



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

**New Gas Station Facility, #21-42-1713**

The Spokane Airport Board is requesting Statements of Qualifications (SOQ) from qualified consulting firms for environmental, engineering and construction management/administration services for the New Gas Station Facility at Spokane International Airport. SOQs will be received by the Spokane Airport Board until **2:00 p.m. on April 22, 2021**.

**A. SCOPE OF WORK**

The project Scope of Work (SOW) includes providing civil, structural, geotechnical, mechanical and electrical engineering, survey, landscaping, construction administration/management and other necessary services for the new gas station facility at Spokane International Airport.

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 is scheduled for **April 15, 2021 at 10:00 a.m.** and can be attended by video or phone:

**Video:**

<https://zoom.us/j/93289516504?pwd=Z3dXaWNoMWhVWnc2N1BMaG8zdTd6dz09>

Meeting ID: 932 8951 6504

Passcode: 185866

**Phone:**

(253) 215-8782

Meeting ID: 932 8951 6504

Passcode: 185866

**C. SUBMITTAL REQUIREMENTS**

1. Clarifications

Any clarifications or modifications will be provided in writing by the Airport and will be posted on the Airport's website at <http://business.spokaneairports.net/rfp>

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 in writing to:

Lisa Corcoran, Manager, Planning & Engineering Department  
E-mail: [Lcorcoran@spokaneairports.net](mailto: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 June 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.

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 15 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 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. *References.* Provide a list of three (3) references that have specific knowledge of airport 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 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.

The Spokane Airport Board Reserves the right to reject any and all SOQs, 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 SOQs 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 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 may be amended to the PSA and 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 prior to approval and execution of the PSA. 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. STATEMENT OF QUALIFICATION SUBMITTALS**

SOQs shall be submitted to:

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

Re: New Gas Station Facility, #21-42-1713