Request for Qualifications
Spokane Airport Board
Consulting Services

Rail-Truck Transload Facility Project, #19-43-1966

The Spokane Airport Board is requesting Statements of Qualifications (SOQ) from qualified consulting firms or teams of firms for planning, environmental and engineering services related to the Spokane International Airport's (SIA) Rail-Truck Transload Facility Project.

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. on Tuesday, December 17, 2019**.

A. SCOPE OF WORK

The purpose of the project is to provide a new rail-truck transload facility for multi-modal freight movement. The proposed Rail-Truck Transload Facility (Transload Facility) will be located west of Spokane International Airport, north of Thorpe Road, east of Craig Road and on Airport property. The proposed facility will link to the recently rail that ties into the Geiger Spur.

The project will extend existing rail line to provide for train loading, offloading and circulation, as well as additional area for freight truck movement. The proposed Transload Facility consists of approximately 1.7 miles of new track alignment, two loading tracks with a 2,000-foot clear length, one running track equipped with a tail track, five turnouts, and possibly signalization at Craig Road. Supporting infrastructure will be extended to the site, including water, sanitary sewer, stormwater, power and gas utilities.

The project Scope of Work (SOW) includes all planning; civil, geotechnical and electrical engineering; survey, environmental, permitting, grant administration, construction management; and any other services necessary to deliver complete bid documents and administer the project, including construction.

The total budget is approximately $14.4 million for design and construction.

B. INFORMATIONAL MEETING

A non-mandatory informational meeting is scheduled for **Friday, November 22, 2019 at 1:00 p.m.** in the Board Room at Spokane International Airport.

C. SUBMITTAL REQUIREMENTS

Four (4) copies of the SOQs shall be provided with one (1) thumb drive of the SOQ submittal in pdf format. Each copy shall be marked on the cover:

RFQ: Rail-Truck Transload Facility Project, #19-43-1966

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 RFQ 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, Project Manager
   Planning and Engineering Department
   Spokane International Airport
   9000 W. Airport Drive, #204
   Spokane, WA 99224
   E-mail: Lcorcoran@spokaneairports.net

2. Related Information

   Firms 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 with no modifications. It is anticipated that a PSA will be awarded by the Spokane Airport Board at its next regularly scheduled meeting.

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 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.

3. Statement of Qualifications
   Describe the qualifications, experience, and capabilities of the proposing firm and team in the order presented below.

   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. Highlight the prime firm's (and sub-consultant firms) relevant project experience to this project.

   b. *Project Organization and Staff Experience.* Include the organizational structure that is proposed to implement the project, identifying the primary point of contact, support staff, sub consultants, 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, role on this project and relevant projects each has completed. Highlight the technical proficiency and competency your firm and sub-consultant(s) bring to this project.

   c. *Project Understanding and Approach.* Demonstrate an understanding and familiarity of this project. Describe your approach to completing the project. Briefly list and/or describe project assumptions, planning considerations and/or other relevant project information the Airport may find important to consider.

4. References

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

E. 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 base the selection on 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 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 interest of the Spokane Airport Board. All proposals become the property of the Airport.

Spokane International Airport is an Equal Opportunity Employer and encourages Women, Minority, Disadvantaged Business Enterprises and small businesses to participate in the competitive proposal process.

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 detailing 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 lump sum basis and/or a time and materials basis for a not-to-exceed contract amount, based on the specific identified tasks of the SOW. If scope and fee 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. QUALIFICATION SUBMITTALS

SOQs shall be submitted to:

SPOKANE INTERNATIONAL AIRPORT
ATTN: Lisa Corcoran, Planning & Engineering Department
Spokane International Airport
9000 West Airport Drive, Suite 204
Spokane, WA 99224

Re: Rail-Truck Transload Facility Project #19-43-1966

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