

REQUEST FOR QUALIFICATIONS

AIRPORT PLANNING / ENGINEERING SERVICES FOR SALUDA COUNTY AIRPORT

A Multi-Year Improvement Program to provide pre-applications and applications for Federal and State assistance, planning/environmental and administrative services, preliminary and final engineering designs, including preparation of construction plans, specifications, and contact documents; and provide construction inspection and quality control testing services for airport improvements for the next five years. These projects include (but are not limited to):

1. FBO/Terminal building apron rehab and taxiway rehab design and construction
2. Obstruction survey and removal
3. Airfield lighting design and construction
4. Runway rehab design and construction
5. T-hangar design and construction

INSTRUCTIONS

QUALIFICATIONS STATEMENTS SHOULD PROVIDE THE FOLLOWING INFORMATION:

- Name of firm.
- Location of offices.
- List of references including name, address, telephone number, and a brief description of previous projects.
- List of other airports or similar jobs (including those which involve South Carolina Aeronautics Commission, AIP funds, and DBE Plan preparation).
- Names and qualifications of persons who will specifically work on this project.
- Provide EEO Policy of firm.
- This is NOT a request for a priced proposal.

STATEMENTS MUST BE SUBMITTED BY 3:00 PM ON TUESDAY, MAY 26, 2026.

STATEMENTS MUST BE SUBMITTED TO:

Penny Clary – Finance Specialist
Saluda County Administration
400 W Highland St
Saluda, SC 29138

Statements (five copies) must be sealed, delivered via mail or in person, and marked "CONSULTING AIRPORT PLANNING/ENGINEERING SERVICES QUALIFICATIONS" on the outside of the envelope. Statements must be complete and include information requested in these instructions.

NOTICE INVITING STATEMENTS OF QUALIFICATIONS

Saluda County is requesting Statements of Qualifications from interested and qualified Aviation Consultants for the engineering and planning services required for airport improvements for the next five years for the Saluda County Airport, 180 Saluda Airport Road, Saluda, South Carolina.

PURPOSE:

The purpose of this Request for Qualifications is to obtain expert professional, technical, and advisory services for airport improvements during this five year period. Services may include planning, design, and construction administration services for airside and landside improvements, as well as the preparation of pre-applications and applications for federal/state assistance, planning and administrative services, preliminary and final designs including preparation of construction plans, specifications, and contract documents, and construction inspection and quality control testing services for improvement projects at the airport. Such improvements may include (but are not limited to):

1. FBO/Terminal building apron and taxiway rehab design and construction
2. Obstruction survey and removal
3. Airfield lighting design and construction
4. Runway rehab design and construction
5. T-hangar design and construction

Consultant services will be provided with close interaction with the Airport Commission, Airport Management, and County Staff, as a technical resource, under the direction of the County Director.

REQUIREMENTS/AGREEMENTS:

The successful proposer will be required to enter into an agreement with Saluda County which will be reviewed by the South Carolina Aeronautics Commission and the Federal Aviation Administration.

PROPOSAL CONTENT AND EVALUATION:

Five (5) copies of your statement must be received by 3:00 PM, Tuesday, May 26, 2026. The statements must be addressed to:

Penny Clary / Finance Specialist
Saluda County Administration
400 West Highland Street
Saluda, SC 29138

Within no more than twenty five (25) pages (including the cover letter), include in your proposal the following specific items that will assist in the evaluation of all proposals:

1. Corporate Qualifications

- a. Brief history of 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 Projects

- a. On-time/in-budget performance on projects.
- b. At least three (3) airport references with telephone numbers.

3. Sub-consultants (if used)

- a. Provide a listing of all sub-consultants which are proposed to be a part of the team. Include responsibilities and qualifications for each sub-consultant.

4. Present work load

- a. Key staff assignments through project period.
- b. Commitments -vs. - resources of office to do work.

5. EEO policy of the firm.

6. Supplemental information which you feel is important for us to consider your firm.

DO NOT INCLUDE A PRICED PROPOSAL.

Offerors must clearly mark as "Confidential" each part of their statements, which they consider to be proprietary or personal information under Code Section 30-4-40 et seq. of the South Carolina Code of Laws 1976, as amended (Freedom of Information Act). If any part is designated as "Confidential", there must be attached to that part an explanation of how this information fits within one or more categories considered exempt under the Freedom of Information Act. Saluda County reserves the right to determine whether this information should be exempt from disclosure, within its interpretation of the South Carolina Freedom of Information Act.

INQUIRIES:

Questions that arise shall be submitted in writing to:

Jill L. Warren / Grants Coordinator
Saluda County Airport
175 Public Safety Dr
Saluda SC 29138
j.warren@saludacounty.sc.gov
864-445-2529 ext 3

Questions and answers may be provided to others receiving this request.

INCURRING COSTS:

Saluda County is not liable for any cost incurred by the Consultant in the preparation or presentation of 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 this matter, without obligation to Saluda County. This request for qualifications does not commit Saluda County to award a contract or to procure or contract for the services. Saluda County reserves the right to reject, in whole or in part, any and all submissions, to negotiate with any or all responsible and responsive offerors, and in its sole discretion, to determine the responsiveness of qualifications. Qualifications which do not meet the mandatory requirements, will be considered non-compliant and rejected if it is in the best interest of the county to do so.

SELECTION AND EVALUATION:

The Saluda County Airport Commission (selection committee) will evaluate the submittals received. The Selection Committee will review all requests, evaluate required criteria, select a Consultant and enter into negotiations with the number one ranked firm, or select a short list for interviews, then complete the process.

Each of the 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 to do the work, and by references.

STATEMENT OF INTEREST AND QUALIFICATIONS:

Each submittal from a qualified Consultant received in response to this request will be judged as a demonstration of the Consultant's capabilities and qualifications. Only those Consultants who supply complete information as required by this request will be considered for evaluation. The factors used to determine this will be:

1. An understanding of the requirements of this request demonstrated by the organization, clarity, and completeness of the submittal.
2. The past performance record and qualifications of the firm and the individuals who will do the work, verifiable through references and resumes.
3. The 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. Having the necessary airport experience, organization, technical and managerial staff, and the facilities to carry out this work. (30%)
2. Having an adequate past record of performance on similar airport projects, verifiable through references. (25%)
3. Having familiarity with Saluda County Airport and the surrounding area. (15%)
4. Having the financial and personnel resources for the performance of the Contract, or the ability to obtain such resources. (15%)
5. Being an Equal Opportunity Employer and being otherwise qualified by law to enter into a contract such as this. (5%)
6. The Consultant's proximity to Saluda County Airport. (10%)

SELECTION:

The final recommendation for selection will be made following the review and ranking by Saluda County of the submittals. After selection of a Consultant, a contract will be prepared based on a negotiated Scope of Services and final cost.

CONTRACT REQUIREMENTS:

The successful Consultant will be required to complete a Service Contract, which will incorporate the submittal and work schedule as a part of the Contract. In addition, it will be necessary for the successful Consultant to be covered by Workers' Compensation insurance which will extend to the work done within the State of South Carolina.

Disadvantaged Business Enterprise (DBE) goals will be established for selected contracted tasks. Saluda County will require a list of DBE's, their responsibilities and qualifications, and dollar value of their participation at the time specific projects are identified and the Contract is being negotiated.

The DBE firms must be able to be certified to the satisfaction of the Federal Aviation Administration and South Carolina Aeronautics Commission.