



## **Request for Statements of Qualifications Spokane International Airport**

### **RECRUITING SERVICES FOR CHIEF EXECUTIVE OFFICER**

The Spokane Airport Board is requesting Statements of Qualifications (SOQ) from qualified firms or individuals to provide non-exclusive professional services resulting in the successful recruitment and employment of a highly qualified and skilled individual to serve in the position of Chief Executive Officer (“CEO”) of Spokane International Airport, Felts Field and the Spokane Airport Business Park.

This Request for Statement of Qualifications (RSFQ) is posted on the Spokane Airports website at: <https://business.spokaneairports.net/rfp/>

SOQs will be received by the Spokane Airport Board until **2:00 p.m. (PST), December 17, 2024.**

#### **A. SCOPE OF WORK**

The Spokane Airport Board is seeking assistance with recruitment for a CEO. Under the general direction of the Spokane Airport Board, the CEO is responsible for managing, planning, organizing, directing, and controlling all functions and activities of Spokane International Airport, Felts Field, and the Spokane Airport Business Park. The CEO directs the overall management of the airport to achieve the short- and long-range strategic planning goals and objectives, policies, budgets, and operating plans in accordance with directives developed in concert with the Spokane Airport Board. The CEO maintains positive working relationships with the Spokane Airport Board; joint sponsors the City of Spokane and Spokane County; elected federal, state and local government officials; federal, state and local agencies; U.S. Department of Transportation, Federal Aviation Administration, Transportation Security Administration, and Customs and Border Protection; airlines; business leaders; civic and community organizations; public constituencies; the media and other stakeholders who are dedicated to ensuring that the airport remains a strong economic engine for the region.

#### **B. SUBMITTAL REQUIREMENTS**

Three (3) copies of the SOQ shall be provided with one (1) thumb drive in pdf format in a sealed envelope. Each copy shall be marked on the cover:

**RSFQ: Recruiting Services for Chief Executive Officer**

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

1. Clarifications

Any clarifications or modifications will be provided in writing by the Spokane Airport Board . Any request for clarifications must be received by the Spokane Airport Board's designated representative listed below at least five (5) working days prior to the submittal deadline. Any questions relating to the submittal requirements shall be directed to:

Brian Werst, General Counsel  
E-mail: [BWerst@spokaneairports.net](mailto:BWerst@spokaneairports.net)

2. Related Information

Firms or individuals are advised to familiarize themselves with the Airport's standard Professional Services Agreement (PSA) and be prepared to accept without modification the terms and conditions contained therein.

**C. 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.

1. Table of Contents

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

2. Transmittal Letter

Provide a transmittal letter which introduces the firm and/or individual(s) to perform the services. Discuss services offered, size of staff, and office location(s) of the firm or individual(s) assigned to perform the services.

3. Qualifications

Provide no more than 10 pages describing the qualifications, experience, and capabilities of the proposing firm or individual and team in the order presented below. Covers and tabs will not be included in the page count.

- a. *Relevant Projects.* Include and describe chief executive officer recruitment projects for airports that the firm and/or individual have completed or participated on in the past seven (7) years. If an individual has not worked for the firm for the entire past seven (7) years but has relevant experience to list, please indicate the firm at which the individual was employed at the time of the relevant search experience.

- b. *Project Organization and Staff Experience.* Include the organizational structure that is proposed to implement the recruitment services, identifying the primary point of contact, support staff, subconsultants, and location of office(s) where the majority of work will be completed. Include resumes of the key personnel identifying professional qualifications, experience, capabilities, and relevant recruitment projects each have completed.
- c. *Project Understanding and Approach.* Demonstrate an understanding and familiarity of services specific to recruiting a CEO for Spokane International Airport, Felts Field and Spokane Business Park. Describe your approach to completing CEO recruitment projects.

#### 4. References

Provide a list of five (5) references that have specific knowledge of work performed by the proposing firm or individual.

#### **D. EVALUATION AND SELECTION**

All SOQs received will be evaluated and ranked based upon the responsiveness to the RFSQ. Firms may be selected for further evaluation and requested to participate in a formal interview as part of the selection process. Alternatively, the Spokane Airport Board may choose to select based the most qualified firm or individual directly following the evaluation of the submitted SOQs. One firm or individual 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.

Spokane International Airport is an Equal Opportunity Employer and federal contractor or subcontractor.

#### **E. CONTRACT NEGOTIATION**

Following the selection process, the Spokane Airport Board will enter into contract negotiations with the selected firm or individual. If the Spokane Airport Board and firm or individual cannot agree on a mutually-agreeable contract for services, negotiations will be terminated. The Spokane Airport Board may then enter into negotiations with the next highest qualified firm or individual.

#### **F. QUALIFICATION SUBMITTALS**

SOQs shall be submitted to:

Spokane Airport Board  
Attention: Brian Werst, General Counsel  
Spokane International Airport  
9000 West Airport Drive #204  
Spokane, WA 99224  
**Re: RFSQ for Recruiting Services for Chief Executive Officer**

**G. PUBLIC RECORDS AND DISCLOSURE OF SOQs**

1. Property of Spokane Airport Board: All documentation submitted to the Board shall become the property of the Spokane Airport Board and shall not be returned to any firm or individual.
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 after the award of an agreement is made by the Spokane Airport Board.