



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

Rental Car Facility Improvements #19-44-1943

The Spokane Airport Board is requesting Statements of Qualifications (SOQ) from qualified consulting firms or teams of firms for architectural, engineering and construction management/administration services for the Rental Car Facility Improvements Project at Spokane International Airport (SIA). SOQs will be received by the Spokane Airport Board until **2:00 p.m. on Friday, March 22, 2019**.

A. SCOPE OF WORK

The Rental Car Facility Improvements consists of betterments to the Quick Turnaround (QTA) and Ready Return Area of the facility. The work includes replacing high speed wash bay doors; adding heated concrete aprons to the car wash exit areas; repainting canopies and structures; enhancing lighting, including replacing existing light fixtures; rehabilitating pavement areas; reconstructing the QTA exit lane; landscaping and other improvements.

The project Scope of Work (SOW) includes architectural and mechanical, electrical, civil and geotechnical engineering, survey, construction management/administration and all other necessary professional services to provide complete plans, specifications and bidding documents for the projects. Construction management/administration services may be amended to the SOW or contracted under a separate agreement. Design is anticipated to occur in 2019 with construction phased in 2019 and 2020.

B. INFORMATIONAL MEETING

A non-mandatory informational meeting is scheduled for **Friday, March 8, 2019 at 10:00 a.m.** in the Executive Conference Center at Spokane International Airport.

C. SUBMITTAL REQUIREMENTS

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

RFQ: Rental Car Facility Improvements, #19-44-1943

and shall contain the name of the firm responding to this RFQ.

1. 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 May 2019 meeting.

This Request for Qualifications (RFQ) and information regarding this RFQ are posted on the Spokane Airports website at: <http://business.spokaneairports.net/rfp>.

Spokane International Airport is an Equal Opportunity Employer.

2. Clarifications

Any clarifications or modifications shall 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 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, Suite 204
Spokane, WA 99224
Phone: (509) 455-6406
E-mail: Lcorcoran@spokaneairports.net

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 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, office location(s) of the consulting firm(s) and the point of contact information, including a telephone number and email address.

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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 resumes of the key project personnel identifying professional qualifications, experience, capabilities, and relevant projects each have completed.
3. *Project Understanding and Approach.* Demonstrate your understanding of working on the Rental Car Facility. Describe your approach to successfully completing the project, including project administration, design and phasing considerations, and construction management and construction administration.
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 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.

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. Design services will be performed on a lump sum basis amount, based on the specific identified tasks of the SOW. 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.

G. QUALIFICATION SUBMITTALS

SOQs shall be submitted to:

SPOKANE INTERNATIONAL AIRPORT
ATTN: Lisa Corcoran, Planning & Engineering Department
9000 West Airport Drive, Suite 204
Spokane, WA 99224
RE: Rental Car Facility Improvements, #19-44-1943

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.