorsement on all plans, specifications, reports or documents developed by Consultant.
10. ASSIGNMENTS: This Agreement is binding on the parties and their heirs, successors, and assigns. Neither party may assign or transfer its interest, in whole or in part, without the other party's prior written consent.
11. LEGAL CLAIMS AND ATTORNEY FEES:
- A. Each party hereto shall promptly report to the other any claim or suit against it arising out of or in connection with Consultant's duties. Subject to paragraphs 20 and 27 of this Agreement, the Airport and Consultant each have the right to compromise and defend the same to the extent of its own interest; provided the defense of the same has not been tendered and accepted by the other party. Consultant is an independent contractor in every respect, and not the agent of the Airport.

- B. In the event either party requires the services of an attorney in connection with enforcing the terms of this Agreement or in the event suit is brought for the recovery of fees or other sums or charges otherwise payable to Consultant, the prevailing party will be entitled to reasonable attorneys' fees, consultants' fees, witness fees and other costs, both at trial and on appeal. For purposes of calculating attorneys' fees, legal services rendered on behalf of the Airport by public attorneys shall be computed at hourly rates charged by attorneys of comparable experience in private practice in Spokane, Washington.
12. TITLE VI ASSURANCES: During the performance of this Agreement, the Consultant, for itself, its assignees and successors in interest agrees as follows:
- A. Compliance with Regulations: Consultant shall comply with the Regulations relative to nondiscrimination in Federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this Agreement.
- B. Nondiscrimination: The Consultant, with regard to the work performed by them during the Agreement shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the Agreement covers a program set forth in Appendix B of the Regulations.
- C. Solicitation of Subcontracts Including the Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the Consultant for work to be performed under subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Consultant of their obligations under this Agreement and the Regulations relative to nondiscrimination.
- D. Information and Reports: The Consultant, and all subcontractors and suppliers of the Consultant, shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Airport or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Airport or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.
- E. Sanctions for Noncompliance: In the event of the Consultant's non-compliance with the nondiscrimination provisions of this Agreement, the Airport shall impose

such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to withholding of payments to Consultant until Consultant complies, and/or cancellation, termination, or suspension of the agreement in whole or in part.

13. ANTI-KICKBACK: No officer or employee of the Airport, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.
14. EXPERT LEGAL TESTIMONY: In the event of any legal or other controversy requiring the services of Consultant in providing expert testimony in connection with any project, except suits or claims by third parties against the Airport arising out of negligent errors or omissions of Consultant, the Airport shall pay Consultant for services rendered in regard to such legal or other controversy, including costs of preparation for controversy. Such payment to Consultant shall be at rates mutually agreed upon.
15. STANDARD PERFORMANCE: Consultant, in carrying out its responsibilities, acts, and duties, shall observe and meet the standard of an experienced and qualified professional consultant familiar with the aerospace industry, performing similar services under similar conditions.
16. ACCESS, APPROVALS and PERMITS: The Airport shall arrange for access to and make all provisions for Consultant to enter Spokane Airport property as required for Consultant to perform its services. Except as may be provided in individual agreements, the Airport shall furnish appropriate approvals and permits from all governmental authorities having jurisdiction over the project and such approval and consents from others as may be necessary for completion of the project.
17. MAINTENANCE OF RECORDS: Consultant shall make available to the Airport's auditor, or his fully authorized representative, all records created as a result of the Agreement including pertinent information which Consultant shall have kept in conjunction with this Agreement and which the Airport may be required by law to include or make part of its auditing procedures, or which may be required for the purpose of funding the service contracted for herein. Consultant agrees to maintain a copy of said records for a minimum of seven (7) years following completion of its services.
18. INSURANCE:
 - A. Consultant shall carry Professional Liability insurance coverage, including coverage for job supervision, in the minimum amount of \$1,000,000.00, per claim and in the aggregate.
 - B. Consultant shall, at its expense, maintain insurance in full force and effect during the term of this Agreement in such amounts as to meet the minimum limits of liability specified below and insurance shall be placed with companies or underwriters authorized to do business in the State of Washington and carry a Best's rating no lower than A-. Failure to obtain and maintain such insurance shall constitute a default under this Agreement. The insurance policy(ies) shall be the

standard comprehensive general liability insurance coverage with aircraft exclusion deleted and shall include, but not by way of limitation, bodily injury, property damage, products liability, automobile including owned, non-owned, leased and hired, and contractual coverage. Consultant shall also maintain a vehicular policy insuring any of its vehicular operations on the Airport and the policy shall be issued by a company authorized to do business in the State of Washington. Consultant shall promptly upon execution of this Agreement, furnish to the Airport appropriate certificates of insurance evidencing coverage affected and to be maintained for the term of this Agreement. The coverage shall not be less than \$1,000,000.00, combined single limit or split limits equal to and not less than \$1,000,000.00, for bodily injury and property damage with respect to each occurrence; such limits subject to periodic adjustments. The insurance policies shall not be subject to cancellation except after notice to the Airport by registered mail at least thirty (30) days prior to the date of such cancellation. Where any policy(ies) has/have normal expirations during the term of this Agreement, written evidence of renewal shall be furnished to the Airport at least thirty (30) days prior to such expiration. The Airport, its staff, and employees shall be named as additional insured on Consultant's Comprehensive General Liability coverage, with respect to Consultant's use of the Airport and the Premises which are subject of this Agreement. Upon written request by the Airport, Consultant shall permit the Airport to inspect all originals of all applicable policies. Required additional insured language is as follows: *"The Airport, the City and County of Spokane, their elected officials, agents and employees are additional insured with respects to Liability arising out of the operations of the named insured."*

19. INDEMNIFICATION:

- A. The Consultant shall indemnify the Airport, its elected and appointed officials, agents, employees and representatives (collectively, the "Constituents") from only that portion of any liability that is caused by any negligent act, error, or omission by the Consultant with regard to the professional services it has performed for the Airport, as such liability is finally determined after trial and any appeal thereof. The Airport and the Constituents shall not have comparative fault for selection, administration, monitoring, or controlling the Consultant, or in approving or accepting the Consultant's work. This paragraph shall not nullify, extend or expand any statute of limitations that is otherwise applicable to any negligence or other claim against the Consultant. This indemnification is not intended to, and does not alter or interfere with any duties that the Consultant may have under its insurance agreements, such as the duty to cooperate fully with the insurer in defending any claims, the duty to obtain the consent of the insurer to pay or compromise any claim, or the duty to refrain from prejudicing the insurer's subrogation rights. This indemnification is solely for the benefit of the Airport and the Constituents and no third party beneficiary or other rights shall be created under this provision.
- B. Consultant hereby agrees to release and hold harmless the Airport and Constituents from any damages to the Consultant caused by noise, vibrations, fumes, dust, fuel particles and all other effects that may be caused by the operation of aircraft landing at or taking off from, or operating at or on the Airport; and the Consultant does

hereby fully waive, remise and release any right or cause of action which it may now have or which it may have in the future against the Airport, its successors and assigns, due to such noise, vibrations, fumes, dust, fuel particles, and all other effects that may be caused or may have been caused by the operation at or on the Airport. The above exception shall not limit a cause of action against other persons or entities, including licensees, concessionaires or aircraft operators.

- C. Consultant further agrees to hold the Airport and Constituents free and harmless for any claims arising out of the damage, destruction or loss of any or all of Consultant's equipment excluding any claims arising out of the sole negligence of the Airport, the City and County of Spokane, their elected officials, agents and employees.
20. AUTHORIZATION TO PROCEED: Consultant will not begin work on any of the services listed until the Airport provides written direction to proceed.
21. FORCE MAJEUR: Neither the Airport or Consultant shall hold the other responsible for damages nor delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the others employees and agents.
22. HAZARDOUS MATERIALS: Dealing with hazardous materials is not within Consultant's obligations. An amendment to this Agreement will be required for work involving hazardous materials.
23. SERVICES OF CONSULTANT: Unless this Agreement is terminated as specified herein by reason of substantial failure of either party to fulfill its obligations under this Agreement, Consultant shall perform all services specified in this Agreement.
24. SUBMISSION OF AGREEMENT: The submission of this document for examination and negotiation does not constitute an offer or Agreement. This document shall become effective and binding only upon execution and delivery hereof by an authorized representative of each the Airport and Consultant. No act or omission of any officer, employee or agent of the Airport shall alter, change or modify any of the provisions hereof.
25. RELATIONSHIP OF THE AIRPORT AND CONSULTANT: Nothing contained herein shall be deemed or construed as creating the relationship of principal and agent, partnership, or joint venture, and no provision contained in this Agreement nor any acts of Consultant and the Airport shall be deemed to create any relationship other than that of Consultant serving as an independent contractor of the Airport.
26. SURVIVAL OF INDEMNITIES: All indemnities provided in this Agreement shall survive the expiration or any earlier termination of this Agreement. In any litigation or proceeding within the scope of any indemnity provided in this Agreement, Consultant shall, at the Airport's option, defend the Airport at Consultant's expense by counsel satisfactory to the Airport.

27. APPLICABLE LAW; VENUE; WAIVER OF TRIAL BY JURY: This Agreement, and the rights and obligations of the parties hereto, shall be construed and enforced in accordance with the laws of the State of Washington. Jurisdiction and venue for any action on or related to the terms of this Agreement shall be exclusively in either the United States District Court for the Eastern District of Washington at Spokane or the Spokane County Superior Court for the State of Washington, and the parties irrevocably consent to the personal jurisdiction of such courts over themselves for the purposes of determining such action and waive any right to assert a claim for inconvenient forum. In any action on or related to the terms of this Agreement, the parties (for themselves and their successors and assigns) hereby waive any right to trial by jury and expressly consent to trial of any such action before the court.

Attachments:

Exhibit A: Scope of Work

IN TESTIMONY WHEREOF, witness the signature of the parties hereto the day and year first above written:

SPOKANE AIRPORT BOARD

APPROVED AS TO FORM

By: _____
Lawrence J. Krauter
Chief Executive Officer

By: _____
Brian M. Werst
General Counsel

CONSULTANT

Printed Name: _____
Title: _____
UBI #: _____