

**REQUEST FOR QUALIFICATIONS
#16-03
Professional Services
Airport Engineer and Consultant**



**Oconee County, SC
Issued: July 20, 2016**

Procurement Office
415 South Pine Street
Walhalla, SC 29691

Phone: (864) 638-4141
Fax: (864) 638-4142

OCONEE COUNTY, SOUTH CAROLINA

Professional Services Airport Engineer and Consultant

RFQ DUE DATE/TIME: Thursday, August 18, 2016 at 2:00 pm EST

LAST DAY TO SUBMIT QUESTIONS: Wednesday, August 3, 2016 at 4:00 pm EST

RFQ NUMBER: 16-03

POINT OF RECEIPT: Procurement Office, Room 100
Attn: Robyn Courtright
Procurement Director
Oconee County Administration Offices
415 South Pine Street
Walhalla, SC 29691

Inquiries - All inquiries concerning this RFQ shall be addressed to the Procurement Office. **Contact with other departments or County representatives without permission of the Procurement Director may render your statement of qualification void.**

An original and six (6) bound copies of your statement of qualification shall be submitted by the due date above. The package must be clearly marked with the RFQ number and project description above.

If downloading this solicitation from our website, it is the responsibility of the respondent to e-mail our office at rcourtright@oconeesc.com to be registered as a potential respondent to receive any subsequent amendments.

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SECTION 1 GENERAL INFORMATION & INSTRUCTIONS

This is a Request for Qualifications (“RFQ”) issued by Oconee County, South Carolina (“Oconee County”). Sealed responses to this RFQ, also referred to as statements of qualification, shall be enclosed and secured in an envelope/package and properly marked and displayed on outside of envelope/package bearing the name and address of the respondent and the RFQ number. Oconee County **shall not** be responsible for unidentified responses. All responses shall be addressed to:

**Robyn Courtright, Procurement Director
Oconee County Procurement Office
Room 100
415 South Pine Street
Walhalla, SC 29691**

Hand delivered responses should be delivered to the same above referenced address.

Statements of qualification must be submitted to the Oconee County Procurement Office no later than **Thursday, August 18, 2016, at 2:00 PM EST** at which time all responses will be opened and **only the names of the respondents will be announced**. Responses received later than the deadline will be returned unopened. Respondents mailing their response must allow a sufficient mail delivery period to insure timely receipt of their statement of qualification. Oconee County is not responsible for responses delayed by mail and/or delivery services.

Prior to submitting a statement of qualification, each respondent shall carefully examine this RFQ, study and thoroughly familiarize himself/herself with the specifications/requirements thereof and notify Oconee County of any conflicts, errors, or discrepancies.

A respondent’s submittal of a statement of qualification in response to this RFQ does not create any right in or expectation to a contract with Oconee County. Oconee County reserves the right to add to, delete, modify or enlarge this RFQ, including any specifications and/or statement of work, the terms and conditions, and any subsequently executed engagement or contract.

Failure to submit all required information may be determined as a non-responsive statement of qualification. Oconee County will be the sole judge as to whether a statement of qualification has or has not satisfactorily met the requirements of this RFQ.

This solicitation does not commit Oconee County to prequalify any respondent, to engage a respondent to perform engineering or consultant services, to award a contract, to pay any cost incurred in the preparation of a statement of qualification, or to procure a contract for this solicitation. Oconee County reserves the right to accept or reject any or all statements of qualification received as a result of this solicitation, to negotiate with all qualified respondents, or to cancel – in part or in its entirety – this solicitation, if it is in the best interest of Oconee County to do so. Oconee County reserves the right to interview any, all, or none of the respondents.

FAA Procedure. The respondent shall prepare all documents in accordance with FAA Advisory Circular 150/5100-14E, *Airport Architectural, Engineering and Planning Consultant Services for*

Airport Grant Projects, which is incorporated herein by this reference as if set forth verbatim herein. If selected, the engineer/consultant shall be selected using the qualifications based selection procedures described in paragraph 2-8 of the Federal Aviation Administration Advisory Circular Number 150/5100-14E.

Questions. All questions concerning this RFQ must be submitted in writing and directed to the Procurement Office by email, Attn: Robyn M. Courtright, rcourtright@oconeesc.com. Proper reference to this RFQ is required. **The deadline to submit questions is Wednesday, August 3, 2016, at 4:00 pm.** Verbal information obtained will not be considered.

Addendum to RFQ. If it becomes necessary to revise any part of this RFQ, an addendum will be issued in writing to all prospective respondents on file in the Procurement Office who have received this solicitation. All addenda issued by Oconee County must be acknowledged in writing by respondent on the appropriate form, and a copy returned with their response.

Additional Information. The respondents are to include all applicable requested information and may include any additional information they wish to be considered pertinent to this solicitation. Additional information shall be a separate section of the statement of qualification, and shall be clearly identified as such.

Amendments, Withdrawals, and Mistakes. Offers, amendments or withdrawal requests must be received by the time advertised for RFQ closing. The respondent may withdraw a statement of qualification prior to, but not after, the time set for RFQ closing. Mistakes may be crossed-out and corrections inserted adjacent thereto, and shall be initialed, in ink, by the person signing the statement of qualification.

Confidential Information. The respondents must clearly mark as "*Confidential*" each part of their statement of qualification which they consider to be proprietary information that could be exempt from disclosure under the South Carolina Freedom of Information Act (SCFOIA) as set forth in Chapter 4, Title 30, of the South Carolina Code of Laws, 1976, as amended. Oconee County reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against Oconee County or its agents for its determination in this regard.

Selection for Prequalification Lists. Oconee County will evaluate each responsive statement of qualification submitted. Oconee County intends to create a Prequalification List of three (3) to five (5) qualified respondents, but Oconee County may, in its sole discretion, adjust that number. To be selected for inclusion on the Prequalification List, respondents must clearly demonstrate that the respondent has sufficient qualifications and experience. Selection for the Prequalification List will be based solely upon the judgment of Oconee County in selecting respondents that will serve the best interests of Oconee County.

Rejection or Acceptance of Statements of Qualification; Waiver of Technicalities and Irregularities. The County shall reserve the unqualified right to reject any and all statements of qualification or accept such statements of qualification, as appears in the County's own best interest. The County shall reserve the unqualified right to waive technicalities or irregularities of any kind in solicitations made pursuant to this RFQ. In all cases, the County shall be the sole judge as to whether a respondent's statement of qualification has or has not satisfactorily met the requirements to solicitations made pursuant to this RFQ. The County may reject any statement of qualification that

fails to conform to the essential requirements of the RFQ.

Posting of the Prequalification List. The Prequalification List will be posted on the Oconee County Procurement website at www.oconeesc.com/procurement.

Protest Procedure. Any prospective respondent, who is aggrieved in connection with this RFQ shall protest in writing to the Procurement Director within ten (10) calendar days of the date of issuance of the RFQ or other solicitation document, whichever is applicable, or any amendment thereto, if the amendment is at issue. Any actual respondent, who is aggrieved as to a selection to the Prequalification List shall protest in writing to the Procurement Director within five (5) calendar days of the posting of the Prequalification List. A protest shall be in writing, submitted to the Procurement Director, and shall set forth the specific grounds of the protest with enough particularity to give notice of the issues to be decided.

Contract. If a multi-year contract is awarded as a result of this RFQ, the successful respondent will be required to execute a general engineering/consulting based contract with the 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 Oconee County Council, with concurrence from the Federal Aviation Administration and SCDOA.

Right to Perform Additional Procurement. Some of the services set forth in Section 3, Scope of Services, may not be required and Oconee County reserves the right to initiate additional procurement action for any of the services included in this procurement.

Negotiation of Fee in Multi-Year Contract. If and when this RFQ results in a multi-year contract, the contract will be limited to the services covered by the negotiated fee. The negotiation of the fee for subsequent services, i.e., services included in the procurement action but not in the initial contract, must occur at the time those services are needed. A fee estimate will be performed for each of these negotiations. (See paragraph 2-12 of the Federal Aviation Administration Advisory Circular Number 150/5100-14E for information on fee estimate.) If a fee cannot be agreed upon between Oconee County and the successful respondent, then negotiations shall be terminated with that firm for such services.

Assignment of Prequalification. The respondent shall not assign, sublet, or transfer prequalification or any engagement resulting from this RFQ without the written consent of the Procurement Director. Any attempt of the respondent to assign, sublet, or transfer the prequalification or any engagement resulting from this RFQ or any engagement without the written consent of the Procurement Director shall be void and without effect.

Non-appropriation Clause. If and when this RFQ results in a multi-year contract, the contract shall include a provision that allows cancellation without penalty if funds are not appropriated or otherwise made available to support continuation of performance in subsequent fiscal years. Any contract approved by Oconee County shall be conditioned by a “non-appropriation clause” containing the following or similar language:

“This contract is approved and funded contingent upon annual appropriations being established by the local governing body of Oconee County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis

with the fiscal year commencing July 1st and terminating June 30th of the following year. In order for the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. In the event that an annual appropriation is not approved, Oconee County shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year.”

Rules of Conduct and Prohibition of Gratuities. Contact with Oconee County council members, Airport Advisory Commission members, or Oconee County employees other than the contact person listed above is prohibited and may result in Respondent being deemed unqualified. The South Carolina rules governing ethics of public officials, and specifically, the rules set forth in Article 7 of Chapter 13 of Title 8 of the Code of Laws of South Carolina, 1976, as amended, are adopted herein by this reference as if set forth in their entirety. By submission of this signed statement of qualification, the respondent certifies that respondent is in compliance and will comply with Article 7 of Chapter 13 of Title 8 of the Code of Laws of South Carolina, 1976, as amended.

Statement of Assurance, Compliance and Non-Collusion. To be eligible for consideration, Respondents shall certify in writing, that the company, firm or agency represented in the statement of qualification submitted complies with all applicable federal and state laws/regulations and County ordinances. Respondents shall provide a written statement of Assurance, Compliance and Non-collusion, a copy of which is attached hereto in Attachment 1, along with other required statements and certifications.

Contract Administration. Questions or problems arising after the posting of the Prequalification List shall be directed to the Procurement Director by calling 864-638-4141. Copies of all correspondence concerning this RFQ shall be sent to the Procurement Director, 415 S. Pine Street, Walhalla, SC 29691. All change orders must be authorized in writing by the Procurement Director. Oconee County shall not be bound to any change in a contract resulting from this RFQ without prior written approval of the Procurement Director.

Publicity Releases. The respondent agrees not to refer to selection for the Prequalification List in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by Oconee County. The respondent shall not have the right to include Oconee County's name in its published list of customers without prior approval of Oconee County. With regard to news releases, only the name of Oconee County, type and duration of contract may be used and then only with prior approval of Oconee County. The respondent also agrees not to publish, or cite in any form, any comments or quotes from Oconee County staff.

South Carolina Law Clause. The person, partnership, association or corporation who is selected for the Prequalification List shall at all times comply with the laws of South Carolina, and such person or entity must be authorized and/or licensed to do business within the State. By submittal of a signed statement of qualification, the respondent agrees to subject himself to the jurisdiction and process of the courts of the State of South Carolina.

Affirmative Action. All respondents selected for the Prequalification List will take affirmative action in complying with all Federal and State requirements concerning fair employment and treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.

Lobbying Restrictions. Contracts exceeding \$100,000 in Federal funds are subject to 31 U.S.C §

1352, as implemented at 15 CFR Part 28, "New Restrictions on Lobbying." All contractors for contracts exceeding \$100,000 must include with their statement of qualification a Form CD-512 "Certification Regarding Lobbying—Lower Tier Covered Transactions," completed without modification, which is attached hereto in Attachment 1, along with other required statements and certifications.

Debarment, Suspension, Ineligibility, Voluntary Exclusion. By submittal of a signed statement of qualification, the respondent certifies that it, its principals, and all subcontractor(s): (a.) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (b.) Have not within a three year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c.) Have not within a three year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause of default.

Sales Tax. When applicable, Oconee County pays six percent (6%) sales tax. By submittal of a signed statement of qualification, the respondent certifies that respondent is in compliance and will comply with Title 12, Chapter 36, Article 1 of the Code of Laws of South Carolina, 1976, as amended, relating to payment of any applicable taxes.

Drug Free Workplace. By submittal of a signed statement of qualification, the respondent certifies that respondent is in compliance and will comply with Title 44, of the Code of Laws of South Carolina, 1976, *as amended*, the Drug-Free Workplace Act of 1988 (Public Law 100-690, title V, Sec. 5153, as amended by Public Law 105-85, Div. A, Title VIII, Sec. 809, as codified at 41 U.S.C. § 702) and Department of Commerce implementing regulations published at 15 CFR Part 29, "Government-wide Requirements for Drug-Free Workplace (Financial Assistance)" (published in the Federal Register on November 26, 2003, 68 FR 66534).

Illegal Immigration Reform Act. By submittal of a signed statement of qualification, the Respondent is hereby certifying that the Respondent is in compliance with Chapter 14 of Title 8 of the South Carolina Code of Laws, 1976, as amended, or that this law is inapplicable to the Respondent and the Respondent's subcontractors. An overview of this law is available at www.procurementlaw.sc.gov/immigration. The Successful Respondent shall be in full compliance with the requirements set forth in Chapter 14 of Title 8 of the South Carolina Code of Laws, 1976, as amended, and the Successful Respondent agrees to provide to the County any documentation required to establish either: (a) Chapter 14 of Title 8 of the South Carolina Code of Laws, 1976, as amended, is inapplicable to the Successful Respondent or any subcontractor or sub-subcontractor of the Successful Respondent; or (b) the Successful Respondent and any subcontractor or sub-subcontractor of the Successful Respondent is in full compliance with Chapter 14 of Title 8 of the South Carolina Code of Laws, 1976, as amended. The Successful Respondent will, at all times during the Term, be in full compliance with the provisions of the Immigration Reform and Control Act of 1986 ("IRCA") in the hiring of its employees, and the Successful Respondent shall indemnify, hold harmless and defend the County against any and all actions, proceedings, penalties or claims arising out of the Successful Respondent's failure to strictly comply with IRCA or Chapter 14 of Title 8 of the South Carolina Code of Laws, 1976, as amended.

SECTION 2 INTRODUCTION & BACKGROUND

Oconee County (the “County”) is soliciting statements of qualifications for professional services to provide multi-disciplinary engineering services, planning and general consulting services for the Oconee County Regional Airport (the “Airport”) for a contract period of five (5) years. Qualified firms must be able to offer or partner with firms that offer civil, mechanical, structural, electrical, geotechnical, and other related engineering specialties. Responses shall be prepared and submitted in accordance with the requirements described in this RFQ.

The required services include, but are not limited to, engineering services for planning, preliminary design, design, bidding, and construction phases, including incidental special services, for airfield, terminal and landside related projects funded under the Federal Aviation Administration (FAA) Airport Improvement Program (AIP), and may include projects funded by Oconee County. The services may also include, but are not limited to, land acquisition, road relocation, obstruction analysis/removal; runway, taxiway, and apron construction/improvements, airfield lighting/signage, NAVAIDS, hangars and terminal improvements, master planning; engineering studies, environmental analysis, and other related work. The consultant services may also include airport planning, estimating, bidding and procurement within Oconee County and FAA guidelines, construction administration, preparation of funding grant applications for the South Carolina Division of Aeronautics (SCDOA) and/or the Federal Aviation Administration (FAA), development of justification to document the need for federal and state funds, assistance in project funding, technical assistance and advice concerning airport needs, future development, project priorities and strategies for funding and project implementation. Services will be provided with close interaction with Oconee County Regional Airport staff and Oconee County.

The specific work will follow the Capital Improvement Plan (CIP) and Airport Layout Plan adopted (or as may be amended) for the Airport. The work may be constructed beginning in 2016 and must meet FAA AIP standards for a commercial service airport. Attached as Attachment 3 is a list of five-year CIP projects.

County and Airport Information. The County is located in extreme western South Carolina in the region known as the piedmont. The County was formed in 1868 from a portion of Pickens County. The County has an area of 625 square miles and a population of approximately 75,000 residents. The Oconee County Airport - ICAO ID “CEU” - is one of the busier general aviation airports in South Carolina due to its proximity to Clemson University, two large lakes (Keowee and Hartwell), and the Blue Ridge mountains 25 miles north. There are currently 75 based aircraft at the airport with runway dimensions of 5000 feet by 100 feet. The airport is serviced by NDB and precision GPS approaches to both runways. There are over 35,000 annual operations at the Oconee County airport with a significant number of seasonal operations during the summer and fall months.

Evaluation. An Evaluation Committee will be formed to review each statement of qualification for compliance to the RFQ. Submissions will be evaluated to identify the firm(s) best qualified to meet the County’s needs. The County reserves the right to request interviews of any, all or none of the respondents. The Evaluation Committee may, in the discretion of the Evaluation Committee, create a Prequalification List that will include qualified respondents determined to be in the best interest of Oconee County. Oconee County intends to create a Prequalification List of three (3) to five (5) qualified respondents, but Oconee County may, in its sole discretion, adjust that number. A qualifications-based selection process conforming to FAA Advisory Circular 150/5100-14E will be

utilized. Selection criteria will include: recent experience with airport projects at commercial service airports operating under FAR Part 139; ability to provide or partner with firms that can provide multi-disciplinary engineering services; demonstrated ability to meet schedules within budget, quality of previous airport projects undertaken; interest shown; and other qualifications as set forth in Section 5.

After Pre-Qualification. The Evaluation Committee will seek a general project proposal from each of the firms on the Pre-Qualification List, by issuing a Request for Proposal (“RFP”) to each engineer/consultant on the Pre-Qualification List. The RFP will include a description of the proposed scope of services required. The County intends to provide selection criteria, including their relative importance that will be used to evaluate the proposals, to each of the firms on the Pre-Qualification List. The Evaluation Committee may then conduct interviews with each engineer/consultant on the Pre-Qualification List, or in the County’s discretion, the Evaluation Committee may bypass the interview process ranking the firms on the Pre-Qualification List based on submitted material. The Evaluation Committee may then use the selection criteria developed for the project to rank the qualified engineer/consultants in order of preference. The Evaluation Committee may then initiate discussion with the first-ranked engineer/consultant to fully define the scope of work and services to be provided. After an agreement on a detailed scope of services has been reached, the Evaluation Committee will have the engineer/consultant submit cost proposals together with a detailed project proposal. The Evaluation Committee will then negotiate with the engineer/consultant to reach a fair and reasonable fee. The Evaluation Committee will make their recommendation to the Oconee County Council. The County Council has the right to accept or refuse the Evaluation Committee’s recommendation.

Awarding Policy. If a multi-year contract is awarded pursuant to this RFQ and subsequent procurement activities, the award shall be made in accordance with provisions of the Code of Ordinances of Oconee County, South Carolina, to the responsive, responsible Respondent whose proposal is determined to be the most advantageous to the County based on the criteria discussed in this RFQ and any subsequent procurement activities. However, the County reserves the right to reject any and all statements of qualifications and proposals received, and in all cases, the County shall be the sole judge as to whether a Respondent’s statement of qualification or proposal has or has not satisfactorily met the requirements of this RFQ or any subsequent RFP. Oconee County will be the sole judge as to whether a statement of qualification or proposal has or has not satisfactorily met the requirements of this RFQ or a subsequent RFP, if any. The document that will form the contract shall include this entire solicitation, all applicable amendments, and the successful Respondent’s statement of qualification and proposal.

For general information about Oconee County, visit www.oconeesc.com.

SECTION 3 SCOPE OF SERVICES

For the scope of work described in the RFQ, the Respondent will be expected to perform professional services as hereinafter described, which shall include customary civil, mechanical, structural, electrical, geotechnical, other related engineering specialty services, engineering services for planning, preliminary design, design, bidding, and construction phases, including incidental special services, for airfield, terminal and landside related projects funded under the Federal Aviation Administration (FAA) Airport Improvement Program (AIP), land acquisition, obstruction analysis/removal, runway, taxiway, and apron construction/improvements, airfield lighting/signage, NAVAIDS, hangars and terminal improvements, master planning, engineering studies, environmental analysis, and customary architectural services incidental thereto. These services will be expected to be performed in accordance with acceptable engineering practices. In addition, the Respondent will be expected to perform other consultant services, which shall include airport planning, estimating, bidding and procurement within Oconee County and FAA guidelines, construction administration, preparation of funding grant applications for the South Carolina Division of Aeronautics (SCDOA) and/or the Federal Aviation Administration (FAA), development of justification to document the need for federal and state funds, assistance in project funding, technical assistance and advice concerning airport needs, future development, project priorities and strategies for funding and project implementation.

Improvements to Oconee County Airport over the next five years include, but are not limited to, land acquisition, road relocation, runway rehabilitation, apron expansion, taxiway construction, lighting, NAVAIDS, hangars, terminal, airport master planning, business park master planning, architectural services, airport layout plan updates, airport marketing plans, environmental, and miscellaneous planning to include market evaluations, business and strategic planning, and related projects at the Oconee County Airport.

SECTION 4 REQUIREMENTS

Respondents shall submit an original and six (6) copies of their statement of qualification by Thursday, August 18, 2016, at 2:00 pm EST. The outside of package must be clearly marked with “RFQ # 16-03” and “Airport Engineer and Consultant Services.” Responses are limited in length to 25 single-sided pages, not including dividers, table of contents, required RFQ forms, covers and cover letters. The package should be delivered to:

Procurement Office, Room 100
Attn: Robyn Courtright
Procurement Director
Oconee County Administration Offices
415 South Pine Street
Walhalla, SC 29691

Respondents shall include with their statement of qualification sufficient information to demonstrate that they are qualified to perform engineering and consultant services and other related work for Oconee County. The Respondent shall include all applicable requested information and is encouraged to include any additional information the Respondent wishes to be considered. If the statement of qualification includes any comments over and above the specific information requested in our RFQ, the Respondent shall include this information as a separate appendix to the statement of qualification.

The following topics shall be addressed. To facilitate review of your statement of qualification document by Oconee County Regional Airport, it is requested that your statement of qualification conform to the following format. **Please label your responses for each of the following sections:**

4.1 STATEMENT OF INTEREST

Provide a statement of interest for providing engineering services including a description of the Company’s unique qualifications as they pertain to Airport projects. Include a statement on the availability and commitment of the Company and its principal(s) and assigned professionals to undertake Airport improvement projects. Also include a statement that to the best of the company’s knowledge, there are no circumstances that shall cause a conflict of interest in performing services for the Airport.

4.2 CORPORATE QUALIFICATIONS & EXPERTISE

Provide resumes giving the qualifications, expertise and experience of the professional members of the company, who will be involved in airport projects. Include:

- Name, specialty and job title
- Years of relevant experience with the company (and previous employers)
- Academic degree(s), year received and discipline
- Professional registrations
- Office location where employed
- A synopsis of experience, training or other qualities that reflect the individual’s related experience and expected contributions

4.3 EXPERIENCE

Provide a narrative of the Company’s prior experience and qualifications in airport planning, engineering, construction administration, and grant administration for similar projects at both air

carrier and general aviation airports. Describe the Company's experience with similar types of work, particularly with projects at airports operating under FAR Part 139. Include project description, scope of services performed, location and reference (contact person). 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 the Company's personnel in working with FAA and SCDOA regulations and procedures. Review experiences in a consulting capacity where your responsibilities were similar to those stated in Section 3, Scope of Services, should be specifically referenced. Demonstrate ability to meet schedules within budget.

4.4 CAPABILITIES AND RESOURCES

List projects currently under contract or anticipated in the next five (5) years that involve equipment and key personnel that would also handle the Airport contract. Provide estimated times of completion for those contracts. Address availability and responsiveness of staff and the Company's ability to work collaboratively with sub-consultants and team members.

4.5 REFERENCES

Provide a minimum of three (3) business references for which the Company has provided comparable engineering services. Include the agency or business name, a contact person's name, address and telephone number. Oconee County prefers references from city or county government or other public or governmental agencies.

4.6 STATEMENT OF GENERAL INFORMATION

Complete and submit Attachment 2 (Information Required of Respondent).

SECTION 5 SELECTION CRITERIA

The Evaluation Committee shall evaluate each of the responses using the following general criteria in addition to information submitted in response to Section 4:

4.1 Statement of Interest – 10%

- Degree of interest shown in undertaking the services contemplated by the RFQ and familiarity with and proximity to the geographic location of the project.

4.2 Corporate Qualifications – 30%

- Key personnel's professional qualifications and experience and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures. Preference may be given to project teams with specific experience in similar projects, and familiarity with airport design, permitting and construction in South Carolina as well as to firms with project team personnel (especially the project manager) with a demonstrated positive working relationship with the SCDOA and Atlanta ADO, who possess a thorough understanding of FAA rules and regulations regarding design and development of airports.
- Ability to furnish qualified inspectors for construction inspection if applicable.

4.3 Experience – 30%

- Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns.
- Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office.
- Demonstrated understanding of issues impacting Oconee County Regional Airport.

4.4 Capabilities and Resources – 20%

- Capability to perform all or most aspects of Section 3, Scope of Services and recent experience in airport projects comparable to the proposed task. Preference may be given to those firms and personnel with experience and training in general aviation and air carrier airport planning, design, construction administration to include grant administration (FAA and SCDOA), particularly for similar projects, and those with significant experience in assisting airports justify discretionary funding for general aviation airport projects from FAA, S.C. Division of Aeronautics and/or "Place Name" funding
- Current workload and demonstrated ability to meet schedules or deadlines.
- Qualifications and experience of outside consultants regularly engaged by the Respondent under consideration.

4.5 References – 10%

- Responses to reference checks.

ATTACHMENT 1

RFQ #16-03 PROFESSIONAL SERVICES: AIRPORT ENGINEER AND CONSULTANT

Statement of Assurance, Compliance, and Non-Collusion

STATE OF _____)
)
COUNTY OF _____)

_____, being first duly sworn, deposes and says that:

- (1) The undersigned, as Respondent, certifies that every provision of this RFQ and statement of qualification has been read and understood.
- (2) The Respondent hereby provides the following representations and assurances:
 - (a) The Respondent represents that he has familiarized himself with and assumes full responsibility for having familiarized himself with the nature and extent of the Contract Documents, the services to be provided, the locality, local conditions, state, and local laws, ordinances, rules and regulations, as well as all applicable statutes, regulations, executive orders (EOs), Office of Management and Budget (OMB) circulars, terms and conditions, and approved applications which are applicable to the Project and the Work or that may in any manner affect performance of the Work; and
 - (b) The Respondent shall comply with all requirements, stipulations, terms and conditions as stated in the statement of qualification/proposal document; and
 - (c) The Respondent currently complies with all Federal, State, and local laws and regulations regarding employment practices, equal opportunities, industry and safety standards, performance and any other requirements as may be relevant to the requirements of this solicitation; did not participate in the development or drafting specifications, requirements, statement of work, etc. relating to this solicitation; and
 - (d) The Respondent has not colluded with other Respondents possibly interested in this statement of qualification in arriving at or determining prices and conditions to be submitted; and
 - (e) No person associated with Respondent’s firm is an employee of Oconee County. Should Respondent, or Respondent’s firm have any currently existing agreements with the County, Respondent must affirm that said contractual arrangements do not constitute a conflict of interest in this solicitation; and
 - (f) Such agent as indicated below, is officially authorized to represent the company in whose name the statement of qualification is submitted.

(Name of Corporation or Entity)

Date: _____

By: _____
Print Name: _____
Its: _____

CERTIFICATION REGARDING LOBBYING LOWER TIER COVERED TRANSACTIONS

Applicants should review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, "New Restrictions on Lobbying."

LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

In any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

NAME OF APPLICANT

AWARD NUMBER AND/OR PROJECT NAME

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> : Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, <i>if applicable</i> : _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

ATTACHMENT 2

INFORMATION REQUIRED OF PARTY MAKING THE PROPOSAL

THIS SECTION MUST BE FULLY COMPLETED

The party making the Proposal shall furnish all the following information accurately and completely. Failure to comply with this requirement will render the Proposal informal and may cause its rejection. Additional sheets may be attached if necessary. "You" or "Your" as used herein refers to the Party making the Proposal's firm and any of its owners, officers, directors, shareholders, parties or principals. County has discretion to request additional information depending on the Project.

1. Firm name and address: _____

2. Telephone No.: _____

3. Type of Entity: (check one) Individual ____ Partnership ____ Corporation ____
Limited Liability Company ____ Other _____

4. License No. (if any) _____

Class: _____

Name of license holder _____

D-U-N-S Number _____

5. Have you or any of your principals ever been licensed under a different name or different license number? _____ Response must include information pertaining to principals' association outside of the firm.

If yes, give name and license number: _____

6. Names and titles of all principals of the firm:

_____	_____
_____	_____
_____	_____
_____	_____

7. Number of years in the industry: _____

8. Has your firm or any of its principals defaulted so as to cause a loss to a surety? Response must include information pertaining to principals' association outside of the firm. _____ if the answer is "Yes," give dates, names and address of surety and details. _____

9. Have you or any of your principals been assessed damages for any services rendered in the past three (3) years? Response must include information pertaining to principals' association outside of the firm. _____

If yes, explain: _____

10. Have you or any of your principals been in litigation or arbitration or a dispute of any kind on a question or questions relating to services rendered during the past three (3) years? Response must include information pertaining to principals' association outside of the firm. _____

If yes, provide name of public agency and details of the dispute. _____

11. Have you or any of your principals ever failed to complete a contract in the last three (3) years?

Response must include information pertaining to principals' association outside of the firm. _____

If so, give details: _____

12. Do you now or have you ever had any direct or indirect business, financial or other connection with any official, employee or consultant of the County? _____

If so, please elaborate. _____

13. List of References:
Contracts of similar nature within the last three (3) years. Firms may list additional references as part of the Experience section.

(1) Name: _____

Address and Telephone: _____

Contact Person: _____

Type of Contract: _____

Dates of commencement and
Completion of Contract: _____

Contract Amount: _____

(2) Name: _____

Address and Telephone: _____

Contact Person: _____

Type of Contract: _____

Dates of commencement and
Completion of Contract: _____

Contract Amount: _____

(3) Name: _____

Address and Telephone: _____

Contact Person: _____

Type of Contract: _____

Dates of commencement and
Completion of Contract: _____

Contract Amount: _____

14. Where is your nearest office to Oconee County, South Carolina?

15. Name(s) and bios of person(s) who will serve as our primary contact.

Five Year Airport Capital Improvement Plan (ACIP) Projects Summary
 Oconee County Regional Airport (CEU) -- Clemson, South Carolina
 Rwy 7/25 (5,000'x100') Existing: B-II Ultimate: C-II

Updated: 3/30/2016
 Printed: 3/31/2016

Federal Fiscal Year/Total	Project Description	Estimated Total Cost	Total Federal Participation			State Share	Local Share
			Entitlements	Discretionary/State Apportionment			
FY 2016	Mt. Nebo Church Road Relocation & Main Apron Expansion (Design/Bid) Rwy 7 Approach Fee Simple -- Phase III (Property & Relocation)	\$ 495,000	\$ 150,000	\$ 295,500	\$ 24,750	\$ 24,750	
		\$ 227,000	-	\$ 204,300	\$ 11,350	\$ 11,350	
FY 2017	Mt. Nebo Church Road Relocation (Construction) Main Apron Expansion (Construction) New Hangars (Corporate or T-Hangars) (Design + Construction) (100% Local Funding)	\$ 2,125,000	\$ 150,000	\$ 1,762,500	\$ 106,250	\$ 106,250	
		\$ 1,400,000	-	\$ 1,260,000	\$ 70,000	\$ 70,000	
		\$ 1,000,000	-	\$ -	\$ -	\$ 1,000,000	
FY 2018	Airport Layout Plan (ALP) Update PAPI Upgrade (2 Box to 4 Box) Relocate Rot. Beacon & ASOS (w/ New Windsock/Seg. Circle)	\$ 175,000	\$ 150,000	\$ 7,500	\$ 8,750	\$ 8,750	
		\$ 90,000	-	\$ 81,000	\$ 4,500	\$ 4,500	
\$345,000	Runway Extension Justification & Environmental Review Land Acquisition for Rwy 7 Extension	\$ 80,000	-	\$ -	\$ 60,000	\$ 20,000	
		\$ 225,000	\$ 150,000	\$ 52,500	\$ 11,250	\$ 11,250	
FY 2019	Runway Extension Justification & Environmental Review Land Acquisition for Rwy 7 Extension	\$ 225,000	\$ 150,000	\$ 52,500	\$ 11,250	\$ 11,250	
		\$ 950,000	-	\$ 855,000	\$ 47,500	\$ 47,500	
FY 2020	Runway/Taxiway Extension (Design)	\$ 500,000	\$ 150,000	\$ 300,000	\$ 25,000	\$ 25,000	
FY 2021	Relocate/ Realign SC37 & Portion of Mt. Nebo Church Rd. Runway/Taxiway Extension - Phase I (Construction)	\$ 2,000,000	\$ 150,000	\$ 1,800,000	\$ 100,000	\$ 100,000	
		\$ 1,500,000	-	\$ 1,350,000	\$ 75,000	\$ 75,000	
FY 2022	Runway/Taxiway Extension - Phase II (Construction) MALSR Design + Installation	\$ 4,000,000	\$ 150,000	\$ 3,450,000	\$ 200,000	\$ 200,000	
		\$ 750,000	-	\$ 675,000	\$ 37,500	\$ 37,500	
FY 2017 - FY 2022 Total		\$ 14,795,000	\$ 900,000	\$ 11,593,500	\$ 745,750	\$ 1,705,750	