

Commercial Aviation Work Group

Question: Would being part of the Commercial Aviation Work Group facilitation team preclude a firm from future work with WSDOT that comes from the work group recommendations?

Answer: Working on this contract won't preclude firms from working on other related contracts with WSDOT. However, the selection committee will be prioritizing firms who demonstrate a focus on successful completion of this project rather than on positioning themselves for future work.

Question: Does WSDOT expect the facilitation consultant team to be able to provide all additional research and subject matter expertise the work group may need throughout their process?

Answer: No. The ideal proposer would include subject matter expertise in the anticipated areas. But it is expected that outside contracts will be a necessary part of this project.

Question: Based on the Commercial Aviation Work Group website, it appears that the work group began meeting in July of 2024. The RFQQ is written in a way that sounds like the work group has not yet been convened. Can you clarify if a new work group is being formed as part of this solicitation or if this solicitation is seeking facilitation services for the existing work group?

Answer: To date the group has met four times (July 11, 2024, March 7, 2025, May 22, 2025, July 17, 2025) with the next meeting scheduled for September 17, 2025. Though there has been some turnover in membership and there are some appointments yet to be made, this is the same CAWG group since that first meeting. This contract will be to provide facilitation services for the existing Work Group.

Question: The solicitation states that this agreement will be subject to a 26% voluntary MSVWBE goal. What does "voluntary" mean and what happens if a firm under-runs on one or more of the categories?

Answer: The MSVWBE goal is completely voluntary. There are no impacts from under-runs on any of the categories.

Question: When considering the 26% MSVWBE goal, should only those procurements directly charge to a resulting award be considered, as opposed to an allocated share of an indirect spend?

Answer: Since the MSVWBE goal is voluntary there are no expectations as to the allocations of funding.

Question: Should firms provide an hourly rate or fee schedule for any proposed sub-consultants as part of the submission, or will this information be requested at a later contractual or negotiation stage?

Answer: Fee schedules should not be included in this proposal. Fees will be negotiated with the selected contractor.

Question: What is the intended frequency of work group meetings, and what fraction of these are anticipated to be in-person vs hybrid vs virtual?

Answer: The Work Group is currently meeting every other month with the meetings rotating between 100% virtual and hybrid meetings. The hybrid meetings are expected to be moved to various locations around Washington State that will provide the Work Group members the opportunity to see and tour various airports and regions that may be discussed. The next meeting is scheduled for September 17 in Yakima, WA. Though not yet scheduled, it is anticipated that the following meeting will be a virtual meeting to be held in November.

Question: For budgeting and team structure purposes, can any additional guidance be provided on the anticipated volume and scale of research or subject matter briefings?

Answer: The CAWG, with the help of the facilitator resulting from this RFQ, will determine the need for and scope of subject matter briefings. A review of existing research will be fundamental to the work of the CAWG. In addition to this, subject matter briefings are anticipated on at least the following topics: Air Service Analysis, Do-Nothing Scenario, Advanced Air Mobility, Small Community Air Service, Multi-modal Transportation Planning, FAA Slot Management. It is critical to note that members of the CAWG represent a variety of experience backgrounds so subject matter briefings will need to be in-depth enough to provide the information needed for all CAWG members, regardless of their previous aviation experience level.

Question: The RFQ notes the agreement type will be a Task Order Negotiated Hourly Rate. There does not seem to be a budget/cost requirement listed in the RFQ, should we submit Time and Material rates with our personnel at this stage? If so, should we submit rates for six years and should it be a rates only budget?

Answer: Fees will be negotiated with the selected consultant. No fee or budget information should be included in the proposal.