Spokane International Airport

Request for Qualifications
Spokane Airport Board
Professional Engineering Services

Multiple Airfield Improvements at
Spokane International Airport (SIA) and Spokane Felts Field (SFF), #26-41-1906 - REVISED

The Spokane Airport Board (the "Board") is requesting Statements of Qualifications (SOQ) from qualified consulting firms or teams of firms for engineering and construction management/administration services for the **Multiple Airfield Improvements at Spokane International Airport (SIA) and Spokane Felts Field (SFF)**. SOQs will be received by the Board until **4:00 p.m. (PT), Friday, October 30, 2026.**

A. SCOPE OF WORK

The project Scope of Work includes civil design, geotechnical, and electrical engineering; environmental, survey, and construction management/administration services; and all other necessary professional services to provide complete plans, specifications, and bidding documents for the **Multiple Airfield Improvements at Spokane International Airport (SIA) and Spokane Felts Field (SFF)**. These projects may include but are not limited to: Runway Rehabilitation/Reconstruction at SIA and SFF, Taxiway and Apron Construction/Reconstruction/Rehabilitation, Airfield Electrical Upgrades, and other associated work.

These projects may be partially funded through the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) and other Federal sources and accordingly, design and construction shall follow and comply with the most current versions of the FAA AIP Handbook Order and Advisory Circulars (ACs). Construction management and construction administration services may be amended with each project.

B. INFORMATIONAL MEETING

A mandatory informational in-person and virtual meeting is scheduled for **2:00 p.m. (PT) on Wednesday, October 7, 2026** at the Airport Event Center at Spokane International Airport, located at 9211 W. McFarlane Road, Spokane, WA 99224. (The building is located off McFarlane Road between the Airport's Outside and Economy 1 Parking Lots).

Join Zoom Meeting Link

https://spokaneairports-net.zoom.us/j/89170227600?pwd=nVmcBezN0UNe6euMKFbamrajK4REq9.1

Meeting ID: 891 7022 7600
Passcode: 957044
1 253 205 0468

C. SUBMITTAL REQUIREMENTS

Five (5) hard copies and one (1) thumb drive in pdf format of the SOQ submittal shall be provided. Each copy shall be marked on the cover:

RE: Multiple Airfield Improvements at Spokane International Airport (SIA) and Spokane Felts Field (SFF), #26-41-1906

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

1. Clarifications
   Any clarifications or modifications will be provided in writing by the Airport and will be posted on the Airport's website at http://business.spokaneairports.net/rfp. 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:

   Joseph Hoeing, Senior Project Manager
   Planning and Development Department, Spokane International Airport
   E-mail: jhoeing@spokaneairports.net

2. Related Information
   Firms are advised to familiarize themselves with the Airport's standard Professional Service 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. It is anticipated that a PSA will be awarded by the Board at its January 2027 meeting.

   This Request for Qualifications (RFQ) and information regarding this RFQ are posted on the Spokane Airports website.

D. 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.

Transmittal Letter

Provide a one-page transmittal letter which introduces the consulting firm and team. Discuss services offered, size of staff, and office location(s) of the consulting firm(s). Include the point of contact information, including email and telephone number of firm responding to the RFQ.

Table of Contents

Include an identification of the material by section and page number.

Statements of Qualifications

Provide no more than 15 double-sided pages describing the qualifications, experience, and capabilities of the proposing firm and team in the order presented below. Covers, tabs, transmittal letter, and table of contents will not be included in the page count.

1. *Specific Relevant Projects*. Include and describe airfield projects of similar scope that the firm and/or team have participated and completed in the past five (5) years, specifically on Part 139 Airports.

2. *Project Organization and Staff Experience*. Include the organizational structure that is proposed to implement the projects, identifying the primary point of contact, Project Manager, 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.

3. *Project Understanding and Approach*. Demonstrate an understanding and familiarity of this project. Identify the challenges of the project and describe your approach to successfully completing the project.

4. *FAA Familiarity*. Discuss your firm's and team's experience in working with the FAA ADO and FAA AIP projects, including grant applications, advisory circulars/standards/policies, reimbursement process, construction safety and phasing plans, NOTAMS, safety risk management panels, construction inspections, and closeout procedures.

5. *References*. Provide a list of three (3) references that have specific knowledge of airport work performed by the consultant.

E. SOQ EVALUATION AND SELECTION

All SOQs received will be evaluated and ranked based upon the responsiveness to the RFQ and per the guidelines of the FAA AC 150/5100-14E Change 1 - Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. A minimum of 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 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 are required to abide 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).

F. SCOPE OF WORK AND FEE PROPOSAL

Following the selection process, the Airport will enter into contract negotiations with the selected consultant. The Airport and consultant will meet to discuss the proposed services and scoping of work. The selected consultant will be expected to prepare and submit a detailed breakdown proposal identifying hourly rates, markups, anticipated reimbursable expenses, direct salary costs, labor, general and administrative overhead, and profit data for the project. Work will be performed on a negotiated lump sum amount, based on the specific identified tasks of the Scope of Work associated with design services. Construction management and construction administration services will be performed on a negotiated not-to-exceed amount, based on time and materials (specific rates of compensation). Negotiations and an independent cost analysis will be performed per FAA AC 150/5100-14E Change 1 prior to approval and execution of the PSA. If rates and reimbursable items cannot be agreed upon between the Airport and the consultant, negotiations will be terminated. The Airport will then enter into negotiations with the next highest qualified consultant.

G. QUALIFICATION SUBMITTALS

SOQs shall be submitted to:

SPOKANE INTERNATIONAL AIRPORT
ATTN: Joseph Hoeing, Project Manager, Planning & Development Department
9000 West Airport Drive, Suite 204
Spokane, WA 99224

RE: **Multiple Airfield Improvements at Spokane International Airport (SIA) and Spokane Felts Field (SFF), #26-41-1906**

H. 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.