Request for Qualifications
for
2026/2027/2028
Architectural & Engineering (A/E) Consultant Roster
Spokane Airport Board

The Spokane Airport Board (the "Board) is requesting Statement of Qualifications (SOQ) for Professional Services from firms for inclusion on the A/E Consultant Roster for Spokane International Airport, Felts Field, and the Spokane International Airport Business Park.

SOQs are being received by the Board on an on-going basis for the 2026/2027/2028 A/E Consultant Roster. These submittals establish a roster of firms, for a three (3) year period, from which the Airport can select the best qualified firm(s) for projects with fees less than $50,000. Projects may include the following types of professional services/Scope of Work categories:

Airport Planning & Design
Architecture
Asbestos Survey and Analysis
Civil Engineering
Construction Management
Electrical Engineering
Environmental Engineering
Estimating/Scheduling/Claims
Facility Assessments
Fire Protection
Fuel Systems
Geotechnical Engineering
Laboratory and Materials Testing and Analysis
Landscape Architecture
Mapping and Photogrammetry
Mechanical Engineering
Permitting
Planning and Studies
Site Utilities
Structural Engineering
Surveying
Telecommunications/Data/IT Engineering
Transportation and Traffic Engineering
Value Engineering

1. **SUBMITTAL REQUIREMENTS**

One (1) electronic submittal in PDF format shall be provided and the subject line of the email shall read:

Spokane Airports - 2026/2027/2028 A/E Consultant Roster

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 removed from the 2026/2027/2028 roster and are encouraged to update their SOQs yearly or as services or information changes. SOQs are active and will be kept on file for a three (3) year period from date of submittal, including those submitted within the previous term. Consultants will be removed from the A/E Consultant Roster after three years without SOQ updates or resubmittal. Similarly, Consultants that have submitted an SOQ within the last three years will remain in our system until they reach the three-year expiration date.

A. Clarifications

All clarifications or modifications will be provided in writing and will be communicated via the Airports' website at https://www.spokaneairports.com/corporate/resources/. Any questions relating to the submittal requirements should be directed to:

Lisa Corcoran, Chief Development Officer (509) 455-6406
Spokane Airports, Planning & Development Department
Email: Lcorcoran@spokaneairports.net

B. Related Information
Selected consultants will negotiate the Scope of Work and fee and be expected to execute the Spokane Airports' Professional Services Agreement which may include Federal Aviation Administration-required contract provisions.

2. **SUBMITTAL CRITERIA**

Submittals shall respond to each criterion below. Submittals should be clear and concise (no more than fifteen [15] pages) and formatted as outlined below to provide the selection committee with the following information and allow for consistent evaluation of each submittal. Covers, tabs, and cover letters are not included as part of the page limit.

A. Signed letter of introduction including listing of professional services offered as detailed in the Scope of Work categories.

B. Identification of firm's expertise in categories defined in the Scope of Work listed above, with evidence of professional license or registration, and/or industry certifications as applicable.

C. Description of firm's organization and history.

D. Provide three (3) professional references regarding work in selected categories defined in the Scope of Work above.

E. Include Page 4 of this RFQ (titled Scope of Work Categories) with your SOQ. Check all applicable boxes and include your firm's name.

3. **QUALIFICATION SUBMITTALS**

SOQs should be emailed to:

Lisa Corcoran Lcorcoran@spokaneairports.net
Copy Jennifer Jleui@spokaneairports.net
Email subject line shall read:
Spokane Airports - 2026/2027/2028 A/E Consultant Roster Qualification – Firm Name

4. **PUBLIC RECORDS AND DISCLOSURE OF SOQs**

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

B. 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.

C. 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.

D. 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.

E. 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.

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.

THE SPOKANE AIRPORT BOARD IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES DBE, MBE, WBE, VBE, AND SBE (SMALL BUSINESS) PARTICIPATION.

Architectural & Engineering (A/E) Consultant Roster

SCOPE OF WORK CATEGORIES

In an effort to ensure your firm is identified in the appropriate Scope of Work category(ies) on the A/E Consultant Roster, check the following category(ies) applicable to your firm's experience and submit this page with your SOQ.

- ☐ Airport Planning & Design
- ☐ Architecture
- ☐ Asbestos Survey and Analysis
- ☐ Civil Engineering
- ☐ Construction Management
- ☐ Electrical Engineering
- ☐ Environmental Engineering
- ☐ Estimating/Scheduling/Claims
- ☐ Facility Assessments
- ☐ Fire Protection
- ☐ Fuel Systems
- ☐ Geotechnical Engineering
- ☐ Laboratory and Materials Testing and Analysis
- ☐ Landscape Architecture
- ☐ Mapping and Photogrammetry
- ☐ Mechanical Engineering
- ☐ Permitting
- ☐ Planning and Studies
- ☐ Site Utilities
- ☐ Structural Engineering
- ☐ Surveying
- ☐ Telecommunications/Data/IT Engineering
- ☐ Transportation and Traffic Engineering
- ☐ Value Engineering

_____

NAME OF FIRM