

Charles P. Midgley, Jr.,  
County Council Chairman

Jason K. Steen,  
County Council Vice-Chair



J. Ronald Munnerlyn, Jr.,  
County Administrator &  
Economic Developer

## MARLBORO COUNTY Government

### REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL AIRPORT ENGINEERING AND PLANNING SERVICES FOR THE MARLBORO COUNTY JETPORT BENNETTSVILLE, SOUTH CAROLINA

Marlboro County is requesting Statements of Qualifications from interested and qualified Aviation Consultants for engineering, planning, and general consulting services for the Marlboro County Jetport. The work includes, but is not limited to master planning, land use planning, environmental analyses, and engineering studies; grading, drainage, utilities and paving of airfield pavements and roadway pavements; hangars, terminal building improvements, fueling systems; storm water improvements; land acquisition, obstruction analysis/removal and other safety improvements; airfield lighting/signage and NAVAIDs; grant administration and other related work at the Marlboro County Jetport.

#### **PURPOSE**

The purpose of this Request for Qualifications is to obtain expert professional, technical, and advisory services at the discretion of Marlboro County for anticipated airport planning and development projects at the Marlboro County Jetport over the next five years. Services will be provided with close interaction with the Airport Commission and Marlboro County staff.

#### **REQUIREMENT/SCOPE**

For these projects, the Engineer shall be qualified and capable to provide the following services:

1. Airport planning, environmental analysis, land acquisition, preliminary design, final design, estimating, bidding, and construction administration.
2. Assist in preparation of funding grant applications for the Federal Aviation Administration (FAA) and/or South Carolina Aeronautics Commission (SCAC), and develop justification to document the need for federal and state funds.
3. Provide technical assistance and advice concerning airport needs, future development, project priorities and strategies for funding and project implementation. Provide coordination with the FAA and SCAC as requested.

#### **PROPOSAL FORMAT**

To facilitate review of your proposal document by Marlboro County, it is requested that your proposal conform to the following format:

1. **Coversheet:** List project title Professional Airport Engineering and Planning Services, the name of your firm, and the name, address and telephone number of a contact person for questions concerning the proposal submitted.
2. **Experience of the Firm:** Provide a narrative of your firm's prior experience and qualifications in airport planning, engineering, construction administration, and grant administration for similar projects at both general aviation and air carrier airports. Provide a list of similar airport projects involving federal and state funding completed within the last three (3) years. Also, please reference the experience of firm personnel in working with FAA and SCAC regulations and procedures. Review experiences in a consulting capacity where your responsibilities were similar to those defined under the **Requirement/Scope** listed above should be specifically referenced.
3. **Project Team:** Provide a list of the project team members 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.
4. **References:** Provide the name, address and telephone number of at least three (3) current airport clients and references familiar with the quality of work completed 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 for this project. **The entire Qualifications Statement should not exceed twenty (20) pages, single-sided.**

### **CRITERIA FOR REVIEW OF PROPOSALS**

Criteria to be used in screening and ranking of the proposals 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 general aviation and air carrier airport planning, design, construction administration and grant administration (FAA and SCAC), particularly for similar projects/airports.
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). Preference shall be given to project teams with specific experience in similar projects, and familiarity with airport design, permitting and construction in South Carolina.
3. **Experience in Working with FAA and SCAC Regulations and Procedures:** Preference shall be given to project team personnel (especially the project manager) with a demonstrated working relationship with the FAA and SCAC, and possess a thorough understanding of FAA rules and regulations regarding design and development of airports.
4. **Experience in Assisting Airports Justify Discretionary Funding** for airport projects from the Federal Aviation Administration or South Carolina Aeronautics Commission.
5. **Response Capability/Project Understanding:** Preference shall be afforded to those firms which in the opinion of Marlboro County and the Airport Commission 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.

It is anticipated that Marlboro County Jetport will make a selection directly from the Qualifications Statement submitted. However, Marlboro County reserves the right to request short-listed firms to make brief formal presentations, at its discretion.

## **CONTRACT**

The successful proposer will be required to execute a general engineering base contract with Marlboro County. In addition, for each work element (project) performed under the contract, a detailed scope of work and fee shall be agreed to by both parties, such agreement to be an approved work authorization or supplement to the contract. The contract shall be subject to approval by Marlboro County.

The selected firm will be expected to assist Marlboro County in complying with the approved FAA Disadvantaged Business Enterprise (DBE) Program to help ensure that minority/women owned and disadvantaged business enterprises have the maximum opportunity to participate in the performance of contracts and subcontracts and shall not be discriminated against on the basis of race, color, national origin, disability or sex on projects funded by FAA or SCAC grants, or other contracts required by Marlboro County.

## **SUBMISSION OF PROPOSAL AND CONTACT PERSON**

Proposals must be submitted no later than 10:00 AM on Monday, November 14, 2022 to:

Name: Mr. Doug Carabo, Public Services Director

Mailing and Shipping Address:

Marlboro County  
205 East Market Street  
Bennettsville, South Carolina 29512

Three (3) copies of the proposal documents are required. Proposals should be titled "Qualifications Statement for Professional Airport Engineering and Planning Services, Marlboro County Jetport"