



# Legal Notice

**Request for Qualifications  
Engineering Consultant  
For Spartanburg Downtown  
Airport**

City of Spartanburg  
P.O. Box 1749  
187 W. Broad Street  
Spartanburg, SC. 29306  
Email: [cwright@cityofspartanburg.org](mailto:cwright@cityofspartanburg.org)

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**April 3, 2024**

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**NOTICE IS HEREBY GIVEN** – The City of Spartanburg is requesting statements of qualifications from interested and qualified Aviation Consultant Firms (consultants) specializing in airport Engineering services for the next five years for the Spartanburg Downtown Memorial Airport.

**Proposal No: 2324-04-23-01**

The City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject any or all proposals or to waive any informality in the qualifications process. Proposals may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of prospective parties, prior to awarding of the Contract. The vendor that is awarded the proposal will be required to obtain a City of Spartanburg Business License.

Interested proposers should submit five (5) copies of their proposals in a sealed envelope marked **Proposal No: 2324-04-23-01**

Sealed proposals shall be submitted to Carl Wright, Procurement and Property Manager, on or before Tuesday **April 23, 2024**, no later than 3 PM, City Administration Building, 187 West Broad Street, at which the time they will be publicly opened and read aloud in the Procurement Conference Room, the same location.

Technical question regarding the scope of services should be directed to Carl F. Wright 864-596-2790 or emailed to [cwright@cityofspartanburg.org](mailto:cwright@cityofspartanburg.org). Any questions regarding this RFP should be directed to Terry Connorton, Airport Director, at [city\\_procurement@cityofspartanburg.org](mailto:city_procurement@cityofspartanburg.org) and [tconnorton@cityofspartanburg.org](mailto:tconnorton@cityofspartanburg.org). The email subject line should read: **Aviation Engineering Consultant Proposal No: 2324-04-23-01**

Proposals can be hand-delivered or mailed to the following address:

City of Spartanburg  
**PO Box 1749**

187 W. Broad Street  
Spartanburg, SC. 29306  
Attn: Procurement and Property Division

For further information and complete Proposal Package, please contact the Procurement and Property office at (864) 596-2049. Complete proposal package also available at [www.cityofspartanburg.org](http://www.cityofspartanburg.org) by following the links for Invitations for bids. The following Proposal Number Must be placed on the outer envelope in order for the bid to be Stamped in as accepted on time: **Proposal No: 2324-04-23-01**

## NOTICE INVITING STATEMENTS OF QUALIFICATIONS

Spartanburg is requesting statements of qualifications from interested and qualified Aviation Consultant Firms (consultants) specializing in airport Engineering services for the next five years for the Spartanburg Downtown Memorial Airport.

### **PURPOSE:**

Request for Proposals shall demonstrate technical and professional airport Engineering services while developing the Spartanburg Downtown Memorial Airport. The Consultant shall provide administrative support services as directed by the Airport Director & City Leadership per **AC 150/5100-14E** for AIP funded projects.

### **REQUIREMENTS/AGREEMENTS:**

The successful proposer will be required to enter into a consultant master agreement with the City of Spartanburg, which may be reviewed by the South Carolina Aeronautics Commission (SCAC) and the Federal Aviation Administration (FAA). Consultants offering expertise in airport planning services are encouraged to submit statements of qualification.

### **PROPOSAL CONTENT AND EVALUATION:**

The following is a schedule of events for this proposal process:

Distribution of Bidding Documents begins April 8, 2024

Proposals Due to the City of Spartanburg Procurement & Risk Manager: April 23, 2024, by 3:00 pm

Any questions regarding this RFP should be directed to Terry Connorton, Airport Director, at [city\\_procurement@cityofspartanburg.org](mailto:city_procurement@cityofspartanburg.org) and [tconnorton@cityofspartanburg.org](mailto:tconnorton@cityofspartanburg.org). The email subject line should read (“ Aviation Engineering Consultant ) Proposal No: 2324-04-23-01

Interested proposers should submit five (5) copies of their proposals in a sealed envelope marked No: **Proposal No: 2324-04-23-01** by Tuesday **April 23, 2024, not later than 3:00 pm**, sent to the following address: Carl Wright: Procurement & Risk Manager City Hall 187 W. Broad St. Spartanburg, SC 29306

Proposals received after 3:00 pm on Tuesday, April 23, 2024, may not be considered.

**NO FAXED OR EMAILED PROPOSAL DOCUMENTS WILL BE ACCEPTED.**

Include in the proposal the following specific items:

1. Corporate Qualifications
  - a. Brief history of the firm.
  - b. Previous experience of similar projects.
  - c. Resumes of key personnel available for this project.
  - d. Location of the office to perform the work.
2. Performance on Previous Project
  - a. On-time/in-budget performance on projects.
  - b. At least three (3) references with telephone numbers.
3. Sub-consultants (if used)
  - a. Provide a listing of all sub-consultants. Include responsibilities and qualifications for each sub-consultant.
4. Present workload
  - a. Key staff assignments through the project period.
5. EEO policy of the firm
6. Supplemental information you feel is important for us to consider about your firm.

**DO NOT INCLUDE A PRICED PROPOSAL**

**INQUIRIES:**

Questions that arise shall be submitted in writing to Terry Connorton at the Spartanburg Downtown Airport *at 500 Ammons Road, Spartanburg, SC 29306, or* [tconnorton@cityofspartanburg.org](mailto:tconnorton@cityofspartanburg.org)

**INCURRING COSTS:**

The City of Spartanburg is not liable for any cost incurred by the Consultant in preparing or presenting 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 City of Spartanburg. The City of Spartanburg reserves the right to reject all submittals.

## **SELECTION AND EVALUATION:**

The City of Spartanburg will evaluate the submittals received, review the requests, evaluate required criteria, select a Consultant and enter into negotiations with the number one ranked firms, or select a short list for interviews, then complete the process.

Each 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 qualification 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 are verifiable through references and resumes.
3. Ability of the Consultant to provide a timely response.

## **EVALUATION CRITERIA:**

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

1. Specific qualifications, experience, skill set fit, and appropriate licenses, if applicable, of the primary staff required for the work (20%)
2. Experience and availability of key personnel (20%)
3. Knowledge, experience, and requirements related to FAA & State funded projects. (20%)
4. Project approach. (15%)
5. Past performance on similar projects (10%)
6. DBE compliance (5%)
7. Quality and comprehensives of the SOQ (10%)

**SELECTION:**

The City of Spartanburg reasonably expects to initiate within five (5) years of the effective date of the initial contract. (Paragraph 3-59, FAA Order 5100.38) the following projects.

<b>2025</b>	Corporate Apron Rehabilitation (Phase I Construction)
<b>2025</b>	T-Hangar Taxilane Reconstruction (Design/Bid) (75/25) (State and Local Funding Only)
<b>2026</b>	Corporate Apron Rehabilitation (Phase II Construction)
<b>2026</b>	T-Hangar Taxilane Reconstruction (Construction) (75/25) (State and Local Funding Only)
<b>2026</b>	Auxiliary Apron Reconstruction (Design/Bid)
<b>2027</b>	Auxiliary Apron Reconstruction (Construction)
<b>2027</b>	Disadvantaged Business Enterprise (DBE) 3-Year Plan (FY 2027-2029)
<b>2028</b>	RWY 23 RPZ Land Acquisition (Fee Simple - 7 acres / Avigation Easement - 25 acres)
<b>2028</b>	Runway Extension Justification Study (Reimbursed if approved by FAA)
<b>2029</b>	Environmental Assessment for Runway Extension

A final recommendation for selection will be made following the review and ranking of the submittals and interviews, should interviews be held. After the selection of a Consultant, a contract will be prepared based on a negotiated scope of services and fees. 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 will be required to complete a consultant master agreement describing task orders and the scope of service fees. Successful Consultant shall have Workman’s Compensation and Professional Liability insurance, naming Spartanburg Downtown Airport as a \$ 1,000,000 coinsurance for airfield construction projects.

**Disadvantaged Business Enterprise (DBE) goals will be established for selected subcontracted tasks. The Spartanburg Downtown Airport will require a list of DBEs and their responsibilities and qualifications, including the dollar value of their participation.**

**DBE firms must certified by SCDOT and/or USDOT to the satisfaction of the Federal Aviation Administration (FAA).**

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