



1230 W Boone Ave
Spokane, WA 99201
www.spokanetransit.com

REQUEST FOR QUALIFICATIONS

2026-11183

TRANSIT ORIENTED DEVELOPMENT MARKET ANALYSIS AND FEASIBILITY STUDY

ISSUE DATE:	Wednesday, July 1, 2026
PROPOSAL DUE DATE:	Wednesday, July 29, 2026 4:00 PM Pacific Time

1.0 INTRODUCTION

Spokane Transit Authority, located at 1230 West Boone Avenue, Spokane, Washington, is requesting Proposals from qualified Proposers with experience in urban and site planning, building and transit facility design, and real estate economics to conduct a Transit Oriented Development Market Analysis and Feasibility Study.

The Proposer may supplement its Proposal with Subcontractors, with the understanding the Proposer is responsible for all Work.

Please read this entire RFQ package before submitting your Proposal. Careful attention must be paid to all requested items contained in this RFQ.

This RFQ does not commit STA to enter into any Contract; to pay any costs incurred in the preparation of a Proposal in response to this RFQ or in subsequent negotiations; or to procure or contract for the Work. STA expects to negotiate a Contract with the Proposer it deems most advantageous to the agency.

1.1 Procurement Schedule and Deadlines Overview

Below is the proposed procurement timeline for this RFQ. Future events may cause this timeline to change. STA reserves the right to revise the procurement timeline at any time and for any reason.

DATE	EVENT
July 1, 2026	RFQ Advertised and Issued
July 8, 2026, 10:30 AM Pacific Time	Pre-Proposal Conference
July 17, 2026 4:00 PM Pacific Time	Deadline to Submit Questions and to Request Clarifications or Changes (including Red Lines to Sample Agreement in independent Word document)
July 29, 2026, 4:00 PM Pacific Time	Proposal Due Date
July 30-August 7, 2026	Evaluation of Proposals
August/September 2026	Final Contract Negotiations and Contract Execution

1.2 Proposer Communications with STA

STA is committed to providing all prospective Proposers with accurate and consistent information in order to ensure that no Proposer obtains an undue competitive advantage. To this end, from the date this RFQ is released through the date of award of a Contract, all communications, questions and inquiries concerning this RFQ shall be addressed to:

JENNIFER ANDERSON
Procurement Coordinator
Spokane Transit Authority
janderson@spokanetransit.com

STA reserves the right to disqualify any Proposer who contacts a STA officer, director, employee, agent, representative or committee or Board member concerning this RFQ other than in accordance with this Section.

1.3 Pre-Proposal Conference

A pre-proposal conference will be held on **July 8, 2026, beginning at 10:30 AM Pacific Time**. To participate:

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/289064203094887?p=FIIsEyFwoM1kfRVpv1e>

Meeting ID: 289 064 203 094 887

Passcode: Xk9rW2dZ

[Need help?](#) | [System reference](#)

Dial in by phone

[+1 509-824-1714](tel:+15098241714), [447348289](tel:+1447348289) United States, Spokane

[Find a local number](#)

Phone conference ID: 447 348 289#

Questions and/or clarifications about the RFQ may be addressed during this conference. Questions and/or clarifications may be submitted in advance in accordance with Section 1.2.

Any prospective Proposers in receipt of this RFQ will be provided with any changes or clarifications to the RFQ by written Amendment in accordance with Section 3.3.

1.4 Proposal Due Date and Proposal Submission

Proposals will be accepted until 4:00 PM, Pacific Time, July 29, 2026, in accordance with the specifications and conditions stated in the RFQ. Proposals must be labeled with the name and number of the solicitation and submitted via Dropbox at the following link:

<https://www.dropbox.com/request/6avzku01cm16pou3yn9z>

All Proposals shall be effective for a minimum of ninety (90) Days from the Proposal Due Date or Best and Final Offer (“BAFO”) date (if applicable), whichever is later. Late submittals shall be deemed nonresponsive and returned to the Proposer. The cost of Proposal preparation will be completely borne by the Proposer. STA reserves the right to request an original Proposal with “wet” signatures, in its sole discretion.

Except as otherwise provided for herein, Proposals which are incomplete, or which are conditioned in any way or contain erasures, alterations or items not requested in the RFQ, or which are not in conformance with the RFQ or applicable laws, rules and regulations, may be rejected as nonresponsive.

1.5 No Proposal

To assist STA with future procurements, prospective Proposers choosing not to submit a Proposal are requested to email the STA contact in Section 1.2 with the reason(s) for not submitting a Proposal in response to this solicitation.

2.0 SCOPE OF WORK

Study Background

The Spokane Transit Authority (STA) is a municipal corporation organized as a Public Transportation Benefit Area (PTBA) under Washington state law (Chapter 36.57A RCW). STA was created by Spokane County voters when they approved its formation on March 10, 1981, to develop, operate, and maintain a mass transportation system in the Spokane area. STA provides public transit services to a PTBA of approximately 248 square miles, serving a population of over 480,000 within six jurisdictions and Spokane County. The breadth of STA's public transit services includes fixed route, paratransit, and rideshare services with additional mobility on demand service planned to launch in 2026.

STA has analyzed its real estate holdings and their surrounding one-half mile radius for current utilization and existing Transit Oriented Development (TOD) performance. Through this analysis, the 2.23-acre site known as the South Hill Park and Ride, and located at 2502 E 31st Ave, Spokane, has been identified as being under-utilized and having the potential to better serve the public if converted wholly or partially to other uses, while still integrating transit facilities.

Study Purposes and Outcomes

The TOD Market Analysis and Feasibility Study aims to analyze the feasibility of pursuing a TOD-focused project at the South Hill Park and Ride facility to maximize its benefits to the public while growing transit ridership. STA has seen support from both the community and the STA Board for encouraging TOD at its facilities. This study will encompass five separate but integrated analysis tasks: Market Analysis, Transit Integration and Engineering, Site Layout and Conceptual Design, Cost Estimations and Financial Feasibility. STA seeks a qualified planning, economics, and/or design firm to complete the tasks for the South Hill Park and Ride.

STA selected the South Hill Park and Ride as an ideal location for TOD due to its low parking utilization and the existing TOD performance of the area within one-half mile of the site. The STA team has done considerable groundwork and now requires assistance from real estate experts and designers to complete the next stages of analysis. At the conclusion of the process STA expects to have fulfilled three primary purposes:

1. Create a conceptual plan that integrates transit and development
2. Evaluate the economic feasibility of actionable real estate development that delivers community value
3. Complete the study no later than four (4) months after project initiation to allow the concept to be reviewed by the end of 2026 and approved by the STA Board

Outline of Tasks

1. **Market Analysis:** Consultant will conduct market analysis for the site to evaluate the value of property and viability of development projects as well as recommend the appropriate scale of development program. Tasks include:
 - Assess market potential and feasibility
 - Conduct highest and best use analysis
 - Describe real estate market trends and/or forecasts for residential, retail and office
 - Deliver report on the economic viability of development on the site.

Task 1 will conclude with the delivery of this report.

2. **Transit Integration and Engineering Considerations:** Upon completion of the market analysis completed in Task 1 and concurrent with the work outlined in Task 3, the consultant will craft schematic designs for public and private infrastructure facilities. Tasks include:
- Provide further definition of site grading and stormwater management
 - Perform utility scans and evaluation
 - Evaluate different site circulation and configuration. Evaluate station capacity, pedestrian networks, bus connections, and bike access to the site and passenger facilities within the ½ mile walkshed
 - Identify necessary traffic mitigations, transit facility integrations, or placement based on the concepts considered in Tasks 2 and 3.

3. **Site Layout and Conceptual Design:** Based on the market analysis completed in Task 1 and concurrent with the work in Task 2, this step will focus on creating site layout alternatives (test fits) that could realistically deliver a development constrained by market feasibility and transit integration. Tasks include:
- Develop three (3) site layout and conceptual alternatives, with illustrative site plans showing development layouts and development opportunities
 - Incorporate existing ALTA survey, utility data to test densities and layouts to ensure spatial feasibility. Proof-of-concept layouts will balance private development (vertical mixed-uses) with STA's operational needs.

Tasks 2 and 3 will conclude with the delivery of three (3) site layout alternatives (test fits).

4. **Cost Estimating:** Based on outcomes in previous Tasks the consultant will deliver cost estimates for a preferred conceptual site plan and development program. The single preferred development concept will be identified by STA internal staff in advance of the beginning of Task 4. Tasks include:
- Quantify construction costs for transit improvements
 - Quantify construction costs for a preferred development concept including construction and infrastructure.

Task 4 will conclude with the delivery of a detailed cost estimate of the preferred development concept.

5. **Financial Feasibility Analysis:** Based on the above information, the consultant will complete a basic feasibility analysis. Tasks will include:
- Evaluate financial viability by analyzing projected revenues from development (residential, office, retail) against costs
 - Analyze absorption rates, vacancy rates, and cap rates
 - Review historic transit ridership and forecast new riders from proposed uses to confirm demand supports mixed-use density
 - Evaluate and compare gross revenues to the construction cost estimates
 - Determine net fiscal impact (surplus or deficit) of the proposed development program.

Task 5 will conclude with the delivery of a final Development Feasibility Report.

Task 1: Market Analysis

Task 1 will evaluate the current market surrounding South Hill Park and Ride. This includes completion of a market analysis to determine the viability of a development and determining the highest and best use. The Consultant will investigate and draft a report describing the neighborhood and real estate market surrounding the South Hill Park and Ride property. The report will include demographic information, key

community assets, any recent planning efforts, and a detailed summary of economic, market, and development conditions affecting this site. The assessment will summarize recent and proposed development activity surrounding the subject property. It will also identify the potential uses for which the property would respond to community needs and be marketable. To conclude this task, the Consultant will recommend the optimal development uses for the Asset.

Final work products shall be submitted in electronic formats such as Microsoft Word or PDF unless otherwise specified by the STA project manager.

Deliverables:

- *Consultant will lead check-in meetings with STA*
- *A Market Analysis Report to include:*
 - *Development recommendation for South Hill Park and Ride*

Consultant will lead check-in meetings 2x month with the STA project manager to provide succinct written progress reports supplemented by updates at check-in meetings, discuss study hurdles, edits to study schedule, etc. The STA project manager will confirm the schedule for each check-in meeting.

Task 2: Transit Integration and Engineering

In coordination with STA, Consultant will develop three (3) alternatives for the redevelopment of the South Hill Park and Ride based on the findings of the Market Analysis from Task 1. To further this effort Consultant will evaluate site grading, stormwater, current utility conditions, easements, right-of-way challenges and opportunities, and craft schematic designs for public and private infrastructure facilities that align with development concepts formed in Task 3.

2.1 Site Preparation and Utility Infrastructure

- Provide further definition of site grading and stormwater management
- Perform utility scans and evaluation

Deliverables:

- A set of schematic maps showing public and private infrastructure for three (3) design alternatives consistent with Task 3 development concepts

2.2 Transit Integration

Working with STA, the Consultant will consider how to best integrate transit on or adjacent to the site compatible with conceptual designs. A key aspect of this stage will be to perform transit facility access planning and sizing of the facility (entrances, parking, bus bays) with input from STA Service Planning and Development team. This will consider multi-modal access that prioritizes pedestrians, bikes and transit to help create safe and vibrant station areas.

STA will be responsible for providing input on the Service needs component of the redevelopment of South Hill Park and Ride. Together, the consultant and STA team will evaluate site circulation, site access possibilities, configuration of buildings, parking and how to best integrate transit facilities (on or off site) while maximizing development opportunities.

- Evaluate different site circulation and configurations.
- Evaluate station capacity, pedestrian networks, bus connections, and bike access to the site within the ½ mile walkshed
- Identify any traffic mitigations, transit facility integrations, or placement based on the concepts considered in Task 3 below

Deliverables:

- Included in Task 3, below

Task 3: Site Layout and Conceptual Design

Task 3 explores the organization of uses on the site of the South Hill Park and Ride. Considering the constraints identified in the Market Analysis as well as the Transit Integration and Engineering in Task 2, this step will focus on creating site layout alternatives. Consultant will develop a brief Development Alternatives Report that describes the possible development programs highlighting the characteristics, strengths, weaknesses, and opportunities related to each site layout alternative. The descriptions and assessment of each alternative will be shared internally with key STA stakeholders.

3.1 Site plans and designs

The consultant will develop three (3) alternative site plans, limited designs, and massing diagrams conveying development opportunities and facility layouts that are in line with the findings of the market analysis and Transit Integration and Engineering work developed concurrently in Task 2. The final product will incorporate existing ALTA survey and utility data to test densities and layouts to ensure spatial feasibility. Test-fit layouts will balance private development (vertical mixed-uses) with STA's operational needs. A preferred alternative based on feedback and coordination with STA will be identified and detailed in the Development Alternatives Report.

Deliverables:

- Brief Development Alternatives Report
- Three (3) illustrative site plans and massing diagrams reflecting the development scenarios and facility layouts
- Site plans will also present different site concepts showing circulation, configuration, and integration of transit facilities
- Identify any necessary traffic mitigations or street vacations

Task 4: Cost Estimating

Consultant will develop a Cost Estimate Report that includes a general breakdown of estimated costs associated with a preferred alternative identified following the completion of Task 3.

4.1 Cost Estimate

A straightforward order of magnitude cost estimate will be developed to include a cost summary for the preferred alternative by division. The cost estimate will cover both public components and vertical development and include the following elements:

- Basis of estimate
- Quantity takeoff
- Direct cost breakdown
- Indirect cost breakdown
- Contingency and escalation
- Total cost summary
- Assumptions, exclusions, and revisions

Deliverables:

- *Cost Estimate Report*

Task 5: Development Feasibility Analysis

Informed by the previous tasks, the Consultant will analyze the development feasibility of a preferred concept, as identified by STA. The analysis will include using the preferred conceptual plan and design,

and the cost estimate to build an associated pro-forma. The pro-forma will consider any infrastructure, zoning, site, transit, or other challenges to feasibility, with significant input from STA subject matter experts.

5.1 Components of the Analysis

The analysis should deliver a basic feasibility report that provides sufficient detail to inform stakeholders at STA as to the challenges and opportunities of redevelopment of the site. The following components should be evaluated:

- Evaluate financial viability by analyzing projected revenues from preferred development (residential, office, retail) against costs
- Analyze absorption rates, vacancy rates, and cap rates for like/similar properties
- Review historic transit ridership and forecast new riders from proposed uses to confirm demand supports mixed-use density
- Evaluate and compare gross revenues to the construction cost estimates
- Determine net fiscal impact (surplus or deficit) of the proposed development program

Deliverables:

- *Development Feasibility Report including the following:*
 - *Development pro-forma for the proposed alternative including items listed in Section 5.1*
 - *Determination of feasibility and challenges for proposed development alternative*

3.0 INSTRUCTIONS TO PROPOSERS

3.1 Proposer Registration & Licensing

3.1.1 At the time of proposal submittal, as a minimum requirement for a proposal to be deemed responsive, proposers must meet the following business registration and licensing criteria:

- A. Active registration with the Washington State Secretary of State.
- B. Active Washington State Business License issued by the Washington State Department of Revenue.
- C. Active Worker's Compensation Account with the Washington State Department of Labor & Industries or listed on the Certificate of Insurance if located outside the State of Washington.

3.1.2 In addition to the requirements of subsection 3.1.1, following award of Contract, but prior to Contract execution, the Proposer shall provide evidence of necessary local business licenses, if applicable, within the local jurisdictions where the performance of work shall occur, as follows:

- A. City of Spokane business license.

3.1.3 STA encourages Proposers to review the following resources when determining applicable registration requirements:

- Washington Secretary of State: <https://www.sos.wa.gov/corporations-charities>
- Washington State Department of Revenue
 - Business Registration: <https://dor.wa.gov/open-business/apply-business-license#RegRequire>

- Out of State Businesses: <https://dor.wa.gov/education/industry-guides/out-state-businesses-reporting-thresholds-and-nexus>
- Business Licensing FAQ: <https://dor.wa.gov/open-business/business-licensing-and-renewals-faqs>
- Washington State Department of Labor & Industries: <https://lni.wa.gov/for-business>

3.2 Request for Approved Equals, Questions, Clarifications, or Changes

Requests for an approved equal, questions, clarifications, or changes to the Work, Technical Requirements or RFQ Documents shall be submitted to the STA contact in Section 1.2. Requests for changes to the Sample Agreement shall only be submitted as redlines in Word format using the Track Changes tool. A copy of the Sample Agreement with track changes enabled for such requirement is included in this RFQ as Exhibit A. Please note the Federal Terms & Conditions, if attached to the Sample Agreement, are NOT negotiable and modifications thereto will not be considered. Requests identified in this Section shall be submitted electronically in accordance with Section 1.2.

3.3 Changes to RFQ Documents

Any changes to the Work, Technical Requirements, Sample Agreement or RFQ Documents will be made by written Amendment issued by STA. All prospective Proposers receiving the initial RFQ package will be notified by email of these changes. Proposers shall acknowledge their receipt of all Amendment(s) in Section 1.B of the Proposal Response Form.

3.4 Contract

STA's Sample Agreement (Exhibit A) will be executed with the successful Proposer. It is unnecessary for Proposers to sign and return the Sample Agreement with their Proposal; however, **Proposers should review the terms & conditions therein and submit any proposed language changes in accordance with Section 3.2 of this RFQ.**

Upon receipt of a Contract, the Contractor shall have five (5) Business Days to execute such Contract and return to STA, inclusive of all requisite documentation and/or Proposer Certifications. If the Contractor fails to execute the Contract, furnish bonds (where applicable), securities or proof of insurance, or provide other required documentation within this time period, STA will be entitled to consider all rights arising out of STA's acceptance of the Proposal. STA will be entitled to such rights and additional remedies as exist at law.

3.5 Insurance

Requirements as stated in the Sample Agreement shall be met by the Proposer.

3.6 Proposer Certification Forms

[This section does not apply to this RFQ]

3.7 Complete System

It is the intention of the Technical Requirements, RFQ Documents and other documentation attached hereto or contained herein to furnish all information, specifications and detail necessary for the Contractor to deliver the Work. Any items omitted from the Technical Requirements or RFQ Documents that are clearly necessary to perform and deliver the Work shall be considered a part of the Technical Requirements or RFQ Documents, although not directly specified or called for. Proposers shall promptly bring any

discrepancies, errors, omissions, inconsistencies or ambiguities to the attention of STA after examining the Technical Requirements and RFQ Documents in order for STA to consider the issuance of an Amendment.

3.8 Option to Supply Materials, Equipment and Licenses

STA may, at its option, supply hardware, software, licenses, warranties, infrastructure or materials outside of this RFQ in accordance with specifications provided by the Contractor. In the event that STA supplies any such items, they shall be delivered in working order and in a timely fashion to the Contractor at a location and date to be determined in advance and agreed in writing. The Contractor shall not be reimbursed for the cost of items procured by STA outside of the Contract. In the event Contractor is required to utilize items provided by STA, Contractor shall have no responsibility for compliance with design specifications, warranty or delays arising out of or related to STA-provided materials.

3.9 Other Contractors Advisory

The Contractor is advised that coordination is required through STA with other contractors supplying or conducting work on related projects. The Contractor is also advised that there may be other contractors working on-site at STA projects or properties. The Contractor shall reasonably coordinate the Work with other contractors working in the vicinity.

3.10 Inspectors

STA may employ inspectors, who shall be representatives of STA. They shall have free access to the facilities, plans, design, QA records, fabrication, assembly and testing of the Work at all times, wherever in progress at the Contractor's, Subcontractors' or STA facilities. Inspectors are employed solely for STA's benefit and are not intended as a source of advice for the Contractor, its employees, Subcontractors or suppliers. The Contractor shall provide any reasonable facilities that the inspectors may require for the performance of their duties. The inspectors shall observe and may inspect the Work, and shall report their observations to STA. Except as expressly authorized by STA in writing, the inspectors shall have no authority to accept, reject or approve the Work, to stop the Work, to authorize any changes in the Work, or to direct any extra Work. Any inspector employed or contracted by STA requiring access to Contractor's proprietary intellectual property may be required to execute a non-disclosure agreement with the Contractor prior to disclosure of such intellectual property. Such non-disclosure agreement shall be of form approved by STA prior to execution by inspector(s). STA shall be solely responsible for inspectors and Contractor shall have no responsibility for any actions or inactions of inspectors. STA shall be fully liable for any damage or injury to Contractor's materials, employees or Subcontractors.

3.11 Equal Employment Opportunity

STA is an Equal Employment Opportunity ("EEO") organization, which does not discriminate against any prospective Proposer on the basis of race, color, creed, national origin, sex, sexual orientation, gender identity or presence of any sensory, mental or physical disability in the consideration of contract award. The Proposer awarded a Contract will be required to comply with all EEO federal, state and local laws and regulations.

3.12 Federal Assistance

[This section does not apply to this RFQ]

3.13 Public Works

[This section does not apply to this RFQ]

3.14 Prevailing Wages

[This section does not apply to this RFQ]

3.15 Permits

[This section does not apply to this RFQ]

3.16 Project Records and Cost Pricing Data

Comprehensive records and documentation relating to this RFQ shall be kept by the Contractor. The records shall include, but are not limited to, contract documents, plans, drawings, specifications, addenda, shop drawings and submittals, change orders, Amendments, modifications, manufacturer recall notices, field test results and records, and as-built drawings and records.

The Contractor shall keep and maintain reasonably complete and reliably detailed records of costs incurred in performing the Contract in accordance with applicable Federal Transit Administration requirements.

3.17 Protest Procedures

STA maintains a set of Proposer protest procedures. If any Proposer desires this information, it may be obtained by contacting STA in accordance with Section 1.2.

3.18 Reservations of STA

STA reserves the right to reject any or all Proposals or a portion of a Proposal; to waive any informalities or irregularities in the Proposal submission process; to supplement, amend or otherwise modify this RFQ; to cancel this RFQ with or without the substitution of another RFQ; to extend the Proposal Due Date; to request additional information and data from any or all Proposers; to reissue the RFQ; to negotiate further with those Proposers within the competitive range; to increase or decrease the Scope of Work; to negotiate changes in the Scope of Work prior to award of Contract; and to award a Contract based not necessarily upon the lowest proposed prices, but in the best overall interests of STA. Please note this RFQ does not constitute an offer, but rather a request from qualified Proposers.

4.0 PROPOSAL FORMAT AND CONTENTS

4.1 Proposal Format

Proposals shall be submitted as a PDF, in accordance with Section 1.4. All text shall be in the English language. Proposals shall not include any unnecessary, generic or elaborate promotional material.

4.2 Changes/Alterations to Proposal

Proposers may change or withdraw their Proposal at any time prior to the Proposal Due Date; however, no oral modifications will be allowed. Only letters or other formal written requests for modifications or corrections of a previously submitted Proposal that is addressed in the same manner as the Proposal, and received by STA prior to the Proposal Due Date, will be accepted. The Proposal, when opened, will then be corrected in accordance with such written request(s), provided the written request is plainly marked "Modification of Proposal".

4.3 Proposal Structure

Proposals shall be presented clearly and concisely, and shall reflect the Proposer's understanding of the RFQ objectives and convey a sound technical approach and management plan to deliver the Work. Proposals shall convey the Proposer's capabilities and qualifications to competently and cost-effectively complete the Work in a timely manner.

Proposal presentation shall be construed as evidence of the Proposer's ability to develop and convey technical information in a clear and concise manner.

For ease of comparison and validation of completeness of Proposals, Proposals must be presented according to the organizational structure and section headings outlined below. Proposals that deviate from this organizational structure or are missing key informational elements may be considered nonresponsive and excluded from further review and/or evaluation, in STA's sole discretion.

Proposals shall contain at a minimum the following information:

- SECTION A. Introduction and Qualifications of the Proposer
- SECTION B. Project Organization and Staffing Plan
- SECTION C. Management Plan
- SECTION D. Technical Approach and Work Plan
- SECTION E. Compliance with Technical Requirements
- SECTION F. Warranty and Service Agreements
- SECTION G. Completed Forms and Certifications
 - Proposal Response Form (Attachment A)

4.3.1 SECTION A. INTRODUCTION AND QUALIFICATIONS OF THE PROPOSER

Introduction. Provide an introduction of the Proposer, and/or an introduction of all partner firms, Subcontractors or subconsultants who may be involved in the Proposal.

- 1) Describe primary business experience of the Proposer, including length of time in business, ownership, the location of the corporate and satellite office(s), and other information Proposer might deem pertinent and introductory in nature.
- 2) Include Proposer point of contact(s) information: name, title, address, email and phone number.
- 3) State whether the Proposer has any pending litigation, and whether the Proposer has had any litigation in the last five (5) years, including the outcome of such litigation.

Qualifications of the Proposer. The Proposer shall describe its history, experience and past projects and performance which are similar in nature, scope and complexity to that required by this RFQ. The roles and responsibilities of each member of the Proposer's team (Subcontractors, consultants and suppliers) shall also be described.

- 1) Project Experience. Proposal shall identify a list of similar projects that have been completed within the previous five (5) years. Describe locations, nature of the work, project cost, status (completed, in development, in testing, etc.) and month and year of final acceptance. Submit supporting documentation (photographs, descriptions, cost data, etc.) on a minimum of three (3) projects of similar size and complexity. Include the contract amount and contract start and end dates. The projects listed should provide evidence that the Proposer is qualified to successfully perform the Work. **Proposers may opt to provide additional supplemental information in this section as relevant to this RFQ.**

- 2) References. From the qualified projects and/or ongoing installations listed under the section above, the Proposer shall provide a minimum of five (5) references. For each reference, provide the agency name, address, contact person, telephone number and email address. STA reserves the right to contact references provided by the Proposer and solicit additional references to verify information and investigate past performance.
- 3) Financial Capacity. Upon request, the Proposer shall provide evidence demonstrating that it has the necessary financial resources to satisfactorily complete the Work required under this RFQ. Such evidence shall be in the form of at least one of the following, listed here in order of preference: (1) audited financial statements; (2) balance sheets; (3) tax returns; (4) bank references, (5) a letter of credit, or similar information. In the case where the Proposer is a subsidiary organization, the Proposer should provide the financial information for its parent organization as well. Subsidiary statements can be provided to show the relationship to the parent. Electronic copies of financial statements are acceptable.

4.3.2 SECTION B. PROJECT ORGANIZATION AND STAFFING PLAN

Team Organization. Describe the Proposer's staffing and organizational plan, including relationships, roles and distribution of responsibilities among Key Personnel, staff, Subcontractors and suppliers.

Key Personnel. At a minimum, Proposers shall clearly identify and describe the direct qualifications, experience, and training of the "Key Personnel" it will assign to the Work, including years of experience, years in industry and years with the Proposer. Indicate the primary work location(s) and percentage time commitment of the Key Personnel for the Work. This discussion should explicitly cross-reference the involvement and specific roles of the Key Personnel in completed and ongoing projects described in the projects cited in Section A. If awarded a Contract, the Proposer may not substitute Key Personnel at any time without prior written consent by STA.

Organizational Chart. Include an organizational chart that identifies Key Personnel and the project team, and how the Work will be staffed and completed.

Resumes. Resumes shall be made available upon request.

4.3.3 SECTION C. MANAGEMENT PLAN

Management Plan. Discuss the Proposer's management approach to ensure adequate technical and administrative oversight of the Work, and to manage the schedule and budget. Discuss proposed Quality Control ("QC") and/or Quality Assurance ("QA") measures & procedures and any certifications pertaining thereto. Include approach to coordination with, and any expectations of, STA.

Project Schedule. Discuss in detail the Proposer's approach, plan, and any accelerators to complete the project within the identified timeframe while maintaining quality of the Work.

Concurrent Contracts. Provide a list of present and anticipated future contracts which may run concurrent with the Work. Where applicable, include in the Work Project Schedule such contracts.

4.3.4 SECTION D. TECHNICAL APPROACH AND WORK PLAN

Work Plan. Provide the project management approach and techniques required for quality control of the Work. Identify employee numbers/resources used for completion of the Work. Provide details of the facility to be used (if applicable).

Subcontract Plan. Include a list of Subcontractors the Proposer intends to use in its performance of Work. For each subcontractor, provide:

1. Subcontractor's name, business registration information, address, and telephone number including the name, title and telephone number of the contact person.

2. Type(s) of goods or services to be provided.
3. Estimated value of subcontract.

Expectations of STA. Identify any assumptions regarding Work, services, information or facilities to be provided by STA or third-party providers of STA.

Locations of Work. Describe the locations of performance of the Work during its various phases. Include details on coordination between off-site and on-site facilities, work to be performed by STA or its contractors or subcontractors, the Contractor, its Subcontractors and suppliers. Describe expectations for facilities, personnel, access, assistance, etc. provided by STA.

4.3.5 SECTION E. COMPLIANCE WITH TECHNICAL REQUIREMENTS

Proposers shall describe any partial or non-conformance with the Technical Requirements. STA will not consider statements by the Proposer that any requirement or provision of this RFQ is subject to negotiations or discussion.

4.3.6 SECTION F. WARRANTY AND SERVICE AGREEMENTS

[This section does not apply to this RFQ]

4.3.7 SECTION G. COMPLETED FORMS AND CERTIFICATIONS

Each page of the Forms and Certifications identified in Section 4.3, and included as Attachments to this RFQ, shall be completed in full and signed by personnel of the Proposer authorized to contractually bind the Proposer.

5.0 PROPOSAL EVALUATION

An evaluation committee will privately evaluate all responsive Proposals based upon the evaluation criteria, and their respective weighted importance, specified in Section 5.1, Evaluation Criteria.

The criteria provided in Section 5.1 allows STA to analyze Proposals on an equal basis and affords all Proposers the opportunity to know the basis upon which their Proposals will be evaluated. Award of Contract will be made to the Proposer whose Proposal or Best and Final Offer (where applicable) is the most advantageous to STA, cost and other factors considered, after evaluation in accordance with the criteria set forth below. STA reserves the right to accept other than the lowest cost Proposal, reject any and all Proposals, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of STA.

5.1 Evaluation Criteria

EVALUATION CRITERIA	Weight
Qualifications of Key Personnel	30 Percent
Qualifications of Firm & Relevant Experience	30 Percent
Understanding of Project, Proposed Delivery Approach, and Project Schedule	30 Percent
References	10 Percent
TOTAL POSSIBLE	100 Percent

5.2 Single Proposal Response

In the event a single responsive Proposal is received, a cost or price analysis may be performed to determine reasonableness of the Proposal. The Proposer shall cooperate in providing relevant information required by STA to complete such cost or price analysis.

5.3 Shortlisted Proposers

STA reserves the right to determine a shortlist of Proposers in the competitive range in accordance with the evaluation criteria set forth above (“Shortlisted Proposers”).

5.4 Oral Presentation and Demonstration

[This section does not apply to this RFQ]

5.5 Best and Final Offer

After determination of the Shortlisted Proposers, STA shall determine whether acceptance of the most favorable initial Proposal(s) without Proposer discussion is appropriate, or whether discussions and/or negotiations should be conducted with one or more Shortlisted Proposers.

STA reserves the right to make minor related changes to the RFQ during BAFO negotiations. All Shortlisted Proposers shall be notified of any changes in order to prepare their BAFO.

If STA elects to enter into discussions with one or more Proposers, the Proposer(s) may be requested to submit a BAFO at the conclusion of discussions and/or negotiations. Any changes to the Proposer’s initial Proposal, including any issues addressed in discussions, must be submitted in writing in a BAFO in order to be considered. Following an independent and final evaluation utilizing the evaluation criteria in Section 5.1, the evaluation committee will make a recommendation for award of Contract. Scores from the first phase of the evaluation have no bearing on the final BAFO evaluation, and the recommendation for award will be based solely on the scores from the BAFO evaluation.

ATTACHMENTS

ATTACHMENT A - PROPOSAL RESPONSE FORM

Proposer Name: _____

The Proposal shall constitute an offer to STA as outlined herein. No Proposer may withdraw its Proposal following the Proposal Due Date, except as allowed by the RFQ.

1. EXAMINATION OF DOCUMENTS & CONDITIONS

A. Having carefully examined all RFQ Documents and local conditions affecting the Work as determined by the Proposer's own examination, the undersigned proposes to perform all Work in accordance with the RFQ Documents for compensation to be negotiated between STA and the Proposer following award of Contract.

B. Receipt of the following Addenda is hereby acknowledged:

Addendum No. _____ Issue Date: _____

Addendum No. _____ Issue Date: _____

Addendum No. _____ Issue Date: _____

Addendum No. _____ Issue Date: _____

Addendum No. _____ Issue Date: _____

2. VALIDITY OF PROPOSAL

The undersigned affirms its Proposal is valid for not less than ninety (90) Days from the Proposal Due Date.

3. INSURANCE

The undersigned certifies it shall meet all insurance requirements as stated in the Sample Agreement upon execution of a Contract.

4. PUBLIC RECORDS ACT

By submitting a Proposal, the undersigned acknowledges STA is subject to RCW 42.56, the "Public Records Act". The Proposer understands and agrees any record it obtains or produces under this RFQ may be a public record under the Public Records Act, or its successor act. The Proposer certifies it shall fully cooperate in a timely manner with STA in responding to a public records request related to its Proposal.

All Proposals received shall be deemed public records as defined in the Public Records Act and must be released by STA upon receipt of a request for disclosure unless an exemption clearly applies. Any information in the Proposal that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of state and/or federal law shall be identified on a separate page of the Proposal, providing an explanation of the statutory basis asserted for exempting the information from disclosure. Each page, image, diagram or text claimed to be exempt from disclosure must be clearly identified by the words "Exempt from Disclosure" printed on it. **Marking the entire submittal Confidential or Exempt from Disclosure will not be honored.** STA will review any marked materials for disclosure if a request is submitted and assumes no liability for disclosure of proprietary material submitted by Proposers. Each Proposer will be responsible for protecting any disclosure of its Proposal under applicable law.

PROPOSAL RESPONSE FORM

5. EQUAL EMPLOYMENT OPPORTUNITY

With the submission of a Proposal, the undersigned certifies the Proposer complies with all federal, state and local Equal Employment Opportunity laws, rules and regulations.

6. CONTINGENT FEES

The undersigned certifies the Proposer has not paid or agreed to pay any fee or commission, or offer any other thing of value, contingent upon the award of this RFQ, to any employee, official or current consultant or contractor of STA. The undersigned certifies any financial information in its Proposal has been arrived at independently and without consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such costs with any other response or Proposer.

7. ANTI-KICKBACK

The undersigned certifies no officer or employee of STA, having the power or duty to perform an official act or action related to this Proposal, has been or will be solicited or granted a present or future gift, favor, service or other thing of value from or to the Proposer.

8. FEDERAL DEBARMENT

The undersigned represents that the Proposer and all entities with any controlling interest herein are not currently, and have not previously been, on any debarred bidders list maintained by the United States Government.

9. AWARD OF CONTRACT

If written notice of acceptance of all or part of the Proposal is mailed, sent electronically or delivered to the Proposer within ninety (90) Days after the Proposal Due Date, the Proposer will, within **fifteen (15) Days** after date of such notice, execute and deliver the Contract as specified and furnish all requisite documentation including, but not limited to, Certificates of Insurance, Payment and Performance Bonds, and Subconsultant Proposer Certifications, as required.

10. PROPOSAL SUBMITTAL CHECKLIST

This checklist ***must be completed in its entirety, signed and included*** with the Proposal. Failure by the Proposer to properly complete, sign and include this checklist with its Proposal shall render the Proposal non-responsive and shall be grounds for rejection of the Proposal.

A. All RFQs

- ☐ Proposal Response Form (this document)
- ☐ IRS Form W-9

B. RFQs subject to Federal Assistance (complete only if the Instructions to Proposers states the RFQ is subject to Federal Assistance)

- ☐ Disadvantaged Business Enterprise Participation
- ☐ Suspension & Debarment Certificate
- ☐ Lobbying Certificate (required for solicitations valued at \$100,000 or more)

PROPOSAL RESPONSE FORM

11. PROPOSER ADMINISTRATIVE INFORMATION

Entity Name: _____
(as registered with the State of Washington)

Physical Address: _____

Mailing Address: _____

Website: _____ Phone: _____

Primary Contact: _____

Email: _____ Phone: _____

Washington UBI No.: _____ Federal Tax Id No.: _____

DUNS No.: _____

- Contact for Contract Administration:

Name: _____ Title: _____

Physical Address: _____

Mailing Address: _____

Email: _____ Phone: _____

- Contact for Legal Communications:

Name: _____ Title: _____

Mailing Address: _____

Email: _____ Phone: _____

- Individuals Authorized to Execute a Contract:

Name: _____ Title: _____

Name: _____ Title: _____

PROPOSAL RESPONSE FORM

12. PROPOSER INSURANCE COMPANY

Agency Name: _____

Physical Address: _____

Mailing Address: _____

Primary Contact: _____

Email: _____ Phone: _____

I CERTIFY, to the best of my knowledge:

- I have read and understand all RFQ Documents;
- The information contained in the Proposal, Proposal Response Form, Proposer Certifications, and any documentation attached thereto is accurate and complete;
- I have the legal authority to submit the Proposal and commit this firm to a contractual agreement; and
- Final funding for any good or service is based upon STA-approved budgets and the approval of the Spokane Transit Authority's Board of Directors.

Proposer Name: _____
(as registered with the State of Washington)

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

EXHIBITS

EXHIBIT A – Sample Agreement is attached to this document and posted separately on STA's website under: 2026-11183 Transit Oriented Development Market Analysis and Feasibility Study

<https://www.spokanetransit.com/bidding-opportunities/>