



# **REQUEST OF QUALIFICATIONS**

**General Contractor as Construction Manager  
Services**

**Spokane International Airport  
New Administration Office Building  
Project #22-42-1764**

**SPOKANE INTERNATIONAL AIRPORT**  
9000 W. Airport Drive, Suite #204  
Spokane, WA 99224  
(509) 455-6406

**RELEASE DATE: March 27, 2023**

**Qualifications Due: May 3, 2023, by 2:00pm**

## General Contractor as Construction Manager Services

### 1.0 INTRODUCTION

- 1.1 The Spokane Airport Board is accepting Statements of Qualifications (SOQs) from General Contractor/Construction Managers (GC/CM) for their New Administration Office Building (Project).

Ideal Candidates shall:

- Embrace an integrated project team model including Spokane International Airport (Airport), MWA Architects, CBRE|Heery, specialty consultants, the GC/CM and key subcontractors that are focused solely on the best interest of the Airport and Project.
- Provide professional and high quality pre-construction consulting services including scope and budget alignment, cost estimating, scheduling, phasing logistics, value engineering, constructability reviews, collaboration with the design consultants, and assistance in the selection of materials and building systems in alignment with the Airport's desire for safety and sustainability.
- Solicit and manage subcontractor and supplier bidding to maintain identified project budgets and determine the best strategy to execute each phase of the project.
- Provide high quality construction services to deliver a high-quality project, safely, on time, and on budget.

All official documents and notification of all addenda for this process are available off the Airport's website, <http://business.spokaneairports.net/rfp>.

- 1.2 Pre-Construction Phase Services: Required GC/CM services for the pre-construction phase as a fully integrated member of Airport's project team shall include but not be limited to: involvement in team meetings; critical path method scheduling including phasing, buyout, construction, commissioning, close-out, and occupancy; conceptual estimating including preparation of detailed estimates of developing designs and design alternates; regular systems analysis; value analysis, and constructability input to the developing design; early preparation of subcontract and supplier packaging plans; preparation of documents for the subcontractor selection process; identification of early award and long lead packages and early bidding and award if required; site investigations, testing and inspection services; and subcontract bidding and bid analysis. These and other services are described in further detail in the Contract Documents.
- 1.3 Construction Phase Services: The GC/CM's construction phase services shall include but not be limited to: holding regular project team meetings; subcontract administration; CPM schedule reporting and maintenance; quality control and assurance; safety management; the coordination and management of all construction activities; change and issue management; time and cost control, including claims mitigation; subcontract claims and impact analysis; payment of all materials, labor and equipment; preparing all daily, weekly and monthly reports of progress, cost, quality issues, commissioning and completion activities; and project records maintenance. These and other services shall be described in further detail in the Contract Documents.

- 1.4 Proposing firms are required to attend a **MANDATORY PRE-SUBMITTAL CONFERENCE** at which particulars of the projects, the selection process, schedule, and the elements of the contract will be discussed. The conference will be held in person and virtually on **April 14, 2023 at 2:00 p.m.**

**Join Zoom Meeting Link**

<https://us06web.zoom.us/j/86117562058?pwd=VWJXd1FsUmQ2cUJZGSt2c294NG5Bdz09>

Meeting ID: 861 1756 2058

Passcode: 482853

Phone: 1 253 205 0468

- 1.5 Airport intends to award a contract for GC/CM services ("GC/CM Contract") utilizing a three-step competitive process to procure the highest qualified contractor with the strongest management and construction team at market competitive fees. The first step shall consist of a SOQ submittal, as set forth in Section 4 of this Request for Qualifications (RFQ) and evaluated in accordance with the criteria set forth in Section 4. Based on evaluations of submitted SOQs, the highest ranked firms will be asked to participate in the interview process. Based on the evaluations of interviews, the most highly qualified teams will be invited to submit price proposals for specified general conditions and contractor's fee.

All costs incurred by firms choosing to participate in this RFQ process shall be the responsibility of the proposing firms.

- 1.6 All information shall be submitted at the dates and times indicated herein to:

Lisa Corcoran, Director  
Planning and Engineering Department  
Spokane International Airport  
9000 W. Airport Drive  
Spokane, WA 99224

- 1.7 Any questions or requests for clarification regarding this RFQ during the submittal preparation period must be addressed in writing to the Airport's designated representative, Lisa Corcoran at [LCorcoran@SpokaneAirports.net](mailto:LCorcoran@SpokaneAirports.net).

The Airport will consider no telephone inquiries on the RFQ and will consider no in-person inquiries except as identified within the RFQ.

Any firm that attempts to contact any official, employee, or representative of the Airport in any manner contrary to the above requirements may be disqualified from further consideration.

This prohibition does not apply to:

- Delivery of the firm's RFQ
- Discussion at the pre-submittal conference and interview
- Delivery of written questions about the RFQ

## **2.0 PROJECT DESCRIPTIONS**

### **2.1 Project Scope:**

The New Administration Office Building will be an integrated multi-story structure located above a one- or two-story parking garage for supporting staff and visitor parking. The new building will consist of offices, meeting rooms and necessary support spaces. The Airport desires this new building to meet LEED and WELL Building standards and incorporate airport safety standards.

### **2.2 Project Budget:**

The project is to be funded with multiple funding sources. The Airport has allocated approximately \$12M in non-restricted dollars which are to be allocated to this project. The remaining funding for the project is to be funded through general revenue.

The project Maximum Allowable Construction Cost (MACC) for use in this proposal is 11,000,000.

Additional project descriptions will be provided during the mandatory Pre-Submittal Conference.

## **3.0 SELECTION PROCESS AND SCHEDULE**

3.1 The Airport is contracting for GC/CM services in accordance with the process authorized by Chapter 39.10 RCW.

3.2 Selection will be made through a three-step process. The scoring in the three steps is cumulative. After the “Step One” submissions are scored and the candidates are selected for “Step Two”, all scores from “Step One” will be carried over. The combined scores of “Step One, “Step Two” and “Step Three” will be used to determine the successful candidate. The process for selection and award of the contract will be as follows:

3.2.1 Step One (SOQ) - Firms to submit SOQs. Short list of the most qualified firms will be made after review of SOQ submissions. (80 points.)

3.2.2 Step Two (Interview) - Firms to Interview. Selection of the most qualified firms after submission of contract comments and interviews. (100 Points)

3.2.3 Step Three (Bid Proposal) - Firms to submit Pricing Proposals. Selection of the successful firm for contract execution after submission of Pricing Proposals and final scoring tabulated. (20 points)

### **3.3 Selection Schedule of GC/CM**

The following is the projected schedule for completion of the project. Dates are approximations for the process steps and are subject to change:

<b>Step</b>	<b>Date</b>	<b>Selection Process</b>
One	March 27, 2023	Advertisement for RFQ published. (First Notice)
	April 3, 2023	Advertisement for RFQ published. (Second Notice)
	April 14, 2023	<b>Mandatory Pre-Submittal Conference at 2 pm.</b>
	April 21, 2023	Last day for Questions from Proposers, <b>3:00 pm.</b>
	May 3, 2023	<b>Statement of Qualifications due at 3:00 pm.</b>
	May 12, 2023	Notifications sent to firms along with the contract attachments.
Two	May 25, 2023	Interviews w/Shortlisted Firms (Tentative Date).
	May 26, 2023	GC/CM Selection Committee recommendation of firms to submit cost proposals.
Three	June 1, 2023	<b>Submit compliant pricing proposals, due at 1:00 pm.</b> Proposals will be publicly open and read.
	June 15, 2023	Airport Board’s final approval anticipated.

3.4 Design and Construction

The current design and construction schedule, subject to change, is as follows:

- Schematic Design: through June 2023
- Design Development: through August 2023
- Construction Documents: August 2023 – January 2024
- Building Construction: March 2024 – April 2025

**4.0 STEP ONE: Statement of Qualifications (SOQ) Submittal Requirements (80 points)**

4.1 General Information

4.1.1 The proposing firm shall submit FIVE (5) hard copies the SOQ and an electronic copy on a thumb drive. Each copy shall include the firm name and following project title on the cover:

**“SOQ: NEW ADMINISTRATION OFFICE BUILDING, PROJECT NO. 22-42-1764”**

4.1.2 The submittal shall be limited to a **maximum of twenty (20) double sided** sheets (40 pages total) on 8-1/2” x 11” sheets of paper with not smaller than 11-point font.

4.1.1 The covers, cover letter, table of contents, tabs, copies of joint venture agreements, and Contractor Verification forms do not count toward the page limits.

- 4.1.2 Project cut sheets, including photos, are included in the page limits. Submittals exceeding the page limits may be considered non-responsive.
- 4.1.3 Please Note: In preparing the SOQ, the proposing firm shall clearly identify the firm’s role on each referenced project.
  - a) If the proposing firm is representing an individual’s experience while employed at another firm, the firm of record for the project and the individual’s role shall be identified.
  - b) If the proposing firm is representing its experience while part of a joint venture, the joint venture partners shall be listed, and the role of the proposing firm and its employees shall be identified.
- 4.1.4 The Airport requires that respondents follow the format in the order identified within the RFQ. Submittals failing to follow the format as described herein may be considered non-responsive. The submittals shall be organized in a manner that will enable the GC/CM selection committee to quickly assess pertinent information.

Any questions regarding the RFQ should be directed in writing to Lisa Corcoran at [licorocoran@spokaneairports.net](mailto:licorocoran@spokaneairports.net).

Submit copies of the Statement of Qualifications by **2:00pm PST May 3, 2023**, to:

**Lisa Corcoran, Director  
Planning and Engineering Department  
Spokane International Airport  
9000 W. Airport Drive, #204  
Spokane, WA 99224**

Mark envelope with the following title:

**“SOQ: Airport NEW ADMINISTRATION OFFICE BUILDING PROJECT #22-42-1764”**

SOQs may be hand-delivered to the same address, at the Airport Administrative Office, located on the second floor of the Airport.

#### 4.2 Format and Content

- 4.2.1 Cover Letter: The letter of interest should not be more than two (2) pages and may contain any information not shown elsewhere in the submittals.

*This letter must be signed by an executive of the firm who can contractually commit the firm and its resources to the project and shall include a contact phone number and email address.*

Firms submitting as a joint venture must have the principal(s) of the joint venture sign the cover letter. Firms submitting as a joint venture must provide a copy of the draft or executed joint venture agreement as a part of its RFQ submittal. This agreement should be provided in an appendix and is not included in the page count. Please note if the joint venture progresses to Step Two of the process, an executed agreement shall be submitted to the Airport at the interview.

Also, submit an executed Contractor Verification Form (this form is a requirement for consideration of the Statement of Qualifications). This form should be provided in an appendix and is not included in the page count. See Exhibit A.

4.2.2 Table of Contents

4.2.3 **Section 1 – Executive Summary** - This summary should not be more than two pages. It is to provide a summary highlighting the firm’s qualifications and special expertise to provide the services requested in the RFQ and may contain any information not shown elsewhere in the submittal.

4.2.4 **Section 2 – Company Profile**

- a) Identification of the submitting firm, including address, Washington Contractor’s license information, and date firm was established.
- b) Provide the firm’s bonding capacity and state the ability of the firm to bond this project. List the name, contact person and telephone number of your bonding agent, and include a statement from your bonding agent pertaining to the commitment to bond this project.
- c) Provide total size and breakdown of firm personnel by category (e.g., principals, project managers, construction managers, superintendents, estimators, schedulers, and other technical, clerical).
- d) State your annual volume (in dollars) of construction for the past five years, your anticipated volume for the current year, and your plans for the next year, including this project. Relevant information to be provided for overall company and for associated office in which the work will be performed out of.
- e) Describe your approach and techniques for claims/disputes avoidance and mitigation. Provide a history of prior claims with owners during the past five years for all projects. Include claims over \$100,000. State the amount of the claim, when it was submitted to the Owner (at pre-construction, construction, or post substantial completion phases), your justification for the claim, whether it was initiated by a subcontractor, how it was settled and for what amount. Provide Owner contact name, position and telephone number.

For clarification, per AIA A201 a claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, a change in the Contract Time, or other relief with respect to the terms of the Contract. The term “Claim” also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim. Section 15.1.1 does not require the Owner to file a

Claim in order to impose liquidated damages in accordance with the Contract Documents.

- f) Describe the experience of your firm in working in this locale with local permitting authorities, subcontractors, and suppliers, local pricing of construction, weather, and utilizing local subcontractors and suppliers and projects of this size.

#### 4.2.5 Section 3 – Project Team

- a) Provide an organization chart for your project team indicating principal, project manager, project estimator, superintendent(s), project engineer(s), pre-construction or construction phase managers if applicable. Give a brief description of the roles of the personnel on the team and list their current location and the length of service with your firm. The project principal, project manager, superintendent(s), estimator, and pre-construction manager (if proposed) listed must be the personnel who will be assigned to the project. Indicate by percentage of what their commitment will be for each phase of the project. (Example: Project Manager – 50% Pre-Construction, 100% Construction). Other positions should be filled with personnel of a quality, expertise and experience level of the personnel who will fill these positions when necessary.
- b) In narrative form, for each of the individual team members named above, discuss relevant experience, qualifications, registrations, and education. Identify projects; date, position, and firm with which the individual was employed at the time of services were performed; and include owner contacts (including telephone numbers) for each project. Provide resumes and references for the proposed team members.
- c) Provide the availability of all key personnel for the scheduled time frame of the proposed project identifying other projects in which they are committed to, level of commitment to those projects and those durations; and identify their proposed location during provision of the requested services.

#### 4.2.6 Section 4 - Project Approach: Pre-Construction

- a) Describe your team's general understanding of the project and the complexities related to work around an occupied facility and general public concerns during Pre-construction. Include any special issues that you believe may affect the project or may affect your approach in pre-construction activities. Discuss the major challenges to successful completion of the design and bidding phases and how your project team proposes to approach them. Describe the expectations your project team has of the Airport.
- b) Describe how your team will assist in delivering a facility that aligns with the Airport's desire for a highly sustainable building while also meeting the goals around security and potential threats.
- c) Explain how your team will develop/review a project budget and schedule to deliver within the established timelines. Describe how your team will facilitate timely estimate reconciliations and how estimate reconciliations affect the schedule. Describe the estimating and scheduling systems and management techniques your firm employs to achieve success in competing projects on time and within budget, while maximizing the Owner's available funds.



- d) Provide a short synopsis of your team’s approach to the following pre-construction responsibilities:
- Design review and commentary
  - Reconciliation of Owner and GC/CM estimates and various analysis between design phase estimates
  - Document coordination
  - Ongoing and formal constructability review and commentary
  - Ongoing and formal value engineering
  - Site logistics resolution
  - Permitting
  - Stakeholder Relations
  - Subcontract bid preparation and packaging, interest generation
  - Construction phasing
- e) Proposed labor rate schedules for the services to be performed for Pre-construction Services. Include the names of individuals on the GCCM preconstruction team, the preconstruction duties they will be performing and the rate per hour that will be charged for each individual for the services performed.
- f) Provide a preliminary list of subcontract bid packages your firm envisions for the construction including early work before the MACC and the Total Cost of Construction is negotiated and agreed to. The Airport prefers to have the subcontract packages organized similar to a typical lump sum construction project. If your firm intends to combine work scope such as a structures package (i.e., steel and concrete) explain why this would be a benefit to the Airport and the project. Identify what packages are anticipated to be self-performed. Proposers are cautioned to review the restrictions on such work in RCW Chapter 39.10.

4.2.7 **Section 5 – Project Approach:** Construction

- a) Describe your team’s general understanding of the project and the complexities of a potentially phased project and the concerns around working around active pedestrian and vehicular traffic, as well as general public concerns during Construction. Include any special issues that you believe may affect the project or may affect your approach in construction activities. Discuss the major challenges to successful completion of the construction phases and how your project team proposes to approach them. Describe the expectations your project team has of the Airport.
- b) Describe the subcontractor cost control and time control systems and management techniques that your firm will employ to achieve success in completing packages on time and within budget.
- c) Provide a summary of your firm’s approach to quality control during construction. In the summary, include a description of the quality control organization you plan to employ, and the levels and authority of the individuals assigned quality control responsibility.

- d) Describe your experience managing relationships with the Airport, stakeholders, permitting jurisdictions, utility services and other entities during this phase.
- e) Provide a summary of the accident prevention program you would employ, submit your company's EMR and OSHA Lost Time Accident Rate for the past five years for the entire company and the office from which the work will be performed.

**4.2.8 Section 6 – Specific Relevant Projects**

- a) Provide project information on a maximum of five (5) recent projects from the past seven (7) years where your services included those most closely related to the scope of the pre-construction services and construction scope of this project.
- b) For each project provide a description of the project, the firm's role on the project, a reference that is familiar with your firm's performance, an owner contact (including telephone number) and note if any of the individuals named in your project team participated as members of the project team for the listed project.
- c) Information pertaining to experience as a prime contractor is acceptable if noted. If the proposing firm is representing its experience while part of a joint venture, the joint venture partners shall be listed, and the role of the proposing firm shall be clearly identified.
- d) Provide the following information in the following order: (1) Original estimate, (2) original guaranteed price, (3) what stage (% of completion of the design drawings) and how many bid packages had been bid (% of total cost of all bid packages) of the project the original guaranteed maximum price was signed, (4) final contract price, (5) original contract completion date, (6) date of substantial completion.
- e) Provide contact information (Owner, Project Manager, or Facilities Manager) for the above referenced projects: Name, phone number, email and position held at time project was completed.

**4.3 Review of Statement of Qualifications**

- 4.3.1 All interested contractors will submit RFQs in accordance with Sections 4.1 and 4.2 above.
- 4.3.2 Following the review of the RFQs, the selection committee will select what it considers to be the most highly qualified firms to provide the services required for the proposed project. Selection will be based on the evaluation criteria set forth below. The firms/teams submitting RFQs will be ranked, and the selection committee will then recommend a shortlist of not less than two (2) and not more than four (4) of most qualified firms for continuation to Step Two. The short-listed firms will receive the Agreement, General Conditions and Special Conditions, General Requirements and related information. The shortlist will be provided in alphabetical order without any ranking whatsoever.

4.3.3 The following selection criteria will be the basis for the shortlist:

Evaluation Criteria	Points
a. <b>Company Profile:</b> Available bond and workload and approach and techniques for claims/disputes avoidance and mitigation.	5 Points
b. <b>Company Profile:</b> familiarity and experience working in the Spokane community local pricing of construction, weather, and utilizing local subcontractors and suppliers and projects of this size.	15 Points
c. <b>Project Team:</b> Experience in the performance of GC/CM alternate public works contracting and number of projects completed as a team.	10 Points
d. <b>Project Approach - Pre-construction:</b> Demonstrated expertise and experience of the Proposer in the services required in the contract including detailed estimating, value engineering, constructability and timely estimate reconciliation. Demonstrated ability to understand the contractor’s role during this phase and what their contributions would be to assure complete and constructible project documents, achievement of budget and schedule goals, a proper safety and communication plan, and a successful subcontractor buy-out;	20 Points
d. <b>Project Approach - Construction:</b> Demonstrated expertise and performance on complex occupied institutions or other relevant projects, including complex and negotiated projects, quality control, phasing and security controls, safety management and accident prevention and ability to work without disruption to operations, passengers and tenants;	20 Points
e. <b>Representative Projects:</b> Demonstrated expertise in similar GC/CM projects and references:	10 Points
<b>Total</b>	80 Points

4.3.4 The score will be kept confidential until prior to the public opening of the pricing proposals in Step Three.

**5.0 STEP TWO: Interviews (100 Points)**

- 5.1 Interviews: Interviews with the short-listed firms will be conducted for the purpose of determining which of the short-listed firms are the most qualified for the project; which firms have the project personnel best able to complete the scope of services; and which firms most fully understand and are able to perform the role of GC/CM as envisioned by the Airport. Interviews will be performed in person at a site that is to be determined.
- 5.1.1 Key personnel (limit of 6) from proposing firms to be assigned to the project are required to be present and participate in the interview. As part of the interview process, both the short-listed firms and their key personnel shall meet the selection criteria set out below.
- 5.1.2 Times for interviews will be selected by random lottery.
- 5.1.3 Presentation topics along with scoring criteria will be identified to the short-listed firms in a notification letter.
- 5.1.4 Following completion of the interviews the selection committee will assign a score to each firm and select the most highly qualified firms for consideration in Step Three. The score will be kept confidential until after the deadline for the submission of pricing proposals.

**6.0 STEP THREE: Contract Review and Submission of Pricing Proposals (20 points)**

- 6.1 Contract Review: Eligibility for the BID phase will be subject to short listed firms' contract review, comments and proposed changes as described in Item 1 below. If negotiation of contract terms is deemed not to be successful, the short-listed firm will not be advanced to the BID phase.
- 6.1.1 All short-listed firms will be required to provide the following: All questions, comments or proposed changes regarding the proposed Agreement, General Conditions, Special Conditions, Pre-construction Services or General Requirements Section 01100 et seq. in writing. The Airport is under no obligation to incorporate any proposed change in the Contract Documents.
- 6.1.2 If the short-listed firm has no questions, comments or other proposed changes, they shall confirm this in writing.
- 6.1.3 The Airport will consult with the selected firms regarding their proposed changes. If the Airport finds any conditions or comments set-forth by the short-listed firm to be detrimental to a successful negotiation of the MACC and the Total Cost of Construction and cannot be expeditiously agreed upon, contract negotiation will be deemed unsuccessful, and the firm will be disqualified from moving on to the Pricing of Proposal Phase. The Airport will issue any accepted revisions by Addendum to the Contract Documents.

- 6.2 **Pricing of Proposals (BID):** The firms considered most highly qualified will be asked to submit to the Airport a fully compliant priced proposal for fixed site general conditions and a fixed fee on a proposal form to be provided. The terms “Fee” and “Specified General Conditions” are specifically defined in the GC/CM contract forms. The Airport reserves the right to modify the contract documents included in this RFQ for the priced proposal submittal.
- 6.3 Currently, as stated in section 2.2, the MACC for the purposes of this submittal is \$11,000,000 which includes a budgetary amount for specified site general conditions, negotiated support services and GC/CM contingency. It does not include preconstruction services, owner contingencies, or local and Washington state sales tax. The preconstruction services fees shall be an allowance in the amount of \$100,000 NTE.
- 6.4 The Airport reserves its rights to enter into a Pre-construction Services Agreement prior to Board approval of the recommended GC/CM. In the event the Board does not approve the recommended GC/CM, the Pre-Construction Services Agreement will be terminated, and a new agreement will be executed with the Board approved GC/CM.
- 6.5 Final Pricing Proposals

The lowest responsive and conforming Pricing Proposal will receive 20 points. Final Pricing Proposal is the sum of the Percent Fee, in dollars, and Specified General Conditions (SGC).

Priced proposals will be evaluated as follows: Lowest conforming priced proposal = 20 points.

All others calculated by the following formula:

Points = 20 – (Pricing Proposal minus Low Pricing Proposal, divided by \$100,000).

Pricing Proposal is the Fee in dollars plus the SGC in dollars.

Example: Proposer X’s fee is 3.5% and SGC is \$1,000,000. Proposer Y’s fee is 4.0% and SGC is \$1,150,000.

X’s Total Pricing Proposal is  $(.035 \times \$11,000,000) + \$1,000,000 = \$1,385,000$

Y’s Total Pricing Proposal is  $(.040 \times \$11,000,000) + \$1,150,000 = \$1,590,000$

The difference in Pricing Proposals is \$205,000. Proposal X is lowest and receives 20 points.  $(205,000 / 100,000) = 2.05$ , therefore Proposer Y receives 17.95 points.

The Airport reserves the right to standardize unbalanced or inadequate pricing of Specified General Conditions.

The firm with the highest number of total points scored from each stage will be retained, upon successful negotiation of the GC/CM contract, to provide pre-construction services and future opportunity for the negotiation of the GMP.

**Airport reserves the right to waive any informalities or irregularities in any submittal, and to reject all submittals and pursue competitive bidding under RCW 28A.335.190.**

Upon receipt of the bid envelopes, the scoring for the previous steps will be provided to the firms prior to the public bid opening of the envelopes. In the event of a tie in the total points, the firm with the lowest conforming priced proposal will be selected.

The Airport reserves the right to reject any proposal which is unbalanced, or which deviates from the mean of the proposals submitted by more than twenty percent (20%).

Based on the recommendation of the selection committee and subject to approval by the Airport Board, the Airport intends to enter into a contract with the recommended firm for the project.

## **7.0 CONTRACTOR'S REGISTRATION**

All proposers must be registered by the Washington State Department of Labor and Industries in accordance with RCW 18.27.020.

## **8.0 PROPOSAL GUARANTEE**

Proposers selected to participate in fee proposal phase of the process shall furnish a proposal guarantee in the form of a firm commitment, such as bid bond, postal money order, cash or cashier's check payable to Spokane Airport, in the amount of at least 5% of the total proposal for Fee and Specified General Conditions. Airport reserves the right to hold the proposal guarantees of all proposers until the successful proposer has entered into the GC/CM Contract and furnished the required bonds and insurance certificates, or for a period of 90 days, whichever is shorter.

## **9.0 DBE/MWBE OUTREACH**

Airport encourages participation from disadvantaged, women, and minority business enterprises and outreach to these organizations as part of subcontractor bid packages on this project.

## **10.0 SELECTION AND CONTRACTING PROVISIONS**

10.1 Notifications. The Airport will provide timely notifications of the following actions to firms responding to the RFQ as follows:

- Selection of short-listed firms for interviews
- Firms not short-listed
- Selection of firms for pricing proposals
- Selection of recommended firm
- Airport Board approval

10.2 Right to Reject

10.2.1 The Airport reserves the right to reject any and all RFQs and to re-advertise the Project at any time prior to Airport Board approval of the recommended firm and the execution of the agreement. The Airport reserves the right to terminate the contract of the selected GC/CM if a Total Construction Cost (TCC) is not negotiated as specified in the Contract Documents. All costs incurred in the preparation of the RFQ process shall be borne by the proposing firm. Proposals submitted in response to this RFQ shall become the property of the Airport and be considered public documents under applicable Washington State laws.

10.2.2 If the Airport and the selected firm cannot agree on the contract, the negotiations will be terminated, and the Airport reserves the right, but is not obligated to, begin negotiations with the next highest ranked proposer.

10.3 Procedures Requirements

10.3.1 Any firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

10.3.2 All costs incurred by firms choosing to participate in this Request For Proposal process shall be borne by the proposing firms.

10.4 Conflicts of Interest

10.4.1 To avoid conflicts of interest, any firm currently providing Project Management services for the Airport as a prime consultant or joint venture partner and any firms having common ownership with these firms shall be precluded from providing GC/CM services on the project addressed herein.

10.5 Protest Procedures

10.5.1 Any Bidder, person, or entity may file a protest with the Airport. The protest shall specify the reasons and facts upon which the protest is based and shall be filed in writing with the Airport not later than two (2) Business Days after the date of the event giving rise to the protest.

10.5.2 If the Airport selects a responsible firm based off of RFQs (Step One), interviews (Step Two), or proposal (Step Three) with the lowest responsive proposal, and a firm is rejected by the Airport, and such rejection is not in response to a bid protest, then any Bidder, person or entity may dispute that rejection by filing a bid protest (limited to the rejection) within 2 Business Days of the rejection.

10.5.3 Airport will investigate the basis for the protest and analyze the facts. Airport will notify firm whose proposal is the subject of the protest of evidence presented in the protest and evidence found as a result of the investigation, and, if deemed appropriate, afford firm

an opportunity to rebut such evidence, and permit proposer to present evidence that it should be allowed to perform the Work. If deemed appropriate in the sole discretion of the Airport, an informal hearing may be held. Airport will issue a written decision within 15 days following receipt of the protest, unless factors beyond Airport's reasonable control prevent such a resolution, in which event such decision will be issued as expeditiously as circumstances reasonably permit. The decision will state the reasons for the action taken by Airport. A copy of the decision will be furnished to the protestor, the proposer whose proposal is the subject of the protest, and all proposers affected by the decision. As used in this Article, a Proposer is affected by the decision on a protest if a decision on the protest could have resulted in the Proposer not being the most qualified proposer for the Contract.

Proposer whose proposal is the subject of the protest, all proposers affected by the Airport's decision on the protest, and the firm who made the protest may appeal the Airport's decision on the protest to the Airport Chief Executive Officer. The appeal must be in writing and shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal. If an appeal is made by the firm who made the protest, such appeal is limited to only those reasons and facts that were filed in writing and such firm shall be prohibited raising new, supplemental or additional reasons or facts on appeal. The appeal must be received by close of business not later than the 5th day following appellant's receipt of the Airport's written decision on the protest.

A copy of the appeal shall be sent to all parties involved in the protest and to Airport. An appeal received after close of business is considered received as of the next Business Day. If the final date for receipt of an appeal falls on a Saturday, Sunday, or Airport holiday, the appeal will be considered timely only if received by close of business on the following Business Day.

The Airport Chief Executive Officer will review the Airport's decision and the appeal, and issue a written decision, or if appropriate in the sole discretion of the Airport Chief Executive Officer, appoint a person to conduct a hearing and issue a written decision. If a hearing is held, the hearing shall be held not later than the 10th day following the appointment of the person unless the person for good cause determines otherwise. The written decision of the person will state the basis of the decision, and the decision will be final and not subject to any further appeal to Airport. The Airport will complete its internal protest procedures before award of the Contract.

10.5.4 Any Proposer submitting a RFQ shall be deemed to have accepted these procedures.

## **11.0 PUBLIC RECORDS AND DISCLOSURE OF SOQs**

11.1 Property of Board: SOQs submitted to the Board shall become the property of the Board and shall not be returned to the consultant.



- 11.2 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.
- 11.3 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.
- 11.4 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.
- 11.5 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.

END OF SECTION

EXHIBIT A  
**CONTRACTOR VERIFICATION**

The party who submits the statement of qualification and to whom the contract may be awarded is,  
and notice of acceptance should be mailed or delivered to:

NAME: \_\_\_\_\_

Legal name of person, firm or corporation submitting bid/proposal/qualifications

Corporation ()      Individual ()      Partnership ()      Sole Proprietor ()

\_\_\_\_\_ State of Washington, UBI Number      Data Universal Numbering System, DUNS Number

ADDRESS: \_\_\_\_\_

Street Address

\_\_\_\_\_ City, State and Zip Code

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

\_\_\_\_\_  
(initial) Not disqualified from proposing on any public works contract under RCW 39.306.010 or 39.12.065(3) and Common Rule 68 FR 66533.

\_\_\_\_\_  
(initial) Can provide proof of Industrial Insurance (worker's compensation) coverage for firm's employees working in Washington per RCW Title 51.

\_\_\_\_\_  
(initial) Can provide current Washington certification of registration as a contractor in compliance with RCW 18.27.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Name Printed or Typed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title