



Request for Qualifications Spokane International Airport

Stormwater Permit Support Services, #25-43-9999-010

The Spokane Airport Board is requesting Statements of Qualifications (SOQ) from qualified professional consulting and engineering firms for permit support services regarding Spokane International Airport's (the Airport) State Waste Discharge Permit (SWDP) Program.

This Request for Qualifications (RFQ) is posted on the Spokane International Airport website at: <http://business.spokaneairports.net/rfp>.

SOQs will be received by the Spokane Airport Board until **3:00 p.m., Thursday May 15, 2025**.

It is anticipated that a Professional Services Agreement (PSA) will be awarded by the Spokane Airport Board at its **August 2025** meeting.

A. Introduction

The Spokane Airport Board is requesting SOQs from qualified firms or teams of firms to provide comprehensive professional consulting and/or engineering services for the Airports SWDP.

The Airport maintains a SWDP for management of stormwater onsite. During periods of the year when air temperatures are at or below freezing temperatures, aircraft deicer fluids (ADF) and pavement deicers are applied to reduce or prevent icing of aircraft and pavements. ADF is a general term referring to anti-ice and deicing fluids applied directly to aircraft prior to takeoff.

The mixing of ADF and deicers with stormwater constitutes the generation of industrial wastewater with discharges to ground and groundwater regulated under State of Washington Water Pollution Control (Chapter 90.48 RCW) legislation and Washington Department of Ecology (Ecology) State Waste Discharge Permit Program (Chapter 173-216 WAC) administrative code with related agency guidance documents.

The primary objective of the SWDP compliance program is to monitor stormwater loading to the environment and manage stormwater containing ADF. The Airport is currently operating under Permit No. ST-0045499 (Industrial Wastewater to Groundwater Individual Permit, 2020).

B. SCOPE OF WORK

The Scope of Work will generally include environmental consulting, general project

management, technical and regulatory consulting and other related professional services.

The SWDP services are to provide permit support for the compliance program administered under the State Waste Discharge Permitting Program. In 2025, the current SWDP permit is set for renewal. This will be the first renewal process completed by Spokane International Airport (SIA).

Preliminary outline for Scope of Services will include the following tasks:

- Annual meetings with Ecology;
- Monthly and biannual electronic Discharge Monitoring Reports (DMR) uploads;
- Soil and groundwater sampling;
- Data management including: weekly, monthly, and/or quarterly groundwater and soil results, ADF application and usage data, and glycol recovery vehicle data;
- Provide technical and regulatory guidance and recommendations on emerging pollutants related to aviation facility stormwater and industrial wastewater generation; and
- Reports and other project deliverables.

The selected consultant will develop a comprehensive proposal based on the tasks identified above, the informational meeting, and 2025 updated permit requirements. The proposal will include the proposed scope of work, professional services to be completed, project timeframe, and a time and materials fee.

C. TERM OF CONTRACT

The term of the Contract will last one year and can be renewed up to five (5) years beginning in October 2025.

D. INFORMATIONAL MEETING

A mandatory informational meeting will be held in-person at **2:00 p.m., Thursday April 24, 2025** at the Airport Event Center at Spokane International Airport, located at 9211 West McFarlane Road, Spokane, Washington 99224. (The building is located off McFarlane Road between the Airport's Outside and Economy 1 Parking Lots).

E. SUBMITTAL REQUIREMENTS

Three (3) copies of the SOQ 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 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 working days prior to the submittal deadline. Any questions relating to the submittal requirements shall be directed to:

Keylin Huddleston, Environmental Specialist

E-mail: khuddleston@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 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).

3. Qualifications

Provide no more than 15 pages, double sided, 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 in the past five (5) years.

b. *Project Organization and Staff Experience.* Include the organizational structure that is proposed to implement the services, 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 the services and coordination experience with the Washington State Department of Ecology Eastern Region Water Quality Program in relation to the State Waste Discharge Permit Program. Describe your approach to completing permit support projects.

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. 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 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.

The Board reserves the right to reject any and all SOQs, to waive any irregularities in the SOQs received, and to accept the SOQs deemed most advantageous to the best interest of the Board. All SOQs become the property of the Airport.

Spokane International Airport is an Equal Opportunity Employer and federal contractor or subcontractor. As such, the Airport and all tiers of its consultants will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a), 41 CFR 60-741.5(a) and Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A).

H. SCOPE OF WORK AND FEE PROPOSAL

Following the selection process, the Spokane Airport Board will enter into contract negotiations with the selected Consultant. The Airport Staff and Consultant will meet to discuss the proposed work under the permit support services. The selected Consultant will be expected to prepare and submit a proposal detailing hourly rates and anticipated reimbursable expenses. A cost analysis may be performed for each of the tasks. Work will be performed on a time and materials basis with a not-to-exceed amount or on a lump sum basis for each identified task. If rates, mark-ups, and reimbursable items cannot be agreed upon between the Airport Staff and the Consultant, negotiations will be terminated. The Owner will then enter into negotiations with the next highest qualified Consultant.

I. QUALIFICATION SUBMITTALS

SOQs shall be submitted to:

Spokane Airport Board

Attention: Keylin Huddleston, Environmental Specialist

Planning & Development Department
Spokane International Airport
9000 West Airport Drive #204
Spokane, WA 99224

Re: Stormwater Support Services, #25-43-9999-010

J. PUBLIC RECORDS AND DISCLOSURE OF SOQs

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