

RE: SPOKANE AIRPORT BOARD  
REQUEST FOR QUALIFICATIONS  
SMALL PROJECT CONSULTANT ROSTER

Updated: August 23, 2011

The Spokane Airport Board is requesting Statement of Qualifications for Professional Services from firms for inclusion on the Small Projects Consulting Roster.

Statements of Qualifications are being received by the Spokane Airport Board until 4:00 p.m. on Friday, January 29, 2010. These submittals form the basis for establishment of a roster of firms for a three year period, who qualify to negotiate consulting services with the Spokane Airport Board for selected projects with fees less than \$50,000.

1. **SCOPE OF WORK**

Firms providing professional services for:  
architecture,  
civil engineering,  
electrical engineering  
fire protection  
fuel systems  
environmental engineering,  
geotechnical engineering,  
HVAC  
Laboratory and materials testing and analysis,  
landscape architecture,  
mapping  
mechanical engineering,  
parking garages  
planning studies,  
site utilities,  
structural engineering,  
surveying,  
telecommunications engineering (telephone and data)  
traffic and transportation engineering

Projects that fall in the above categories may be funded wholly or in part by grants from the Federal Aviation Administration and therefore design may need to be in accordance with the Federal Aviation Administration (FAA) Advisory Circulars (AC's).

2. **SUBMITTAL REQUIREMENTS**

Two copies of the submittal shall be provided. Each copy shall be signed and clearly marked on the cover:

Spokane Airport Board  
Small Project Consultant Roster Qualification  
2011/2012/2013

and shall contain the name of the firm responding to this RFQ. Submittals should only reflect individual firms.

Consultants may request at any time to be added or deleted from the 2011/2012/2013 roster, or to update their Statements of Qualifications. Statements of Qualifications will be kept on file for the three (3) year period.

1. Clarifications

All clarifications or other modifications will be provided in writing by Spokane Airports' Planning & Engineering Department. All modifications to the submittal requirements will be communicated to all registered proposal holders by addenda. Any questions relating to the submittal requirements should be directed to:

Crystal Lewis, Project Coordinator  
Planning & Engineering Department  
Spokane Airports  
Phone: (509) 455-6414  
Email: [clewis@spokaneairports.net](mailto:clewis@spokaneairports.net)

2. Related Information

Selected consultants will be expected to execute professional services agreements which may include Federal Aviation Administration required contract provisions.

3. **SUBMITTAL CRITERIA**

Submittals shall respond to each criterion below. Submittals should be clear and concise (no more than fifteen pages) and formatted as outlined below to provide the selection committee with the following information and allow for consistent evaluation of each submittal.

1. Letter of introduction.
2. Identification of firm's expertise in categories defined in the scope of work listed above, with evident of professional license or registration and/or industry certifications as applicable.
3. Provide Standard Federal Form 330. Form 330, resumes and page dividers shall not count in the fifteen (15) page proposal limit. The Standard Federal Form 330 and resumes can be submitted as an appendix.
4. Description of firm's organization and history.
5. Description of firm's technological capabilities for the production of drawings and documents, i.e., AutoCad, etc.

6. Copy of certification as an MBE/WBE/DBE firm, if applicable.
7. Provide three (3) professional references regarding work in selected categories defined in the scope of work above.

4. **SUBMITTAL USE**

The Statements of Qualifications submitted by firms will be used by the Spokane Airport Board for two purposes.

1. A resource file for all Board-contracted professional services regardless of cost in accordance with RCW 39.80.040;
2. To establish a list from which the Board can select the best qualified firm(s) for projects which the estimated cost of the professional service is \$50,000.00 or less. Use of the list by Board staff will not be mandatory and departments may do separate advertisement for upcoming, individual projects if desired. However, it is expected that the list derived from submitted qualifications will be used for most upcoming projects. No specific project is being outlined in this Request.

5. **CONTRACTS UNDER \$50,000.00 - EVALUATION PROCESS**

Submitted Statements of Qualifications will be placed on file and categorized in the areas of their identified specialization on the Board's Planning & Engineering Department's Roster of Qualified Consultants. Board departments will evaluate the submittals on a project-by-project basis.

6. **QUALIFICATION SUBMITTALS**

Statements of Qualifications should be submitted to:

Spokane International Airport  
SMALL PROJECT CONSULTANT ROSTER  
2011/2012/2013  
Attn: Crystal Lewis  
9000 W. 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 PROPOSAL RECEIVED, AND TO ACCEPT THE PROPOSALS DEEMED MOST ADVANTAGEOUS TO THE BEST INTERESTS OF THE SPOKANE AIRPORT BOARD.