

PROSPECTUS FOR CONSULTANT SERVICES

For

Spokane International Airport Parking and Road Improvements Project Project #08-11

The Spokane Airports Board invites the submittal of written Statements of Qualifications from qualified professional design firms interested in providing consulting services for the Spokane International Airport **Parking and Road Improvements Project**.

In order to be considered for this work, written Statement Qualifications must be received no later than 2:00 PM PDT on Monday July 7, 2008. Six (6) copies of the Statement of Qualifications may be sent or delivered to:

Spokane International Airport
Attention: Sue Potter
9000 W. Airport Dr. Suite 204
Spokane, WA 99224

A prospectus may be obtained by visiting the Airport's web site at www.spokaneairports.net or for a hard copy, RFQ packages may be obtained from the Spokane International Airport Engineering Office located at the 9000 W. Airport Dr., Spokane, WA 99224 between the hours of 8:00 a.m. to noon and 1:00 p.m. to 4:30 p.m. To request a copy by mail, contact Sue Potter at (509) 455-6414.

PRE-PROPOSAL CONFERENCE

The Airport intends to conduct a pre-proposal conference to answer questions regarding this solicitation on Thursday, June 26, 2008 from 1:30 PM. – 3:00 PM. in the Board Room, Airport Offices, Suite 204, Main Terminal, 9000 W. Airport Drive, Spokane, WA, 99224. Interested firms are encouraged to send written questions to Teresa Eckard, Project Manager (facsimiles accepted at 509-455-6492, e-mails at tfeckard@spokaneairports.net) prior to the meeting to allow adequate time for preparation of a response. This meeting is not mandatory, but interested firms are encouraged to attend.

BACKGROUND

- I. In an effort to improve the safety and efficiency of the parking and road circulation at Spokane International Airport professional services are required for the design and construction support of the Parking Improvements Project
- II. The work includes but is not limited to the following:

- A. New Revenue Control System
- B. Reconstruction of Tower Road for new Parking Toll Plaza
- C. Construction of two new roads North and west of the Ramada
- D. Reconfiguration of Tower Road and the Outbound lanes of West Airport Drive
- E. Demolition of part of McFarland and construction of additional Parking SW of the Ramada
- F. Consolidate Concourse C Parking Lots with new Parking Lot access on Tower Road
- G. New utility corridors for communications and power

III. Budget –The Project Development Review Document, Attachment C, shows an overall project larger than the budget available in 2009 and does not provide an estimate for the two roads at the Ramada. The consultant will need to phase the work and refine the scope to allow for the core work to be done in 2009 with other necessary work following in a couple years. Approximately 60% of the budget is available in 2009 for the work (with additional money available for the roads). Also, in Attachment C, the scope of the revenue control system includes items not necessary for this project that may significantly reduce the cost for the system.

SCOPE OF WORK

The description of requested services and the project schedule are detailed in Attachment A, “Draft Proposed Scope of Work.” and in Attachment C “Project Development Review Document”.

On-site visits to the areas of the work are permitted – please coordinate with the Project Manager.

The Airport reserves its option to combine work, as appropriate, into various contracts. The Airport reserves its option to delete work.

STATEMENT OF QUALIFICATIONS

Qualified consultants interested in being considered shall prepare and submit six (6) copies of a Statement of Qualifications. The Statement of Qualifications shall be in a letter format with a minimum of additional documents or brochures. Firms shall structure their submittal to respond to the following selection criteria in the order presented. Any additional information shall be included in appendices after the primary response to the Statement of Qualifications.

1. Provide professional experience and qualifications of key personnel expected to be assigned to the project (including subconsultants). Include resumes, technical experience, and detailed descriptions of recent relevant projects undertaken and constructed. Identify specific Airport and Airport revenue control projects. Identify

- projects with same or similar technology. Provide specific information on the nature of the team's participation on any project that involved Spokane Airports.
2. Identify the proposed project manager and the organization of the project team. It is expected that the same Project Manager will be assigned to the project for the duration of the contract. Identify any expected subconsultants, and their point of contact. Describe the work that will be assigned to them and expected level of effort. Describe the experience the proposed team has had working together on other projects of similar magnitude. The Airport reserves the right to review and approve the selection of sub consultants.
 3. Provide information concerning local (within the Spokane area) offices size and capability. Indicate the ability of the design team to respond to questions and attend meetings on short notice.
 4. Demonstrate an understanding of transportation and parking/revenue control issues typical of an Airport like Spokane International Airport.
 5. Demonstrate an understanding of the current technology available and constraints associated with Airport Revenue Control Systems.
 6. Demonstrate an understanding of the project through a brief outline of the planning, design and implementation process. Identify major elements of each phase of the process, responsibilities of the consultant staff, and those of the Airport. Identify how to phase the work to accomplish the key project goals with the available budget (\$5.5 Million for Parking Improvements and \$1Million for new roads) in 2009 and be able to finish other work in future years.
 7. Demonstrate an understanding and planning required for maintaining parking and other operations while constructing new work.
 8. Demonstrate the ability and capacity to immediately undertake the work and dedicate the necessary personnel and resources to the project to meet the anticipated workload. Demonstrate this capacity by describing the successful completion of projects of similar size and complexity. Include details such as description of your firm's participation in the project, percent of participation in the project, role in project team (such as prime contractor, subcontractor, etc.) dates, consultant fee, value of the work performed, and names, addresses and phone numbers of references.
 9. Demonstrate your Quality Assurance/Quality Control (QA/QC) program and process.
 10. Demonstrate the capability of your team to complete a project within budget. The consultant should provide examples of data from a previous project on budget, engineer's estimate, bid, and final project cost, with a narrative of explanation.
 11. Verify the consulting team's acceptance of the contractual requirements contained in the Airport Standard Professional Services Agreement.
 12. The Airport is an equal opportunity employer and encourages the use small businesses, DBE, MBE or WBE participation.

Statement of Qualifications must be limited to 10 double-sided 8 ½ X 11 pages with a simple cover. This basic proposal can be supplemented with appendices of resumes, past project experience, firm capabilities, etc. The entire package must not be more than one inch thick.

INITIAL EVALUATION AND SHORT LIST

We anticipate that at least three firms will be selected to participate in personal interviews. The selection of the firms for the short-list will be based on the evaluation of the information submitted in the Statement of Qualifications.

PERSONAL INTERVIEWS

Personal interviews will be held with each of the short-listed firms. The proposed project manager and key project team members should represent each firm interviewed. The project manager and the attending project team members should be prepared to present the information contained in the Statement of Qualifications, addressing the selection criteria listed above, at a minimum. The interview should be geared for a 30-minute presentation and 30-minute question and answers.

SELECTION

The selection will be based on the material contained in the Statement of Qualifications and the personal interviews. The selected firm will be invited to enter into contract negotiations with the Airport. Attachment B is a copy of the Airport’s standard Professional Services Agreement. Prospective consultants should review the form and confirm they are able to meet the contract conditions. The scope of work is a draft and may be revised during the selection and negotiation process. Attachment C is the project development documents created for this project. It includes the Project Development Review document and the Project documentation (correspondence, meetings, project data).

SCHEDULE FOR CONSULTANT SELECTION

The proposed consultant selection schedule is as follows:

<u>Project Milestone</u>	<u>Date</u>
Advertise for Consultant	June 18, 2008 through July 7, 2008
Pre-Proposal Conference.....	June 29, 2008
Statements Due	July 7, 2008
Short-List Consultants.....	July 11, 2008
Interviews.....	Week of July 14 th
Selection.....	NLT July 21, 2008

The Airport reserves the sole right to evaluate the Statement of Qualifications submitted, waive any irregularity therein, reconfigure proposed teams, select the consultant and/or reject any and all firms that submitted Statements of Qualifications should such be deemed in the best interests of the Airport.

END OF PROSPECTUS

- Attachment A: Draft Scope of Work
- Attachment B: Airport Standard Professional Services Agreement
- Attachment C: Project Development Review: SIA Parking Lots Consolidations, Project Documentation