

**Greenville
Downtown
Airport**



**REQUEST FOR PROPOSALS FOR
PROFESSIONAL AIRPORT CIVIL ENGINEERING
CONSULTING SERVICES
for
Runway 1 -19 Runway Safety Area (RSA)
Improvements Project
at Greenville Downtown Airport (GMU)**

Proposal must be received no later than:

July 22, 2022

Please send proposals to the office of:

Greenville Downtown Airport
Attention: Joe Frasher
100 Tower Drive, Unit 2
Greenville, SC 29607

**Request for Qualifications (RFQ) & Request for Proposals (RFP)
for
Professional Airport Civil Engineering Consulting Services for
Runway 1-19 Runway Safety Area (RSA) Improvements Project**

A. Introduction

The Greenville Downtown Airport (GMU) is a public use general aviation (GA) airport located in the City of Greenville, Greenville County, South Carolina (SC). GMU is the busiest GA airport in the state with 76,515 operations in 2021. According to the South Carolina Aeronautics Commission (SCAC), GMU makes important economic and tax contributions to the City of Greenville and surrounding area, and also plays a vital role in the regional transportation system for accommodating GA activity in South Carolina.

GMU opened in 1928 as Greenville Municipal Airport. The Federal Aviation Administration (FAA) National Plan of Integrated Airport Systems (NPIAS) for 2017-2021 categorized it as a national non-primary GA facility. GMU provides business and private aviation travelers convenient access to the City of Greenville. The level of service provided at GMU and the rapid growth of the Greenville area has made GMU the third busiest airport in the state of South Carolina, surpassing multiple commercial airports.

GMU, owned and operated by the Greenville Airport Commission (GAC), serves the GA needs of Greenville County and Upstate South Carolina. GMU is located only three (3) miles east of downtown Greenville, just south of I-385. GMU supports the economic prosperity of the region by providing a safe, convenient, user-friendly and cost competitive air transportation system that connects the City of Greenville with the Eastern United States. The Airport is situated at an elevation of approximately 1,048 feet above mean sea level (MSL) and occupies more than 385 acres. Existing facilities at GMU include: two (2) runways (designated as 1-19 and 10-28); two (2) helipads (designated as H1 and H2); a taxiway system (Taxiways A-G and taxilanes); five (5) aprons (Tower Ramp, South Ramp, Southeast Ramp, West Ramp, and East Ramp); terminal building; hangar facilities (maintenance, conventional, and T-Hangars); fuel farms; maintenance equipment storage facility; Air Traffic Control Tower (ATCT); navigational aids (NAVAIDS); vehicle parking; and associated infrastructure.

In order to continue promoting the economic growth of GMU, meet FAA standards, maintain revenue and improve airside and landside operations, specific opportunities and multiple necessary improvements have been identified in accordance with the 2021 Airport Layout Plan (ALP) update prepared by McFarland-Johnson, Inc. The ALP update was approved and signed by the FAA on February 17, 2022.

GMU's airfield contains two (2) perpendicular runways, Runway 10-28 and Runway 1-19. Runway 10-28 measures approximately 4,000 feet long by 80 feet wide with 25-foot paved shoulders along the majority of its length. Runway 1-19 is the primary

runway and measures approximately 5,393 feet long by 100 feet wide with 25-foot paved shoulders along its entire length. The existing Runway Safety Area (RSA) for Runway 1-19 is approximately 400 feet wide and extends 207 feet past the departure end of Runway 1, 204 feet past the departure end of Runway 19, and does not meet FAA longitudinal standards for both undershoot and overruns.

B. Program Narrative

GAC is requesting Statement of Qualifications (SOQs) from firms to provide professional civil engineering services for design, management, coordination, and preparation of contract documents for the Runway 1-19 RSA Improvements Project at the Greenville Downtown Airport (GMU). This is a combined Qualifications/Proposals solicitation. Firms or individuals with experience in civil engineering projects at general aviation or commercial air service airports involving planning, design, construction support services, and airport construction standards are encouraged to participate.

C. Background

The Greenville Airport Commission routinely executes projects that require long range planning, design, and construction related services. These capital projects may be funded with a combination of Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grants, Airport revenue, and Matching Grants. GAC is seeking firms with comprehensive full-service airport related professional civil engineering capability that includes planning, design, and construction administration experience. Firms must meet minimum qualifications and knowledge requirements. GAC anticipates hiring one firm to provide design-related services. The selection board will follow guidance provided in FAA Advisory Circular (AC) 150/5100-14E, "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects" related to "Contracts for Consultant Services."

D. Project Description

This solicitation consists of providing professional civil engineering and associated design, permitting, bidding, and construction services for the project (see Figure 1 for project depiction). The project includes the conversion of 340 feet of runway into RSA and construction of an additional 260 feet of new RSA and proposed EMAS on the Runway 1 end, within airport property, and the replacement of 340 feet at the Runway 19 end, as well as 600 feet of new RSA and proposed EMAS bed constructed at the Runway 19 end, lowering the profile of Woods Lake Road and neighboring driveways, and tunneling under the proposed Runway 19 end RSA area. The proposed tunnel dimensions will be approximately 735 feet long by 40 feet wide by 16 feet tall (as stated on page 14.3-7 of the South Carolina Roadway Design Manual, February 2021). In conjunction with the RSA improvements, the Taxiway A and B entrances will be reconfigured to the proposed Runway 19 improved threshold location. In addition, the project includes modifying the existing RSA profile to accommodate the

proposed improvements; incidental grading and stormwater drainage; relocation and installation of runway lighting, signage, and NAVAIDS; and relocation of the existing utilities along Woods Lake Road and Piper Lane.

GAC initiated an environmental review process necessary to implement the proposed improvement project at GMU. The Environmental Assessment (EA) has been prepared in compliance with the Federal National Environmental Policy Act (NEPA) with a finding of no significant impact. The final EA document can be accessed at: <https://www.greenvilledowntownairport.com/environmental-assessment>.

E. Project Funding

The project will be funded by a Federal Aviation Administration (FAA) grant as part of the Airport Improvement Program (AIP) and the South Carolina Aeronautics Commission (SCAC) matching grant. The design shall be in accordance with FAA Advisory Circulars, AIP Required Contract Provisions, and other applicable federal, state, and local requirements.

F. Scope of Services

Specific project requirements and design features for the project will be developed, in collaboration with project stakeholders, as part of the design process. GAC anticipates the broader scope of services to include, but not be limited to the general areas of professional services listed below:

Design Report – The consultant shall review and coordinate the project parameters with stakeholders and generate baseline design requirements. A Basis of Design Report shall be prepared summarizing the project requirements, operation and maintenance issues, design objectives, engineering design criteria, site improvements, regulatory requirements, proposed alternatives, building materials, constructability, and budgetary cost estimates. The Basis of Design Report shall include a Life Cycle Cost Analysis for the preferred alternative.

Schematic Design – Upon approval of the Basis of Design, the consultant shall be directed to generate a schematic design. The schematic design will be the basis for design development and preparation of construction documents. The consultant shall generate schematic design improvement plans, a preliminary construction cost estimate, and an assessment of constructability.

Design Development / Contract Documents – The consultant shall perform field verification, design development, generate specifications, submittal, inspection and testing requirements, final construction and contract documents, preliminary and final opinion of construction cost, Construction Safety and Phasing Plan (CSPP), and a project schedule. The CSPP should also address the necessary interface between ongoing airport operations, necessary shut downs, construction working hours, security, and construction access concerns. Periodic technical reviews, stakeholder

coordination, presentations, and a pre-bid meeting will be required. Final documents shall be issued for permits, Engineers Design Report, and construction bidding, including addenda.

Construction Support / Project Close Out – The consultant shall provide bid evaluation services and assist in the permit process, submittal review, request for information (RFI) responses, contract administration, construction observation, facility commissioning, acceptance, Final Engineers Report, record drawings, and project close out.

G. Tasks – Scope of Services

The scope of services is broken down into the following tasks:

1. Review of existing information
2. Surveying and mapping services
3. Geotechnical investigation
4. Electrical work
5. Drainage design
6. Design services to complete 100% level plans, specifications & estimates (PS&E)
 - 50% level PS&E
 - 100% level PS&E
7. Permits – State, federal, and locally applicable; identification, preparation of permit application, and securing permit / authorization
8. Construction support, including services related to design oversight during construction phase
9. As-built records / project close out

H. Minimum Qualifications

To meet minimum qualifications, participating firms or individuals must demonstrate the following distinguishing experience as, and knowledge of, but not limited to, the following:

1. Registration as a State of South Carolina licensed civil engineer
2. Pertinent FAA Advisory Circulars
3. FAA regulations, policies & procedures for construction on airports
4. Project programming and scoping
5. Design and construction documents preparation
6. Cost estimating
7. Constructability reviews

I. Criteria for Consultant Selection

Selection Criteria

Respondents should address each of the evaluation criteria listed below and provide specific examples of projects they have undertaken that demonstrate their qualifications:

(25%) Approach to the Project: Provide a narrative or other form to explain consultant's proposed approach and understanding of the proposed project.

(20%) Experience: Each firm will be evaluated based on its overall experience providing consulting services for the project to include Project Manager experience relevant to this type of work, size of airport, type of airport and regional construction trends. Evaluation of experience will include the following:

Resume (two pages maximum) of the proposed members of the program and design team who will be committed to the project, including any sub-consultants. Resumes must include a description of the person's qualifications, years of experience, professional licensing, and experience with similar airport projects.

Firm's experience in the planning and design of airport projects. Provide at least three but no more than five specific examples of similar projects and all applicable contact information and references, including owner, contractor, and other parties.

(15%) Quality Assurance: Drafting, design, and quality assurance procedures for checking and coordinating drawings, details and specifications between civil and other related disciplines and other documents and reports as required.

(15%) FAA, State & Local Experience: Working relationship with federal, state, and local agencies such as the FAA Atlanta Airports District Office. Understanding of FAA, state, and local regulations related to planning, design, and construction processes for airport projects.

(10%) Schedule and Budget Constraints: Identify firm's ability to undertake and complete the project in a timely manner. Provide staffing capabilities for dedication to the project. Ability to readily be on-site at the Airport within a short period of time to meet with staff without unreasonable cost impacts.

(10%) Familiarity: Provide a narrative describing your familiarity with GMU.

(5%) Legal Issues: Are any lawsuits; federal, state or local tax liens; or any potential claims or liabilities pending against you, your firm, or other officers of the firm? Has your legal representative ever been suspended or disbarred? If yes, please explain.

J. Administrative Procedures

1. The selection board will follow guidance provided in FAA AC 150/5100-14E, "Architectural, Engineering and Planning Consultant Services for Airport Grant Projects" related to "Contracts for Consultant Services."
2. GAC will issue the RFQ/RFP document to all interested proposers. The contents of the RFQ/RFP document will include a detailed description of the project, scope of services, and selection criteria. No cost information shall be requested and cost information shall be provided at this stage.
3. Selection Process – A selection board will evaluate all timely submissions that meet the minimum qualifications as outlined in this RFQ/RFP solicitation. The process is a qualifications-based selection using the information contained in the Statement of Qualifications (SOQ). The selection board will use numerical rating factors in accordance with the selection criteria as stated in the RFQ/RFP solicitation document. The selection board will prepare a pre-selection list ("short list") of the best qualified consultants.
 - Detailed information on the qualifications and performance data of each of the consultants on the "short list" will be obtained by contacting former clients and other references provided in the SOQs.
 - If an interview process is deemed necessary, then the top three to five firms may be invited to make a presentation before the selection board.
 - The consultants on the "short list" will be ranked based on their qualifications, submissions, reference checks, and presentation (if requested) using the criteria for consultant selection.
 - The first-ranked firm will be invited to negotiate a scope of work and fee for the project. GAC will ask the first-ranked consultant to prepare and submit a detailed project proposal along with a cost proposal and draft contract agreement. GAC will also solicit the Independent Fee Estimate (IFE). GAC will negotiate a detailed contract agreement with the first-ranked consultant. If an agreement is not reached for the project with the selected firm, then that firm will be disqualified. Scope of work and fee negotiations will then proceed with the next ranked firm or firms until an agreement is reached. GAC reserves the right to terminate the selection process and/or readvertise for consulting services at any time in this process.

K. General Requirements / Conditions

1. Nondiscrimination – GAC hereby notifies all interested firms that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against regarding the award and performance of any contract on the

basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, and status as a disabled veteran, veteran of the Vietnam era, or other protected veteran.

2. Civil Rights: Title VI Solicitation Notice – GAC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. Sections 2000d to 2000d-4), and other pertinent Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered pursuant to this advertisement will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. Disadvantaged business enterprises (DBEs) will be afforded full and fair opportunity to submit bids in response to this invitation.
3. DBE Participation – DBEs will be afforded full opportunity to submit SOQs in response to this invitation. In addition, a bidder who intends to subcontract a portion of the work shall affirmatively seek out DBEs that are subcontractors, suppliers, or consultants, and actively solicit their interest, capability, and prices. GAC encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

This contract will be funded in part by a grant from the FAA. Therefore, the requirements of Title 49 CFR Part 26, Participation by DBEs in Department of Transportation Programs, applies to this contract. **The DBE goal for this project is 4.75%.**

4. Prospective firms are advised that the solicitation or evaluation of the interested consultants incurs no obligation or commitments. GAC reserves the right to waive or modify any part of this RFQ/RFP process, without penalty, at their sole discretion. GAC reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of each respective SOQ received.
5. GAC reserves the right to define and/or redefine tasks and select for negotiation the best qualified firm as it sees fit.
6. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a "level playing field" for all potential firms and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

L. Submittal Requirements

All firms or individuals interested in responding to this RFQ/RFP shall do so by submitting three (3) bound copies, along with one (1) thumb drive with files in PDF format, of their Statement of Qualifications / Proposals by **July 22, 2022**, to:

Greenville Downtown Airport
Attention: Joe Frasher
100 Tower Drive, Unit 2
Greenville, SC 29607

Phone: 864-242-4777

No cost information shall be provided. Proposals shall be single-sided, no longer than 50 pages, and must identify point of contact person for questions, clarifications, and meeting any requests submitted by the selection board. Cover, cover letter, and tabs/dividers will not be included in the page count.

Please direct all inquiries regarding this solicitation to Joe Frasher, Airport Director, at 864-242-4777 or joe@greenvilledowntownairport.com.

In the event your firm desires additional information, GAC will endeavor to provide such information; however, GAC will not be responsible for any delay resulting in the respondent's inability to meet the deadline for submission of the SOQ. In addition, GAC will not be responsible for consultants' costs associated with preparation or submittal of the SOQ or the selection process.

M. Schedule – Tentative

Release RFQ/RFP date:	June 23, 2022
Deadline for Questions:	July 13, 2022
SOQ / Proposals due date:	July 22, 2022
Staff review of submittals date:	July 25-29, 2022
Consultant interviews (if conducted)	August 8-12, 2022
Staff selection of consultant:	August 1 or 15, 2022

N. Attachments

Figure 1 – Project Description

O. Website Link

You can access the **Final Environment Assessment (EA), Finding of No Significant Impact (FONSI)**, and current **Airport Layout Plan (ALP)** at:

<https://www.greenvilledowntownairport.com/environmental-assessment>

Figure 1

