
BAGGAGE HANDLING SYSTEM UPDATE

PROJECT #26-44-1897

Addendum No. 1

DATE OF ADDENDUM: May 20, 2026

The following changes, additions, and/or deletions are considered as Addendum No. 1, and are hereby made a part of the contract documents. All bidders are required to base their proposal upon the information furnished in this addendum; and as required in the contract documents. The Contractor is required to acknowledge Addendum No. 1 in their company proposal. Failure to acknowledge addendum on the proposal form will result in the proposal being declared non-responsive.

1. The Statement of Qualification submission due date scheduled for **Tuesday, May 26, 2026 at 2:00 PM** has not changed.
2. Attached are the following documents as part of Addendum No. 1.
 - 2.1. Attachments to this addendum are as follows:
 - 2.1.1. Informational Meeting Minutes
 - 2.1.2. Informational Meeting Attendance
3. CHANGES, ADDITIONS, DELETIONS AND /OR CLARIFICATIONS TO THE DOCUMENTS:
 - 3.1. The following shall be changed: Section C. Submittal Requirements: Related Information:
 - 3.1.1. FROM: It is anticipated that a PSA will be awarded by the Board at its June 2026 meeting.
 - 3.1.2. TO: It is anticipated that a PSA will be awarded by the Board at its July 2026 meeting.
4. Question received by Monday, May 18, 2026:
 - Q. Is there a geotechnical scope in the AE for Baggage Handling System Upgrade project?
 - A. No geotechnical scope.
 - Q. Can you confirm if there is any architectural scope anticipated for this project?
 - A. Very limited amount.
 - Q. I would like to clarify something said in the call, you opened the meeting referencing “A/E” and shared that one question about geotechnical scope. However, I don’t see anything in the RFQ document that would indicate the need for A/E disciplines, given this is a BHS controls upgrade. Am I missing something?
 - A. The selected firm will need to provide all disciplines necessary to perform all functions required by the scope.

Q. Which Controls OEM's systems (firm name) are currently in the Main Terminal and in the recently upgraded Concourse C?

A. The legacy system (Main Terminal) was provided by Glidepath; the recently updated system was provided by ISN.

Q. Confirming: A cover, as opposed to the cover letter, counts.

A. As per section D of the RFQ on page 5, Statement of Qualifications, "The transmittal letter aka cover letter, and table of contents will not be included in the page count." All other items will.

End of Addendum No. 1



BAGGAGE HANDLING SYSTEM UPDATE, PROJECT #26-44-1897

RFQ Informational Meeting **Thursday, May 14, 2026 @ Virtual**

Meeting link: <https://teams.microsoft.com/join/234441994697259?p=bueBYnMtkfVi8CrrFA>

Meeting ID: 234 441 994 697 259 Passcode: Mr9KQ24G

Minutes:

Meeting started exactly at 10:00 AM and concluded at 10:12 AM.

1. Introduction
2. Disclaimer:
 - a. Q&A is not binding until issued in written addendum
3. Informational Items:
 - a. SOQs will be received by the Spokane Airport Board no later than Tuesday, May 26, 2026 at 2:00 PM (PST)
 - b. Follow submittal requirements and format as identified in RFQ.
 - c. Firms are advised to familiarize themselves with the Airport's PSA and be prepared to accept without modification to the terms and conditions. The selected consultant will be expected to execute the Airport's PSA.
 - d. It is anticipated that the PSA will be awarded by the Spokane Airport Board at its June 2026 Board Meeting.
 - e. Direct all questions to mmerin@spokaneairports.net
4. Project Overview SOW:
 - a. Jeff Mitchell
 - b. Project management is key
 - c. Grant and/or Federal funds will not be used
 - d. Planned Solicitation for project is scheduled for September 2026 and board presentation in October 2026.
5. SOQ Format and Submittal
 - a. One electronic copy emailed to mmerin@spokaneairports.net
 - b. Submission of Questions - Monday, May 18, 2026 no later than 2:00 PM. All questions from this point forward must be in writing or email.
 - c. Responses will be provided no later than - Wednesday, May 20, 2026 at 5:30 PM via an addendum.
 - d. Project Organization and Staff Experience
 - e. Relevant Projects
 - f. Project Understanding and Approach
 - g. Three (3) References

Q&A

- Q. Lower or upper-level controls?
A. We are looking for both
- Q. Will we be responsible for TSA control and testing?
A. Yes.

1. Summary

Meeting title	RFQ BHS - PreProposal
Attended participants	17
Unidentified participants	1
Start time	5/14/26, 9:51:32 AM
End time	5/14/26, 10:12:22 AM
Meeting duration	20m 50s
Average attendance time	12m 26s

2. Participants

Name	First Join	Last Leave	In-Meeting Duration	Email	Participant ID (UPN)	Role
Margaret Merin	5/14/26, 9:51:36 AM	5/14/26, 10:11:27 AM	19m 51s	mmerin@spokaneairports.net	mmerin@spokaneairports.net	Organizer
Jeff Mitchell	5/14/26, 9:52:25 AM	5/14/26, 10:11:51 AM	19m 26s	jmitchell@spokaneairports.net	jmitchell@spokaneairports.net	Presenter
Lourdes Gleason (External)	5/14/26, 9:59:30 AM	5/14/26, 10:11:27 AM	11m 57s	l.gleason@logplan.com	l.gleason@logplan.com	Presenter
Mitchell, Wally (External)	5/14/26, 9:59:30 AM	5/14/26, 10:11:28 AM	11m 58s	wally.mitchell@aecom.com	wally.mitchell@aecom.com	Presenter
LaSalle, Lauren (External)	5/14/26, 9:59:30 AM	5/14/26, 10:11:25 AM	11m 55s	Lauren.LaSalle@aecom.com	lauren.lasalle@aecom.com	Presenter
Laura Holwegner	5/14/26, 9:59:30 AM	5/14/26, 10:11:26 AM	11m 55s	lholwegner@swansonrink.com	lholwegner@swansonrink.com	Presenter
Emiliano Ciarletti (External)	5/14/26, 9:59:30 AM	5/14/26, 10:11:33 AM	12m 2s	Emiliano.Ciarletti@corgan.com	emiliano.ciarletti@corgan.com	Presenter
Travis Simpson (External)	5/14/26, 9:59:30 AM	5/14/26, 10:11:28 AM	11m 57s	tsimpson@bnpassociates.com	tsimpson@bnpassociates.com	Presenter
Shaun P. Shea (External)	5/14/26, 9:59:30 AM	5/14/26, 10:11:27 AM	11m 56s	sshea@m-m.net	sshea@m-m.net	Presenter
Brian Smith	5/14/26, 9:59:31 AM	5/14/26, 10:11:31 AM	12m	BSmith@swansonrink.com	BSmith@swansonrink.com	Presenter
Lance Olsen (External)	5/14/26, 9:59:31 AM	5/14/26, 10:11:25 AM	11m 53s	lolsen@dbuilds.com	lolsen@dbuilds.com	Presenter
Cal Trudeau (External)	5/14/26, 9:59:31 AM	5/14/26, 10:11:26 AM	11m 54s	ctrudeau@bnpassociates.com	ctrudeau@bnpassociates.com	Presenter
read.ai meeting notes (Unverified	5/14/26, 9:59:51 AM	5/14/26, 10:12:22 AM	12m 30s			Presenter
Cody Law	5/14/26, 10:00:19 AM	5/14/26, 10:11:32 AM	11m 12s	CLaw@swansonrink.com	CLaw@swansonrink.com	Presenter
Mary Lang (External)	5/14/26, 10:00:22 AM	5/14/26, 10:11:26 AM	11m 3s	mlang@vtc.us.com	mlang@vtc.us.com	Presenter
John Lundergan (External)	5/14/26, 10:02:43 AM	5/14/26, 10:11:31 AM	8m 47s	jlundergan@controltouch.com	jlundergan@controltouch.com	Presenter