

# REQUEST FOR QUALIFICATIONS

QUALIFICATION TITLE: AIRPORT CONSULTANT  
QUALIFICATION NUMBER: 2009-018  
CLOSING DATE AND TIME: October 22, 2009 @ 3:00 p.m., Local Time

## **NEWBERRY COUNTY, SOUTH CAROLINA IS SOLICITING QUALIFICATIONS STATEMENTS FROM QUALIFIED AIRPORT CONSULTING FIRMS FOR PROVIDING PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF THE NEWBERRY COUNTY AIRPORT.**

Interested firms are invited to submit qualification statements in accordance with the attached solicitation.

Qualifications statements must be submitted to Newberry County Council in accordance with the date and time outlined above. Respondents to this request for qualifications statements will be publicly identified at that time. Qualifications statements must be submitted in a sealed envelope showing the referenced qualifications title, qualifications number, the qualifications statement closing date and time and the submitting firm's name and address.

This request for qualifications statements does not commit Newberry County to award a contract, to pay any cost incurred in the preparation of qualifications statements or to procure or contract for the articles of goods or services. Newberry County reserves the right to accept or reject any or all qualifications statements received as a result of this request, to negotiate with any or all qualified offerors, or to cancel in part or in its entirety this proposal if it is in the best interest of the County to do so.

**Interested Offerors can download from the Newberry County Web Site a copy of the RFQ document and amendments:**

WEB ADDRESS: [www.newberrycounty.net/purchasing](http://www.newberrycounty.net/purchasing)

Any written questions should be addressed / faxed to:

Newberry County Office of Procurement  
ATTN: Crystal Waldrop, CPPB  
Post Office Box 156  
Newberry, SC 29108  
Telephone Number (803) 321-1420

Fax Number (803) 321-2102

**DEADLINE FOR WRITTEN QUESTIONS IS OCTOBER 14, 2009.**

A. GENERAL INFORMATION:

1. Newberry County (County) is soliciting qualification statements (QS) from qualified airport consulting firms to provide aviation planning services and architectural/engineering services for airport development projects and special services as may be required by the Newberry County Airport.
2. The selection of the firm will be made in accordance with the Newberry County Procurement Code and Regulations.
3. QSs will not be accepted from any firm, company, individual, person or party, parent or subsidiary, against which the County has an outstanding claim, or a financial dispute relating to prior contractual performance with the County.
4. Seven (7) copies of the QS must be delivered to the County by **3:00 pm local time on Thursday, October 22, 2009**. QSs may be:

MAILED TO:

Newberry County Courthouse Annex  
ATTN: Crystal Waldrop, CPPB  
Post Office Box 156  
Newberry, SC 29108

HAND CARRIED TO:

Newberry County Courthouse Annex  
ATTN: Crystal Waldrop, CPPB  
1309 College Street  
Newberry, SC 29108

Offerors mailing a QS should allow sufficient mailing period to insure timely receipt. The County is not responsible for QSs delayed by mail and/or delivery services of any nature. QSs received after the set time for closing will be returned unopened.

5. QSs must be made in the official name of the firm or the individual under which business is conducted (showing the official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation submitting the QSs. QSs must be valid for a minimum of ninety (90) days.
6. The QS shall be submitted in a sealed envelope bearing: the RFQ number; RFQ title; the RFQ closing date and time, and the firm name and address.
7. QSs may be withdrawn by offeror prior to, but not after, the time set for the opening.

8. Upon receipt by the County, the QSs shall become the property of the County, without compensation to the offeror, for disposition or usage by the County at its discretion. The County shall have the sole discretion in evaluating both the QSs and the qualifications of the offerors. The County reserves the right to reject any and all QSs and is not bound to accept any QS if the QS are contrary to the best interest of the County. The particulars of any QSs will remain confidential until a contract is signed with the successful offeror.
9. The procedure used to select the successful offeror will be a three-part process as outlined below:
  - STEP 1: The Evaluation Committee shall review all QSs and determine a short list of offerors.
  - STEP 2: The Evaluation Committee shall evaluate those short listed offerors with respect to the evaluation criteria. Newberry County shall conduct discussions with three (3) or more shortlisted firms (or a lesser number as may respond) and shall select from among those no less than two (2) firms to commence negotiations for a contract.
  - STEP 3: The Evaluation Committee will present the top two ranked firms, first to the County Council's Public Works and Planning Committee for recommendation, then ultimately to the County Council for final approval.
10. Questions must be submitted in writing and received not later than October 14, 2009, to Crystal Waldrop at the address provided on the cover sheet. Both the questions and the written responses will be provided to all offerors at the County website; [www.newberrycounty.net/purchasing](http://www.newberrycounty.net/purchasing)  
**It is the sole responsibility of the offerors to obtain amendments or addenda for the solicitation.**

B. SPECIAL CONDITIONS: The successful offeror must agree to the inclusion of contractual articles provided below:

1. During the performance of this Contract, the Contractor agrees to provide equal employment opportunities. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, physical handicap, or marital status.
2. Contractor shall indemnify and hold harmless Newberry County from and against all losses and claims, demands, payments, suits, actions, recoveries and judgements of every nature and description brought or recoverable against Newberry County, by reason of any act or omission of said contractor, his agents, or employees, in the execution of the work or in consequence of any negligence in guarding the same.

C. BACKGROUND INFORMATION: The airport is owned by the County of Newberry and supervised by the Airport Administrator. The Newberry County Airport Commission provides input and advice to the County for the operation of the airport.

D. GENERAL SCOPE OF WORK:

1. Newberry County proposes to engage the services of an airport consultant for Aviation planning services and Architectural/engineering services for airport development projects and special services as may be required by the County for a multi-year development program which may include developing an airport layout plan and report, environmental assessment (if needed) and related engineering services. In addition to any necessary planning and environmental assessments, projects may include land acquisition, runway construction/rehabilitation, apron construction, taxiway construction, lighting, NAVAIDS, apron, hangars and other miscellaneous planning and related projects. The Qualifications Statement should provide the following information:
  - a) Capability to undertake and complete project(s).
  - b) Recent experience and quality of performance in similar general aviation projects.
  - c) Professional background, integrity and competence of key personnel to be assigned to the projects.
  - d) Provide a listing of all sub-consultants which are proposed to be a part of the team. Include responsibilities and qualifications for each sub-consultant.

- e) Capability to meet schedules and budgets.
- f) List of four references, including name, address, phone number and description of projects.
- g) Company EEO Policy.

E. QUALIFICATION REQUIREMENTS:

The QS must be complete, clear and concise **{NOT TO EXCEED TWENTY (20) 8 1/2 x 11 PAGES, PRINTED ON ONE SIDE ONLY}** as to the intent of the offeror since the short list will be developed based upon the QSs alone.

In order to assist this process, the offeror shall submit the following information in the order listed below and clearly identified in separate sections of their QS.

1. BUSINESS ORGANIZATION: State the offeror's full name, address and telephone number and the branch office or subordinate element that will perform or assist in performing the services described herein. Indicate whether the offeror operate as a sole proprietorship, individual, partnership, or corporation, and the State in which your firm is incorporated or licensed to operate.
2. RESUMES OF KEY PERSONNEL: Resumes for all key staff persons for all participants should be included in this section. All key and relevant experience should be highlighted on each resume.
3. PREVIOUS EXPERIENCE/CAPABILITY: Offerors shall provide a listing of projects and those presently underway in this section.
4. PERFORMANCE PERIOD: Contracts shall be for three (3) years from the date the contract is signed with the option for one (1) 2-year extension.
5. OFFEROR'S SUMMARY OF QUALIFICATIONS: In this section, the offeror should provide a narrative as to why he believes he is the best qualified to provide services for the County. At a minimum, this narrative should include:
  - a) The offeror's specialized experience and technical competence of the firm and key project team members.
  - b) Highlight of past successful projects.
  - c) The offeror's ability to perform the work in the given time frame given his current and planned work load.
  - d) A summary of the offeror's general business expertise including the financial strength of the firm.

- e) A statement of disclosure which will allow the County to evaluate possible conflicts of interest.
  - f) A statement either accepting or providing specific changes to the proposed contract clauses included in Section "B" Special Conditions.
  - g) A statement that the QS is valid for a period of at least ninety (90) days from closing date.
  - h) This section should include all additional information the offeror may desire to include in his QS.
  - i) Evidence that the consultant has made good faith efforts in meeting Disadvantaged Business Enterprise (DBE) goals.
6. EVALUATION CRITERIA: The selection committee shall evaluate each of the persons or firms, and they shall be evaluated in view of their:
- a) Past Performance (20 points)
  - b) Qualification and Experience of Personnel (15 points)
  - c) Related Experience on Similar Projects (15 points)
  - d) Willingness to Meet Time and Budget Requirements and Responsiveness to Contract Requirements (20 points)
  - e) Recent, Current and Projected Work Load of the Firm (15 points)
  - f) Location of Personnel & Office (15 points)