Spokane International Airport

Request for Qualifications
Spokane Airport Board
Professional Consultant Services

Spokane International Airport Master Plan, #26-49-9999-030-REVISED

The Spokane Airport Board (the "Board") is requesting Statements of Qualifications (SOQ) from qualified consulting firms or teams of firms for services for the **Spokane International Airport Master Plan** at Spokane International Airport (SIA). SOQs will be received by the Board until **4:00 p.m. (PT), Friday, October 30, 2026.**

A. SCOPE OF WORK

In an effort to facilitate the planning of future airport improvements at Spokane International Airport, the Airport is developing a new Master Plan. This Master Plan is intended to provide the framework to guide future airport development to meet short-term (0-5 years), medium-term (5-15 years), and long-term (15-30 years) aviation demands. This project shall comply with FAA airport master plan, aeronautical survey, and design standards.

The work includes but is not limited to the following tasks in developing the Master Plan:

- Pre-Planning
- Aeronautical Survey
- Public Involvement
- Environmental Considerations
- Existing Conditions
- Aviation Forecasts
- Facility Requirements
- Community Land Use and Zoning Plan
- Alternatives Development and Evaluation
- Facilities Implementation Plan
- Financial Feasibility Analysis
- Airport Layout Plans
- Coordination Efforts from Airport Strategic Master Plan

The selected firm is expected to propose a team capable of providing all required services.

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). An airport tour may be provided following the informational meeting.

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:

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

1. Clarifications
   Information, clarifications or modifications will be provided in writing by the Airport and will be communicated via the Airport's website at http://business.spokaneairports.net/rfp. Any request for clarifications must be received via email at least five working days prior to the submittal deadline. Any questions relating to the submittal requirements shall be directed to:

   Lisa Corcoran, Chief Development Officer
   Planning & Development Department, Spokane Airports
   E-mail: Lcorcoran@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 phone number of the 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 projects of similar scope that the proposed key personnel and/or team have participated and completed in the past five (5) years specifically on Part 139 and Commercial/Cargo Service airports. Identify experience with FAA AC 150/5070-6B, 150/5300-13B – Change 1, 150/5300-16B, and 150/5300-18B.

2. *Project Organization and Staff Experience*. Include the organizational structure that is proposed to implement the Project, identifying the primary point of contact, support staff, subconsultants, and location of office where the majority of work of the prime consultant will be completed. Include brief 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. Describe your approach to successfully completing the Master Plan 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 relevant 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. A minimum of two (2) firms may be selected for further evaluation and requested to participate in an 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 will abide by the requirements of 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. Negotiations and an independent cost analysis will be performed prior to approval and execution of the PSA. If scope and fee 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: Lisa Corcoran, Chief Development Officer
Planning & Development Department
9000 West Airport Drive, Suite 204
Spokane, WA 99224

RE: Spokane International Airport Master Plan, #26-49-9999-030

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.