

11/25/2008

RE: Request for Qualifications (RFQ)
Felts Field Airfield Electrical Improvements Project
Project Number: 08-33
For: Electrical Engineering Services

The Spokane Airport Board is requesting Statements of Qualification (SOQ) from qualified electrical engineering consulting firms for services pertaining to the Felts Field Airfield Electrical Improvements Project.

Requests for Qualification will be received by the Spokane Airport Board until 2:00 p.m. on Thursday December 11, 2008. Following a review of all statements of qualifications received, the Selection Committee may establish a short list of firms or teams of firms submitting proposals and may invite those short listed to make an oral presentation. Alternatively, the Committee may opt to select the most qualified firm or team directly following review of statements of qualifications.

It is anticipated that the project may be awarded by the Spokane Airport Board at its December 17, 2008, board meeting.

A. **PROJECT**

Background:

The airport has determined that the majority of the existing airfield circuits are past their useful life and do not meet current standards for airfield electrical systems. The scope of work includes replacing direct bury electrical cables with conduit and wire, including vaults, etc, replace some existing cabling in conduit, add vaults to existing conduit, and upgrade the cans and lights on the main runway. The scope of work also includes adding a Pilot Actuated Airport Lighting Control (PAALC) for the lighted runway and taxiways.

Funding Source: AIP grant

B. **INFORMATIONAL MEETING**

A non-mandatory project information meeting has been scheduled for Wednesday, December 3rd, at 10:00AM in the **Maintenance Bldg at Felts Field.**

C. **SUBMITTAL REQUIREMENTS**

Four (4) copies of the Statement of Qualifications must be provided. Each copy shall be signed and clearly marked on the cover:

RFQ: Electrical Engineering Services

Felts Field Airfield Electrical Improvements Project 08-33

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

1. **Clarifications**

All clarifications or other modifications will be provided in writing by Spokane Airports' Engineering Department. Any request for clarifications must be received by Spokane Airports' Engineering Department at least five (5) working days prior to the submittal deadline. All modifications to the submittal requirements will be communicated to all registered proposal holders in writing. Any questions relating to the submittal requirements shall be directed to:

Teresa Foster Eckard, P.E.
Engineering Department
Spokane International Airports
Phone: (509) 455-6433
e-mail: tfeckard@spokaneairports.net

2. **Related Information**

The selected consultant will be expected to execute the Spokane Airports standard professional services agreement.

D. **SELECTION CRITERIA**

Statements of Qualifications shall respond to each criteria listed below. Statements of Qualifications 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.

1. **Transmittal Letter:**

Provide a transmittal letter which introduces the consulting firm or team. Discuss services offered, size, and office location(s) of the consulting firm(s).

2. **Consultant Qualifications and Capabilities:**

Provide Standard **Federal Form 330 – Architect/Engineering Qualifications**. Form 330, printed marketing literature, resumes and page dividers shall not count in the

fifteen (15) page Statement of Qualifications limit. Describe the qualifications and capabilities of the proposing firm or team to complete all anticipated aspects of the project. Discuss available staff to meet schedule. Discuss the experience of the team with airfield electrical work, runway lighting and airport/FAA grant work.

3. References:

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

E. **EVALUATION AND SELECTION**

All Statements of Qualifications received will be evaluated and ranked based upon the responsiveness to the request for qualifications, experience and innovation. A minimum of two (2) firms may be selected for further analysis. The firms selected for further evaluation may be requested to participate in a formal interview as part of the selection process. One consultant will be selected for negotiation of a contract.

F. **SCOPE OF SERVICES AND FEE PROPOSAL**

Following the selection process, the Owner (Spokane Airport Board) will enter into contract negotiations with the selected Consultant. Owner and Consultant will meet to discuss the proposed project and scope of work. The selected Consultant will be expected to prepare and submit a detailed breakdown of work items in the scope of services and fee proposal detailing man hours, hourly rates, anticipated expenses, direct salary costs, labor, general and administrative overhead, and profit data for the project. A cost analysis may be performed for each of these negotiations. The work will be performed on a time and material basis for a not-to-exceed contract amount. If a price cannot be agreed upon between the Owner and the Consultant, negotiations will be terminated. The Owner will then enter into negotiations with the next highest qualified Consultant.

Draft Professional Services Scope of Work

The Consultant shall provide the following specified services for the project as described below. All engineering work shall be performed using accepted engineering principals and practices and shall provide quality products that meet or exceed industry standards.

Dimensional criteria will be in accordance with FAA Advisory Circular 150/5300-13 *Airport Design* and related circulars. Construction specifications will be in accordance with AC 150/5370-10 *Standards for Specifying Construction of Airports* and related circulars.

Pre-Design Services

- Meetings as required with airport staff to define improvements, budget, schedule, construction scope, etc.
- Present electrical improvements scope and phasing/schedule to tenants and others
- All survey work

- As-built review
- Review existing geotechnical reports

Design Services

- Construction phasing
- Complete contract documents, including all plans and specifications
- Construction cost estimate
- Draft construction schedule
- 90% Review
- 90% Design stage Engineer's Estimate
- Engineering Design Report, submitted to Airport and FAA

Final Design Services

- Prepare and incorporate special provisions and contractual specification documents/general conditions
- Submittal and approval of final documents to Airport and FAA

Bidding Phase

- Prepare and deliver fifteen (15) printed sets of contract documents one in electronic format should be sent to the SIA Engineering Department. Have printer invoice SIA Engineering department referencing the project number
- Support the Airport in responding to all contractor inquiries and requests for information (RFI)
- Provide addenda and support final issuing of addenda by the Airport
- Attend and facilitate mandatory pre-bid conference
- Attend and facilitate bid opening, prepare matrix
- Recommend award or other action to Spokane Airports

Construction Management/Contract Administration Services

- Attend and facilitate pre-construction meeting
- Review and analyze contractor schedule
- Monitor and inspect construction
- Perform all required special inspections and testing
- Review and approve progress payments
- Monitor quality control testing done by the contractor for conformance
- Provide weekly reports to the Airport and FAA

Weekly Progress Meeting

- Prepare agenda and coordinate/lead meeting
- Complete and distribute meeting minutes

Construction Observation

- Review and process contractor submittals
- Inspect construction for compliance with plans and specs
- Evaluate change order requests. Prepare and process change orders.
- Attend and administer final inspection. Prepare punch list.

Contract Closeout

- Draft red line as-built changes to record drawings; and submit one copy on CD in AutoCAD to Spokane International Airport, Engineering Department.

Assumptions

- DBE goals to be established by Airport staff.
- The designer will use the backgrounds from the Signage and Markings Upgrade project plan set.
- The designer, when in the field, will be working at an active airport and will meet the Airport requirements for operating safely on the airfield at Felts Field
- The Airport will provide geotechnical information from the General Aviation/Corporate Aircraft Taxiway Project plus any other geotechnical reports for Felts Field that pertains. No additional geotechnical investigation will be conducted.
- Design Document printing to be paid directly by the Airport.
- Engineer's Design Report and final report fee estimate based on the requirements of the FAA established at the time of the scope development.

G. QUALIFICATION SUBMITTALS

Statements of Qualifications should be submitted to:

SPOKANE AIRPORT BOARD
ENGINEERING DEPARTMENT
9000 West Airport Drive, Suite 204
Spokane, WA 99224

THE SPOKANE AIRPORT BOARD RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, TO WAIVE ANY IRREGULARITIES IN THE PROPOSALS RECEIVED, AND TO ACCEPT THE PROPOSAL DEEMED MOST ADVANTAGEOUS TO THE BEST INTERESTS OF THE SPOKANE AIRPORT BOARD. ALL PROPOSALS BECOME THE PROPERTY OF THE AIRPORT.