

**REQUEST FOR QUALIFICATIONS STATEMENT (RFQ)  
PROFESSIONAL AIRPORT ENGINEERING  
AND CONSULTING SERVICES  
FOR  
FLORENCE REGIONAL AIRPORT  
FLORENCE, SOUTH CAROLINA**

The Pee Dee Regional Airport District is requesting Statements of Qualifications from interested and qualified aviation consulting firms for engineering, consulting, and subcontracted special services for the Florence Regional Airport. The services may include, but are not limited to, the design, bidding, and construction phases of terminals and site work, runway extensions, runway safety areas, runway overlays, taxiways, aircraft aprons, airfield lighting, NAVAID's, instrument landing systems, hangars, and other projects as determined by Airport staff. The services may also include, assisting with land acquisition and aviation easement acquisition, obstruction removal, feasibility studies, miscellaneous planning, and other planning (other than master planning), and environmental projects as determined by Airport staff. These services may also include subcontracted special services, such as surveying, geotechnical, environmental, resident project representative, and quality assurance testing.

**PURPOSE**

The purpose of this Request for Qualifications (RFQ) is to obtain information about aviation consulting firms interested in providing expert professional, technical, and advisory services at the discretion of Airport staff for anticipated engineering and planning services listed in the above paragraph. Services will be for a period not to exceed five (5) years. The information obtained will be utilized by Airport staff to evaluate each interested firm by utilizing the criteria outlined in this Request for Qualifications.

**REQUIREMENT/SCOPE**

To be considered for selection, the aviation consulting firm shall be qualified and capable to provide at a minimum the following services for the proposed projects:

1. Airport planning, environmental analysis, land acquisition assistance, preliminary design, final design, estimating, bidding, and construction administration services.
2. Subcontracted special services, such as surveying, geotechnical, environmental, resident project representative, and quality assurance testing.
3. Assist in preparation of funding grant applications and grant reimbursement requests for the South Carolina Aeronautics Commission (SCAC) and/or the Federal Aviation Administration (FAA) and develop justification to document the need for federal and state funds. Demonstrated assistance in project funding is required.

4. Provide technical assistance and advice on the activities identified above as required.

## **PROPOSAL FORMAT**

To facilitate review of your Statement of Qualifications by Airport staff, it is requested that your Submission conform to the following format:

1. **Cover Sheet:** List project title (Airport Engineering, Consulting, and Subcontracted Special Services), the name of your firm, and the name, address and telephone number of a contact person for questions concerning the Statement submitted.
2. **Experience of the Firm:** Provide a narrative of your firm's prior experience and qualifications in airport engineering, planning, and construction work for similar projects performed by your firm, and the number of years your firm has been in business. Provide a list of similar airport projects involving federal and state funding completed within the last five (5) years by your firm. Also, please reference the experience of firm personnel, while working for the submitting firm, with FAA and SCAC regulations and procedures.
3. **Project Team:** Provide a list of the project team members, including the office location where they currently work, that you propose to use on these projects and identify the responsibility of each team member. Provide a brief resume for each person listing specific similar project experience with respect to projects performed with your firm, and how long each person has worked for your firm.
4. **References:** Provide the name, address, and telephone number of at least three (3) references familiar with the quality of work done by your firm on similar projects.
5. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm.

The entire Qualifications Statement must not exceed fifteen (15) pages, excluding the cover sheet and letter of introduction. Qualification Statements exceeding 15 pages will be returned and not considered.

## **CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS**

Criteria to be used in screening and ranking of the Statement of Qualifications and selection of the successful firm are as follows:

1. **Qualifications of the Firm, Including Firm Personnel:** Preference shall be given to those firms and personnel with experience and training in airport planning, land acquisition, airfield design, and construction administration for similar projects, as outlined in this RFQ.

2. **Overall Qualifications of the Project Manager and Project Team:** Identify the Project Manager and those personnel that will be assigned to the project(s) including the location of their office, and how long each person has been with your firm. Preference shall be given to project teams with specific experience of similar projects, and familiarity with the Airports in the region, and proposed projects, as outlined in this RFQ.
3. **Experience in Working with SCAC and FAA Regulations and Procedures:** Preference shall be given to project team personnel (especially the project manager) and the firm with a demonstrated working relationship with the SCAC and FAA and possess a thorough understanding of FAA rules and regulations regarding design and development of airports similar to Florence Regional Airport.
4. **Ability to meet DBE Goals:** The Aviation Consulting Firm shall have a demonstrated ability to meet the required DBE goals for professional services. Provide information/qualifications on proposed DBE firm(s) to be used, including where and when the DBE firms have worked with your firm on past airport projects similar to those outlined in this RFQ.
5. **Response Capability/Project Understanding:** Preference shall be afforded to those firms which in the opinion of Airport staff will be able to adequately respond to requests for consultation meetings or project administration requirements, and firms that have a detailed understanding of the project requirements.

### **SELECTION OF THE AVIATION CONSULTING FIRM**

It is the intent of Airport staff to review the Statement of Qualifications submitted and select, based on the criteria requirements contained in this RFQ, a Number 1 ranked firm.

With respect to this RFQ, contact with any members of the Pee Dee Regional Airport District, or members of Airport staff, other than the Contact Person specified in this RFQ, by any of the proposing aviation consulting firms during the evaluation period is strictly prohibited and will result in that aviation consulting firm being eliminated from consideration.

### **CONTRACT**

After all the Statement of Qualifications have been screened and ranked by Airport staff, the Number 1 ranked firm will be invited to negotiate a Master Contract with the Pee Dee Regional Airport District for a period not to exceed five (5) years.

For each project performed under the Master Contract, a detailed scope of work will be developed and agreed to by the aviation consulting firm and Airport staff. This detailed scope of work and associated fee will be developed into a work authorization and included as an

attachment to the Master Contract. The Master Contract may be cancelled by either party for any reason at any time.

**SUBMISSION OF QUALIFICATIONS STATEMENT**

Qualifications Statement must be submitted in writing no later than 12:00 Noon, Friday, May 17, 2024 to:

Name: Ms. Connie Anderson  
Executive Director  
Address: Florence Regional Airport  
2100 Terminal Drive  
Florence, SC 29501  
(843) 669-5001  
[Canderson@flyflo.us](mailto:Canderson@flyflo.us)

Five copies of the Qualifications Statement are required.

**CONTACT PERSON**

All questions must be directed in writing no later than close of business 12:00 Noon, Friday, May 10, 2024 to:

Name: Ms. Connie Anderson  
Executive Director  
Address: Florence Regional Airport  
2100 Terminal Drive  
Florence, SC 29501  
(843) 669-5001  
[Canderson@flyflo.us](mailto:Canderson@flyflo.us)