



**Request for Qualifications  
Spokane International Airport  
Consulting Services: GC/CM Advisor & Program Support Services  
Terminal Renovation & Expansion (TREN) Program  
#17-44-1898**

The Spokane Airport Board is requesting Statements of Qualifications (SOQ) from qualified consulting firms for General Contractor/Construction Manager (GC/CM) Advisor & Program Support Consultant Services for the Terminal Renovation & Expansion Program at Spokane International Airport. SOQs will be received by the Spokane Airport Board until **2:00 p.m. on Thursday, January 30, 2020**. This Request for Qualifications (RFQ) is posted on the Spokane Airports website at: <http://business.spokaneairports.net/rfp>.

**A. BACKGROUND**

The Airport intends to use the GC/CM project delivery method in accordance with RCW 39.10 to deliver the Terminal Renovation & Expansion (TREN) Program. Considering the magnitude and importance of this project, the Airport is seeking the services of an individual, firm or team of firms with extensive experience on airports and with the implementation of public works projects via GC/CM in the State of Washington. Furthermore, the Airport anticipates a need for program and project control support services to deliver the total building program.

**B. PROJECT DESCRIPTION**

With increasing passenger enplanements, the TREN Program will provide space for more efficient airport and airline operations. The TREN program consists of a new Central Bag Claim Hall and Consolidated Security Screening Checkpoint (SSCP); remodeling of the Terminal A/B Baggage Claim and A/B SSCP; addition for the Concourse C West Expansion; additional passenger boarding bridge gates; relocation of the police facilities; and related building improvements. The project includes new construction of approximately 236,000SF and remodeling of approximately 45,000SF.

**C. SCOPE OF WORK**

The GC/CM portion of the Scope of Work (SOW) may include:

- Completion and submittal of the Application for Project Approval to obtain Capital Projects Advisory Review Board approval to use GC/CM delivery;
- Providing guidance and direction for the development of GC/CM procurement documents; identifying selection criteria and providing recommendations for scoring, including weighing experience, qualifications and cost of GC/CM Proposers;
- Assistance with evaluation of proposals and interviews of GC/CM Proposers;
- Participation in negotiation of the GC/CM contracts;
- Developing SOW and budget for GC/CM preconstruction services;
- Facilitating coordination and cooperation between the Airport, the GC/CM, the A/E, and other important stakeholders;
- Providing change management guidance, including determination and allocation of

responsibility;

- Assure all statutory and contractual obligations are satisfied;
- Review of schedule issues;
- Assistance with resolution of disputes, if any;
- Closeout of GC/CM contract(s);
- Potential additional services identified during project implementation; and
- Other items as negotiated.

The Program Support portion of the Scope of Work (SOW) may include:

- Development, implementation and management of program schedule and budget objectives;
- Identification of program elements associated to applicable funding sources, including but not limited to Passenger Facility Charges (PFC), FAA Airport Improvement Program (AIP) and Airport General Funds;
- Communication and coordination with project stakeholders and agencies with an interest in the program;
- Identification and resolution of program challenges;
- Development of program protocols to ensure the efficient movement of aircraft, passengers and baggage during construction;
- Provide support in developing effective solutions to planning, engineering, environmental and associated issues; and
- Other items as negotiated.

The selected firm is expected to propose a team that is capable of providing all required services. Note, the selected GC/CM Advisor will not be eligible for work under the GC/CM procurement for this project.

**D. INFORMATIONAL MEETING**

A non-mandatory informational meeting is scheduled for **Thursday, January 16, 2020 at 2:00 p.m.** in the Executive Conference Center at Spokane International Airport.

**E. SUBMITTAL REQUIREMENTS**

Five copies of the SOQs 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 prime 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 (5) working days prior to the submittal deadline. Any questions relating to the submittal requirements shall be directed to:

Matt Breen  
Director, Planning and Engineering Department  
Spokane International Airport  
9000 W. Airport Drive, Suite 204  
Spokane, WA 99224  
E-mail: mbreen@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 to the terms and conditions contained therein. The selected consultant will be expected to execute the Airport's PSA.

**F. 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 consulting firm and team. Discuss services offered, size of staff, and office location(s) of the consulting firm(s). Include the point of contract information, including email, of the firm responding to the RFQ.

3. 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 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 on in the past five (5) years.
- 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, 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 this project and describe your approach to completing this and future phases of the program.

4. References

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

**G. EVALUATION AND SELECTION**

All SOQs received will be evaluated and ranked based upon the responsiveness to the RFQ. A minimum of two 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.

**H. 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. A cost analysis may be performed for each of these negotiations. Work may be performed on a task order basis, a lump sum basis or on a time and materials basis for a not-to-exceed contract amount, based on mutual agreement and the specific identified tasks. 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.

**I. QUALIFICATION SUBMITTALS**

SOQs shall be submitted to:

SPOKANE AIRPORT BOARD  
ATTN: Matt Breen, Director, Planning & Engineering Dept.  
TREX GC/CM Advisor & Program Support Services, #17-44-1898  
Spokane International Airport  
9000 West Airport Drive, Suite 204  
Spokane, WA 99224

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.