

**UNION COUNTY/TROY SHELTON FIELD  
AIRPORT CONSULTING- ARCHITECTURE/ENGINEERING SERVICES**

**REQUEST FOR QUALIFICATIONS**

Union County is requesting Statements of Qualifications from interested and qualified Aviation Consultants for Architectural/Engineering Services for Airport Development Projects for the next (5) five years for the Union County/Troy Shelton Field Airport (35A), Union, South Carolina.

**PURPOSE:**

Architectural/Engineering Services for Airport Development Projects.

The purpose of this Request for Qualifications (RFQ) is to obtain expert professional, technical, and engineering services for airport capital improvements including:

- ➔ Design, and construction administration services for airside and landside improvements;
- ➔ Preparation of pre-applications and applications for federal/state assistance;
- ➔ Preliminary and final designs (including preparation of construction plans, specifications, and contract documents);
- ➔ Construction observation and quality assurance testing services;
- ➔ Miscellaneous Architectural and Landscape Architectural projects;
- ➔ Stormwater management / water resources planning and design services;

for improvement projects at the airport. Such improvements may include (but are not limited to) runway improvements, apron expansion, taxiway construction, pavement rehabilitation, marking, lighting, navigational aids, hangars, access roads, and associated safety projects.

Consultant services will be provided with close interaction with the Airport Commission, Airport Management, and County Staff, as a technical resource, under the direction of the Airport General Manager.

**REQUIREMENTS/AGREEMENTS:**

The successful proposer will be required to enter into an agreement with Union County for the aforementioned services which will be reviewed by the staffs of the South Carolina Aeronautics Commission and the Federal Aviation Administration.

**PROPOSAL CONTENT AND EVALUATION:**

Five (5) copies of your statement must be received by **4:00 pm on April 2, 2020**. Also, one (1) electronic copy of your statement will be required. Statements will be addressed to:

Ronnie Wade, Director  
Union County Airport  
198 Airport Road  
Union, South Carolina 29379

or hand delivered to:

Director- Union County Airport  
198 Airport Road  
Union, South Carolina 29379

### **INQUIRIES:**

Questions that arise shall be submitted in writing to Ronnie Wade, Airport Director, by electronic mail at the following address:

[rwade@countyofunion.com](mailto:rwade@countyofunion.com)

Questions and answers may be provided to others receiving this request. No contact shall be made to any members of Union County Council, Union County Airport Commission, Airport Management, or other County Officials with regard to this RFQ. Doing so may be grounds for disqualification.

### **INCURRING COSTS:**

Union County shall not be liable for any cost incurred by the Consultant in the preparation or presentation of a response to this request.

### **RIGHT TO AWARD OR REJECT:**

It is understood that all submittals will become part of the public file on this matter, without obligation to Union County. Union County reserves the right to reject any or all submittals in whole or in part.

### **OVERVIEW:**

Union County seeks an aviation consultant for expert professional, technical and advisory services in assisting Union County during the period described above. The successful consultant must have extensive knowledge and understanding of federal and state grant regulations specific

to the Federal Aviation Administration (FAA) and the South Carolina Aeronautics Commission (SCAC).

The County is not interested in considering Statements that are not straightforward or have hidden, undisclosed, or difficult-to-understand Qualifications. The Qualification response should reflect understanding of the Scope of Services, the Evaluation Criteria, the current Airport Capital Improvement Plan (ACIP – included as Attachment A to this RFQ), and other contents of this RFQ. Qualifications should be prepared simply, providing straightforward and concise responses to requests for information and descriptions of qualifications and capabilities. Each copy of the Qualification should be bound with all documentation in a single volume. Failure to do so may result in a lower evaluation. Incomplete Qualifications may be determined to be non-responsive.

Projects anticipated under this contract include:

- Rehabilitate and expand aircraft parking apron
- Rehabilitate taxiways and taxilanes
- Land acquisition (parallel taxiway extension)
- Parallel taxiway extension and taxiway turnaround (preliminary design, environmental clearance, final design, construction)
- Terminal building
- Runway widening

### **STATEMENT OF QUALIFICATIONS (SOQ):**

Within no more than twenty five (25) pages (excluding the title sheet and front and back cover), include in your proposal the following specific items that will assist in the evaluation of all proposals:

1. Title Sheet – Furnish the information requested on the REQUEST FOR QUALIFICATIONS TITLE PAGE of this solicitation and include it as the first page of your Qualification response. The name stated on the Title Sheet must be the full legal name of the Offeror and the address must be that of the office which will have the primary responsibility for the services provided. Offers shall specify in the introductory cover sheet the section(s) containing trade secrets or proprietary information.
2. Cover letter – Include identification of the single most outstanding qualification you would like to highlight for consideration.
3. Qualification Statements should provide the following information:
  - a. The Legal name, address, website, voice and facsimile telephone numbers of firm;
  - b. The number of years the firm has been providing airport services;
  - c. The address of office location(s) providing these services;

- d. List of personnel and their qualifications for providing these services;
- e. Name, title, address, e-mail address, and other contact information of primary contact;
- f. Summary of experience in performing similar services;
- g. Any professional licenses held in the State of South Carolina;
- h. Description of projects relating Airport Consulting performed within the past three years;
- i. Project team organization chart;
- j. Provide proof of the ability to obtain Professional Liability Insurance, Errors Omission Insurance and Statutory Insurance. Can be provided under separate cover and does not count towards your 25 page proposal limit.

4. Sub-consultants (if used) – Provide a listing of all sub-consultants which are proposed to be a part of the project team. Include responsibilities and qualifications for each sub-consultant. Identify any which are registered DBE firms with the SCDOT Registry.

5. References – Provide a list of at least three (3), but no more than five (5) clients for whom similar services have been provided and dates when the services were provided. Include client name, address, telephone number, electronic mail address, and person to contact.

6. Equal Employment Opportunity Policy – Submit your corporate EEO policy statement. Does not count towards your 25 page limit.

7. Supplemental Information – The Consultant may provide, under separate cover, any supplemental information they feel is important for Union County to consider.

Please note that this is NOT a request for a priced proposal.

#### **ADDITIONAL SERVICES:**

Union County may add to the Scope of Services or make changes in the Scope of Services with any services of a similar nature to those specified in the Scope of Service of this Request for Qualifications as mutually agreed to at a price mutually agreed upon.

#### **LICENSES AND PERMITS:**

The Consultant shall secure and pay for all permits, governmental fees, and licenses necessary for the proper execution and completion of the work, which are legally required prior to and during the work.

#### **SCOPE OF SERVICES:**

At the discretion of Union County, services anticipated during the next three (3) years (with up to two, one-year extensions possible) are as described in Article 1.4.2, FAA Advisory Circular AC150/1500-14E, Change 1 and may include, but are not limited to:

1. Architectural/Engineering Services (by project phase):

Preliminary Phase Services

- a. Project coordination with the FAA, SCAC and other regulatory agencies
- b. Plan, procure and prepare necessary aerial and land surveys
- c. Plan, procure and prepare necessary geotechnical and field investigations
- d. Plan, procure and prepare necessary architectural and engineering studies
- e. Develop design schematics, sketches and aesthetic considerations
- f. Provide project recommendations, preliminary layouts and cost estimates
- g. Preparation and submission of Categorical Exclusion (CatEx) environmental checklists

Design Phase Services

- a. Administer design conferences to identify, coordinate, and resolve design questions
- b. Collect engineering data and undertake field investigations
- c. Perform geotechnical engineering studies
- d. Perform architectural, engineering and special environmental studies
- e. Prepare necessary engineering reports and recommendations
- f. Prepare detailed plans, specifications and cost estimates
- g. Provide necessary copies of engineering drawings and specifications

Bid Phase Services

- a. Assist in advertising and securing bids
- b. Conduct pre-bid conferences
- c. Analyze bid results and negotiate services
- d. Provide recommendation on award of contracts
- e. Prepare contract documents

Construction Phase Services

- a. Provide consultation and advice during all phases of construction
- b. Conduct preconstruction conferences
- c. Inspect work-in-progress and report findings
- d. Review and approve shop and erection drawings
- e. Review and approve test reports of materials and equipment
- f. Prepare and negotiate change orders and supplemental agreements
- g. Observe and review performance tests required by specifications

- h. Review and approve payment applications
- i. Perform final inspection and submit punch list
- j. Prepare as-constructed plans
- k. Review and approve contract close out documents

2. Other Services, if associated with improvement project

- a. Land acquisition services
- b. Advise and assist with facility preventive maintenance and corrective maintenance projects, plans and programs
- c. Preparation and submittal of grant pre-applications
- d. Preparation and submittal of grant applications
- e. Preparation of property maps
- f. Onsite construction inspection and/or management (full-time services)
- g. Preparation of Disadvantage Business Enterprise (DBE) plans and updates
- h. Oversight of the Disadvantage Business Enterprise (DBE) Program
- i. Preparation of Federal and State development grant closeout documents

**EVALUATION CRITERIA:**

The Contract will be awarded only to a single, qualified consultant. Minimum standards for qualifications are:

1. Having the necessary airport experience, organization, technical and managerial staff, and the facilities to carry out tasks identified within the Scope of Services (35 points).
2. Having an adequate past record of performance on similar airport projects, verifiable through references (25 points).
3. Having familiarity with the Union County Airport/ Troy Shelton Field, its development, and the surrounding area (20 points).
4. Having the financial and personnel resources for the performance of the Contract, or the ability to obtain such resources (15 points).
5. The Consultant's proximity to the Union County Airport/Troy Shelton Field (5 points).

**SELECTION:**

The final recommendation for selection will be made following the review and ranking of the firms by the selection committee. Firms will be initially ranked based on their SOQ submittal. At the discretion of the selection committee, oral interviews of the top ranked firm(s) may be conducted

and an overall ranking will be published. After selection of a Consultant, a contract will be prepared based on a negotiated Scope of Services and rate structure. Should the negotiation be unsuccessful with the first ranked firm, negotiations will cease with that firm and negotiations will begin with the second ranked firm. This process will continue until a satisfactory contract is obtained.

### **CONTRACT REQUIREMENTS:**

The successful Consultant will be required to complete a Master Contract, which will incorporate project-specific Work Authorizations and work schedule as a part of the Contract. In addition, it will be necessary for the successful Consultant to be covered by Worker's Compensation insurance, with statutory limits and no exclusions, which will extend to the work done within the State of South Carolina and appropriate general liability insurance coverage with Union County listed as additional insured.

Disadvantaged Business Enterprise (DBE) goals will be established for selected contracted tasks. Union County will require a list of DBE's, their responsibilities and qualifications, and dollar value of their participation at the time specific projects are identified and the Contract is being negotiated.

The DBE firms must be certified to the satisfaction of the Federal Aviation Administration (FAA).