

1/6/2012

RE: Request for Qualifications (RFQ)
Spokane International Airport Taxiway Reconfiguration Project
Project #12-11
For: Professional Engineering Services

The Spokane Airport Board is requesting Statements of Qualification from qualified consulting firms for engineering services pertaining to the Spokane International Taxiway Reconfiguration Project.

The Request for Qualifications will be posted on the Spokane Airports websites at www.spokaneairports.net/rfp.htm and www.siaplanroom.com/public.php.

Statements of Qualification will be received by the Spokane Airport Board until 2:00 p.m. on Tuesday, January 31, 2012. Following a review of all statements of qualifications received, the Selection Committee may establish a short list of firms or teams of firms submitting proposals and may invite those short listed to make an oral presentation. Alternatively, the Committee may opt to select the most qualified firm or team directly following review of statements of qualifications.

It is anticipated that the project may be awarded by the Spokane Airport Board at its March 21, 2012, board meeting.

A. **PROJECT**

Background: Project scope will include providing engineering and all other necessary services to provide for the design and construction management of the Spokane International Airport Taxiway Reconfiguration Project. Reconfiguration of part or all of Taxiways D, E and F are included in this project. Funding is anticipated through the Federal Aviation Administration - Airport Improvement Program (AIP).

B. **INFORMATIONAL MEETING**

A non-mandatory project information meeting has been scheduled for Thursday, January 19, 2012 at 10:30 AM in the Board Room at Spokane International Airport.

C. **SUBMITTAL REQUIREMENTS**

Six (6) copies of the Statements of Qualification must be provided. Each copy shall be signed and clearly marked on the cover:

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

1. Clarifications
All clarifications or other modifications will be provided in writing by Spokane Airports' Engineering Department. Any request for clarifications must be received by Spokane Airports' Engineering Department at least seven (7) working days prior to the submittal deadline. All modifications to the submittal requirements will be communicated via the Airports websites at www.spokaneairports.net/rfp.htm and www.siaplanroom.com/public.php. Any questions relating to the submittal requirements shall be directed to:

Teresa Foster Eckard, P.E.
Engineering Department
Spokane International Airports
Phone: (509) 455-6433
e-mail: tfeckard@spokaneairports.net

2. Related Information
The selected consultant will be expected to execute the Spokane Airports standard professional services agreement.

D. SELECTION CRITERIA

Statements of Qualifications shall respond to each criteria listed below. Statements of Qualifications 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. Transmittal Letter:
Provide a transmittal letter which introduces the consulting firm or team. Discuss services offered, size, and office location(s) of the consulting firm(s).
2. Consultant Qualifications and Capabilities:
 - ♦ Provide Standard **Federal Form 330 – Architect/Engineering Qualifications.**
 - ♦ Provide 15 pages describing the qualifications and capabilities of the proposing firm or team to complete all anticipated aspects of the project. Respond to the following selection criteria in the order presented. Any additional information shall be included in appendices after the primary response to the Statement of Qualifications:
 1. Identify the proposed project manager and the organization of the project team.
 2. Provide professional experience and qualifications of key personnel expected to be assigned to the project (including subconsultants).
 3. Demonstrate an understanding of the project and planning required for maintaining operations at an Airport while constructing new work.

4. Describe experience designing taxiways at other airports.
5. Describe experience with FAA Standards and FAA funded work requirements.
6. The Airport is an equal opportunity employer and encourages the use of small businesses, DBE, MBE or WBE participation.

- Form 330, printed marketing literature, resumes, reference page and page dividers shall not count in the fifteen (15) page Statement of Qualifications limit.
- The entire proposal may not exceed one inch in thickness.

3. References:

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

E. EVALUATION AND SELECTION

All Statements of Qualifications received will be evaluated and ranked based upon the responsiveness to the request for qualifications, experience and innovation. A minimum of two (2) firms may be selected for further analysis. The firms selected for further evaluation may be requested to participate in a formal interview as part of the selection process or the Airport may choose to select based on the submitted Statements of Qualification. One consultant will be selected for negotiation of a contract.

Interviews, if required, will occur on February 7, 2012 between 1:00PM and 5:00PM.

F. SCOPE OF SERVICES AND FEE PROPOSAL

Following the selection process, the Owner (Spokane Airport Board) will enter into contract negotiations with the selected Consultant. Owner and Consultant will meet to discuss the proposed project and scope of work. The selected Consultant will be expected to prepare and submit a detailed breakdown of work items in the scope of services and fee proposal detailing man hours, hourly rates, anticipated 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. The work will be performed on a time and material basis for a not-to-exceed contract amount. If a price cannot be agreed upon between the Owner and the Consultant, negotiations will be terminated. The Owner will then enter into negotiations with the next highest qualified Consultant.

Draft Professional Services Scope of Work

The Consultant shall provide the following specified services for the project as described below. All engineering work shall be performed using accepted engineering principals and practices and shall provide quality products that meet or exceed industry standards. Dimensional criteria will be in accordance with FAA Advisory Circular 150/5300-13 *Airport Design* and related circulars. Construction specifications will be in accordance with AC 150/5370-10 *Standards for Specifying Construction of Airports* and related circulars.

Pre-Design Services

- Meetings as required with airport staff to define improvements, budget, schedule, construction scope, etc.
- All site investigation work
- As-built review

Design Services

- Construction phasing, projects by phases
- Complete contract documents, including all plans and specifications
- Construction cost estimate
- Draft construction schedule
- Analyze/resolve issues that will impact bid-ability or constructability of project
- Preliminary, 30%, 60% and 90% Design Stage Reviews
- Preliminary, 30%, 60% and 90% Design Stage Engineer's Estimate (due with reviews)
- Engineering Design Report, including Basis of Design documentation

Final Design Services

- Prepare and incorporate special provisions and contractual specification documents/general conditions for FAA projects
- Submittal and approval of final documents to Airport and FAA
- Interface with applicable permitting authorities

Bidding Phase

- Prepare and deliver contract documents in electronic format to the SIA Engineering Department. Deliver electronic format, as required, to Airport printer in time to produce first production run for advertisement date for construction project
- Support the Airport in responding to all contractor inquiries and requests for information
- Provide addenda and support final issuing of addenda by the Airport
- Attend and facilitate mandatory pre-bid conference
- Attend and facilitate bid opening, prepare bid matrix
- Recommend award or other action to Spokane Airports

Construction Management/Contract Administration Services

- Attend and facilitate pre-construction meeting
- Review and analyze contractor schedule
- Monitor and inspect construction
- Perform all required special inspections and testing
- Review and approve progress payments
- Monitor quality control testing done by the contractor for conformance
- Provide weekly reports to the Airport and FAA

Weekly Progress Meeting

- Prepare agenda and coordinate/lead meeting
- Complete and distribute meeting minutes.

Construction Observation

- Review and process contractor submittals, payrolls, and required paperwork
- Inspect construction for compliance with plans and specs
- Evaluate change order requests including independent estimates.
- Prepare and process construction change authorizations and change orders
- Attend and administer final inspection. Prepare punch list.

Contract Closeout

- Draft red line as-built changes to record drawings; and submit two copies on CD in AutoCAD to Spokane International Airport, Engineering Department
- Design report, Final closeout report, and any other reports or documentation as required by the Airport and FAA

G. **QUALIFICATION SUBMITTALS**

Statements of Qualifications should be submitted to:

SPOKANE AIRPORT BOARD
ENGINEERING DEPARTMENT
Spokane International Airport, Project #12-11
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.