



REQUEST FOR PROPOSAL
Economic Impact Consultant Services
Pullman Moscow Regional Airport Runway Realignment Project

June 26, 2015

BACKGROUND

The Pullman Moscow Regional Airport (PUW) is a regional governmental partnership serving the Palouse Region of the States of Washington and Idaho, the Cities of Pullman, Washington and Moscow, Idaho, and many smaller communities within Latah and Whitman counties as well as two major land-grant universities, Washington State University and the University of Idaho. PUW's mission is to meet the current and future aviation support needs in the region by maintaining operational status and other requirements set by the Federal Aviation Administration (FAA) as the airport and region continues to grow.

PUW was created through a regional partnership in the 1930's with 2 separate university communities in separate states. This partnership started with the Cities of Pullman and Moscow that built a mutual partnership to encourage reliable air transportation service initiatives that support the development of new economic opportunities. This partnership and vision has extended through the years to include the universities and the counties in the region. PUW is governed by an 8 member Board of Directors, comprised of elected and appointed members by their respective Institutions with two members at large one appointed by the each of the Mayors of Pullman and Moscow respectively. PUW is professionally staffed by 6 FTE's.

PUW continues to experience significant growth in annual enplanements. In our current fiscal year, 21% of our operating revenue comes from intergovernmental partnership investment and 79% from internally generated actions controlled by the Airport Board. The Airport also has FAA Grant revenues of \$16,000,000 this fiscal year. Additionally, the Airport has additional programmed funding from the FAA of \$80 million over the next 5 years for the Runway 6 -24 relocation.

With the movement towards a global economy it is now recognized that aviation is no longer just another mode of transportation. It is a vital component of the economic

engine that drives the local, state, and regional economies and thus requires the continuous maintenance and improvement of adequate facilities and services.

Additional information regarding PUW, including our current Master Plan, is available on our web site: www.flypuw.com

PURPOSE & SCOPE

PUW is currently undertaking a \$89 million runway realignment project (\$119 that will significantly enhance the capability of the Airport to serve the City of Pullman, City of Moscow, Whitman and Latah Counties, and the surrounding region. The Airport plays vital role in the region's economy and this project will further enhance its contribution.

The ability of the Airport to support the existing economy and future economic development opportunities is critical. Airline passengers, corporate general aviation, air ambulance, forest fire suppression, crop spraying, military use and aviation – related business all depend on adequate and reliable air service.

PUW is requesting submissions from economic impact consultants interested in assessing the current and future economic impacts of the Airport and specifically the impact of up to \$119M of new investment in Airport infrastructure and improved air service. Said consultant shall provide a detailed economic impact report including an executive summary to the PUW Board.

Consultant should consider the following benefits when developing report:

- Meeting FAA design standards, permitting Alaska Airlines to continue air service;
- Extend the runway to better support the need of corporate aviators utilizing PUW;
- Improved reliability of commercial air service;
- Improved support for WSU, UI, and visiting team charter flights;
- Opportunities for more conferences and large gatherings at universities;
- Provides an opportunity to expand commercial air service in the future;
- Improved All-Weather reliability, keeping the Airport open and reducing cancellations;
- Establishes new terminal location, proving opportunity for a new community gateway;
- Provides additional land for development at the airport which generates revenue and creates jobs;
- Overall improved service, facilities, and reliability to support regional economy;

Specific focus should include but not limited to:

- Construction benefits;
- Ongoing and long-term benefits;
- Economic impacts of status-quo operations;

- Potential consequences of no project/loss of commercial air service
- Local and state tax implications;
- Opportunities for additional air-related support services

SCHEDULE

PUW would like Consultant to substantially complete report by September 28, 2015. Consultant would also be expected to provide at least 3 public presentations about their findings in addition to PUW Board presentation.

PROPOSAL FORMAT AND REQUIREMENTS

Respondents must furnish one original and five copies of their proposal. Please limit Proposal to no more than 4 pages (not including staff resumes). Estimated price and terms for services should be provided separately listing breakdown of scope of services in a sealed envelope marked "Estimated Price & Terms for Services." Please address the following areas in your proposal:

- Experience of firm
- Experience with providing economic impact reports specific to airport operations;
- Proposed report format;
- Expectations of PUW;
- Proposed schedule
- References from past clients (minimum of 3-5)

CONSULTANT SELECTION

Proposals will be evaluated and scored by PUW Board and its designees in its sole discretion based on the following criteria:

- Quality and thoroughness of the proposal;
- Demonstrated experience of the Consultant/Firm;
- Ability of Consultant/Firm in understanding the Palouse Region's economy, airport capital projects, small city environments, etc.;

PUW may or may not choose to conduct telephone, online or in person interviews. Following proposal scoring, the top ranked firm will be expected to travel to Pullman at its expense for an interview. Upon selection of a finalist, PUW will enter into contract

negotiations within 10 days. If these negotiations fail, PUW will proceed with contract negotiations with the firm scoring second, and so on. Unsuccessful respondents will be notified as soon as possible.

RFP QUESTIONS & RESPONSES

Questions and responses should be directed to PULLMAN MOSCOW REGIONAL AIRPORT, attn: Anthony Bean, 3200 Airport Complex North, Pullman, WA 99163, (509) 338-3223 airport@pullman.com. All responses to the RFP must be received by July 24, 2015 via mail or electronic (pdf format). Please state "Proposal for PUW Economic Impact Report" on the outside of the response package. If mailed, please provide one original and five copies of the proposal.

ADDITIONAL INFORMATION & CONDITIONS

- STATEMENT OF NON-COMMITMENT

Issuance of this RFP does not commit the Pullman Moscow Regional Airport to award a contract or to pay any costs incurred in preparation of proposals responding to the RFP. The PULLMAN MOSCOW REGIONAL AIRPORT reserves the right to reject any or all proposals and re-advertise. All proposals become the property of the PULLMAN MOSCOW REGIONAL AIRPORT.

- EQUAL EMPLOYMENT OPPORTUNITY

Pullman Moscow Regional Airport is an Equal Opportunity Organization (EEO) which does not discriminate against any prospective supplier on the basis of race, religion, color, sex, age, marital status, national origin, or presence of any sensory, mental, or physical disability in the consideration of contract award. The successful proposer will be required to comply with all EEO federal, state, and local laws and regulations.

- VENUE

The laws of the State of Washington govern this contract. The parties agree that any litigation concerning bid, proposal, or subsequent contract must be brought in the Court of Whitman County, State of Washington and each party shall pay its own costs and attorney fees.

- INSURANCE

Certificates of Insurance, indicating compliance with the required overage, must be filed with the Pullman Moscow Regional Airport within ten (10) working days of the Notice of Award. The proof of insurance/exemption must be valid for the entire contract period. Contracts WILL NOT be issued to contractors that fail to submit

insurance certificates as specified herein: Proof of Worker's Compensation Insurance valid within the State of Washington or proof of exemption thereof. Proof of commercial general liability insurance, including automobile insurance, with limits of not less than \$1,000,000 per occurrence.

- RFP AUTHORITY

The right is reserved to reject any and all proposals, to waive any informalities and irregularities in the proposal submission process, to negotiate with any or all Proposers, and to accept proposals that are considered to be in the best interest of the Pullman Moscow Regional Airport.