Spokane International Airport

Request for Statements of Qualifications and Experience (RFSQE)
Rental Car (RAC) Consultant Services
#26-49-9999-013

Addendum No. 1

DATE OF ADDENDUM: October 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 submitters are required to base their submittals upon the information furnished in this addendum; and as required in the contract documents. The Respondent is required to acknowledge Addendum No. 1 in their company response. Failure to acknowledge addendum on the response form will result in the response being declared non-responsive.

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1. The Proposal submission due date scheduled for Tuesday, November 10, 2026 at 3:00 PM PST has not changed.

2. Questions received by Thursday, October 8, 2026:
    a. Please identify any major capital investments planned impacting rental car facilities in the next RFP. Is the pending airport master plan update intended to evaluate changes to the rental car facilities?
        i. The Board does not currently have any major capital investments planned impacting rental car facilities in the next RFP. A complete renovation of the Ground Transportation Center (GTC) was completed in 2025. The pending airport master plan update may evaluate changes to the rental car facilities in the future.
    b. Evaluation Criteria 3 requests a list of existing clients. Please clarify the type of clients to be disclosed and how potential conflicts should be identified.
        i. Respondents should disclose any airports they have worked with in a similar capacity as outlined in the Scope of Services and should also disclose any rental car companies they have worked with in the past.

Respondents should note whether the work performed for those entities constitutes or may create a conflict of interest.

c. Will the airport's legal counsel lead the drafting of the new legal agreements with input from the consultant or is the selected consultant expected to lead the drafting of the legal agreements?
    i. The selected consultant is expected to lead the review and update of the sample/draft concession agreement that will be attached to the RFP. The selected consultant is expected to finalize drafting the agreement(s) once proposer(s) are selected.
d. Please clarify the format requested for the Proposed Costs under Criteria 6. Are labor rates requested? Is a separate cost estimate for each of the seven tasks in the statement of work required?
    i. The Board would like a detailed breakdown of each cost element, including but not limited to labor rates, estimated time spent on each task, estimated travel costs, etc. A separate cost estimate for each of the seven tasks in the Scope of Services is not required.
e. When do the current rental car agreements expire?
    i. The current rental car agreement expires September 30, 2027; however, the Board anticipates extending the term through December 31, 2027.
f. The Evaluation Criteria state that the Respondent must have acted as a consultant placing rental car companies at a commercial service airport handling over 500,000 annual passengers during the five years preceding the RFSQE date. Please confirm whether this requirement must be satisfied by the prime Respondent itself, or whether the relevant experience of proposed key personnel and/or an approved subconsultant may be considered.
    i. The experience requirement may be satisfied by either the prime Respondent or the proposed key personnel.
g. Please confirm whether comparable rental car advisory experience at commercial airports outside the United States would be considered responsive to this requirement, particularly for assignments undertaken at airports handling more than 500,000 annual passengers.
    i. The Board would consider experience outside the United States as relevant.
h. The Basic Eligibility section states that Respondents must be licensed to do business in the State of Washington and have a Washington UBI number, while Attachment A states that the firm is properly licensed, or will obtain proper licenses prior to commencement of services if legally required. Please

confirm whether a Respondent may submit a Response without an existing Washington business license and UBI number, provided these are obtained prior to commencement of services if selected.

    i. A Respondent may submit a Response without an existing Washington business license and UBI number, provided these are obtained prior to commencement of services, if selected.

i. Are any rental car facility redevelopment projects, strategic initiatives or operational changes currently planned that may impact the scope of this assignment?

    i. The Board does not have any rental car facility redevelopment projects, strategic initiatives or operational changes planned that may impact this assignment. A complete renovation of the Ground Transportation Center (GTC) was completed in 2025.

j. Please clarify the level of implementation and transition support expected following contract award, including mobilization activities, transition planning and concession commencement support.

    i. The Board expects the selected Respondent to assist with transition from incumbent operators (if applicable); develop transition timelines and coordination plans; support onboarding of new concessionaires; and ensure operational readiness (reporting, compliance systems, etc.).

k. The RFSQE notes that consultants may propose additional services considered beneficial to the airport. Please confirm whether such services are expected to be limited to rental car operations, or whether they may also address broader airport ground transport considerations, such as curbside management, parking strategy and related surface access matters.

    i. The Board intended the additional services to be limited to rental car operations, but may also consider additional services related to ground transportation, such as taxis, ride shares, shuttles, etc.

l. Do front and back covers, Index, resumes, or Attachment A/Response Information count in the 30-page limit?

    i. Resumes and Attachment A/Response Information will count in the 30-page limit. Front/back covers and an index will not be counted in the 30-page limit. While there is a 30-page limit, Responses should be prepared as simply as possible and provide a straight-forward, concise description of the Respondent's capabilities to satisfy the requirements of this RFSQE. Emphasis should be concentrated on accuracy, completeness, and clarity of content.

m. Can additional resumes be included in an Appendix?
    i. Respondents must provide resume(s) of all firm's staff anticipated to work on matters under the Professional Services Agreement. Responses should be labeled by response to specific evaluation criteria and addressed in the same order as included in this RFSQE. Complete and concise Responses shall not exceed thirty (30) pages.
n. For the required electronic copy, should that be emailed or provided on a USB and included in the mailed package along with the hard copy?
    i. The electronic copy should be on a USB and included in the mailed package along with the hard copy.

End of Addendum No. 1