

Greenville Downtown Airport (GMU)

Request for Statement of Qualifications Airport Consulting Services

The **Greenville Airport Commission (GAC)**, owner and operator of the **Greenville Downtown Airport (GMU)**, is requesting Statements of Qualifications from interested and qualified Airport Consultant Firms (Consultant) specializing in airport environmental, engineering design, bidding and construction services for the next five years for **GMU** in Greenville County, South Carolina.

PURPOSE:

Proposals submitted must demonstrate the ability to provide technical and professional airport planning and engineering services needed for the continued development of **GMU**. These services may include, but are not limited to airport environmental, engineering design, bidding and construction services associated with the following specific projects over the next five (5) years:

FY 2022

Rehabilitate RWY 10-28 Lighting (Construction)
Apron Pavement Rehabilitation (Design)
Reimbursement for Property Acquisition (206 Woods Lake Road)

FY 2023

Apron and Taxiway Pavement Rehabilitation, Phase 1 (Construction)

FY 2024

Apron and Taxiway Pavement Rehabilitation, Phase 2 (Construction)
Taxiway A System Pavement Rehabilitation (Design)

FY 2025

RWY 1-19 Pavement Rehabilitation (Design)
Taxiway A System Pavement Rehabilitation (Construction)

FY 2026

RWY 1-19 Pavement Rehabilitation (Construction)
RWY 10-28 Pavement Rehabilitation (Design)

Services will also include preparation of pre-applications and applications for federal/state assistance, obstruction survey and analysis, associated administrative services, and miscellaneous airport engineering tasks identified by the GAC and its staff. These services may also include subcontracted special services such as surveying, geotechnical, environmental, and quality assurance testing.

REQUIREMENTS/AGREEMENTS:

The successful proposer will be required to enter into an agreement with the **GAC** which may be reviewed by the **South Carolina Aeronautics Commission (SCAC)** and the **Federal Aviation Administration (FAA)**. Consultants offering expertise in airport planning/design services and construction management are encouraged to submit statements of qualification.

PROPOSAL CONTENT AND EVALUATION:

One (1) stamped original and two (2) additional copies of the proposal must be received by **2:00 p.m.** on Friday, June 18, 2021. Proposals may be mailed to:

Mrs. Kim Bright, Office Manager
Greenville Airport Commission
100 Tower Drive, Unit 2
Greenville, SC 29607
kim@greenvilledowntownairport.com

Proposals may be delivered by hand, FedEx or UPS to:

Mr. Kim Bright, Office Manager
Greenville Airport Commission
100 Tower Drive, 2nd Floor Terminal
Greenville, SC 29607

Include in the proposal the following specific items:

1. Corporate Qualifications
 - a. Brief history of firm.
 - b. Previous experience with similar projects.
 - c. Resumes of key personnel available for this project.
 - d. Location of the office to perform the work.
2. Performance on Previous Projects
 - a. On-time/in budget performance on projects.
 - b. At least three (3) references with telephone numbers.
3. Sub-consultants
 - a. Provide a listing of all sub-consultants. Include responsibilities and qualifications for each sub-consultant.
4. Present workload
 - a. Key staff assignments through project period.
5. EEO policy of the firm
6. Important supplemental information about the firm that we should consider.
7. Proposal should be limited to no more than 25 pages in length.

DO NOT INCLUDE RATES, FEES, OR OTHER COSTS IN THE PROPOSAL!

INQUIRIES:

Questions that arise shall be submitted in writing to Kim Bright at the address and email previously listed.

INCURRING COSTS:

The **GAC** is not 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's file on matters without obligation to the **GAC**. The **GAC** reserves the right to reject all submittals.

SELECTION AND EVALUATION:

The **GAC** will evaluate the submittals received, review the requests, evaluate required criteria, select a Consultant and enter into negotiations with the number one ranked firm, or select a short list for interviews, then complete the process. Each of the criteria listed in this outline will be evaluated on how fully each submittal meets the requirements, and each will be ranked. Particular emphasis will be placed on the Consultant's past successful completion of similar projects shown by work summaries of the firm and individuals accomplishing the work by references.

STATEMENT OF INTEREST AND QUALIFICATIONS:

Each submittal from a qualified Consultant will be judged as a demonstration of the Consultant's capabilities and qualifications. Only Consultants who complete the information as required by this request will be considered for evaluation. Factors used to determine qualifications will be:

1. An understanding of the requirement of this request demonstrated by the organization, clarity, and completeness of the submittal.
2. Past performance records and qualifications of the firm and the individuals who accomplish the work, verifiable through references and resumes.
3. Ability of the Consultant to provide a timely response.

EVALUATION CRITERIA:

A contract will be awarded to a qualified consultant using the following minimum standards:

1. Firm must have the necessary airport experience, organization, technical and managerial staff, and facilities to carry out the work. (30%)
2. Firm must have an adequate record of performance on similar airport projects that is verifiable through references. (25%)
3. Firm must have creative insight into airport operations, aviation security, and airspace surrounding **GMU**. (10%)
4. Firm must have familiarity with **GMU** and the surrounding area. (15%)

5. Firm must have the financial and personnel resources needed for the performance of the Contract, or the ability to quickly obtain such resources. (10%)
6. Firm must be an Equal Opportunity Employer and otherwise qualified by law to enter into a contract such as this. (5%)
7. Firm must have reasonable proximity to **GMU**. (5%)

SELECTION:

Final recommendation for selection will be made following the review and ranking of the submittals and interviews, should interviews be held. After selection of a Consultant, a contract will be prepared based on a negotiated scope of services and fee. Should negotiation be unsuccessful with the number one ranked firm, negotiations will cease with that firm and negotiations will begin with the number two ranked firm. This process will continue until a satisfactory contract is obtained.

CONTRACT REQUIREMENTS:

The successful Consultant understands that the anticipated work listed in this solicitation may be accomplished over multiple years and multiple grants and that some of the services may not be required depending upon project scheduling and availability of funding. The **GAC** reserves the right to initiate additional procurement action for a new Consultant at any time, for any reason, for any of the services included in the initial procurement.

The successful Consultant will be required to complete a Service Contract describing task orders and scope of service fees. Successful Consultant shall have Workman's Compensation and Professional Liability insurance that names the **GAC** as an additional insured.

Disadvantaged Business Enterprise (DBE) goals will be established for selected subcontracted tasks. The **GAC** will require a list of DBEs, and their responsibilities and qualifications, including dollar value of their participation included with each Service Contract. DBE firms must be certified by SCDOT and/or USDOT to the satisfaction of the Federal Aviation Administration (FAA).