

## **RFQ 2025-005 Airport Consultant**

### **PROFESSIONAL AIRPORT ENGINEERING AND PLANNING SERVICES FOR Hampton County Airport Hampton County, South Carolina**

Hampton County is requesting Statements of Qualifications from interested and qualified aviation consulting firms for engineering, planning, and subcontracted special services. The services may include, but are not limited to, the design, bidding, and construction phases of terminals and site work, runway overlays, taxiways, aircraft aprons, airfield lighting, NAVAIDs, instrument landing systems, hangars, and other projects as determined by Hampton County. The services may also include assisting with land acquisition, obstruction removal, master planning, feasibility studies, miscellaneous planning, and other planning and environmental projects as determined by the county of Hampton. These services may also include subcontracted special services, such as surveying, geotechnical, environmental, resident project representative, and quality assurance testing. **Hampton County is interested in evaluating firms having experience with rural county airports.**

#### **PURPOSE**

The purpose of this Request for Qualifications (RFQ) is to obtain information about aviation consulting firms interested in providing expert professional, technical, and advisory services at the discretion of Hampton County for anticipated engineering and planning services listed in the above paragraph. Services will be for a period not to exceed five (5) years. The information obtained will be utilized by Hampton County to evaluate each interested firm by utilizing the criteria outlined in this Request for Qualifications.

#### **REQUIREMENT/SCOPE**

To be considered for selection, the aviation consulting firm shall be qualified and capable of providing at a minimum the following services for the proposed projects:

1. Airport planning, engineering, environmental analysis, land acquisition assistance, preliminary design, final design, estimating, bidding, and construction administration services.
2. Subcontracted special services, such as surveying, geotechnical, environmental, resident project representative, and quality assurance testing.
3. Assist in preparation of funding grant applications and grant reimbursement requests for the South Carolina Aeronautics Commission (SCAC) and/or the Federal Aviation Administration (FAA) and develop justification to document the need for federal and state funds. Demonstrated assistance in project funding is required.
4. Provide technical assistance and advice to the activities identified above as required.

#### **PROPOSAL FORMAT**

To facilitate review of your Statement of Qualifications by Hampton County. It is requested that your submission conform to the following format.

1. **Cover Sheet:** List project title (Airport engineering, Planning and Subcontracted Special Services), the name of your firm, and the name, address, and telephone number of a contact person for questions concerning the Statement submitted.
2. **Experience of the Firm:** Provide a narrative of your firm's prior experience and qualifications in airport engineering, planning, and construction work for similar projects performed by your firm, and the number of years your firm has been in business. Provide a list of similar airport projects involving federal and state funding completed within the last five (5) years by your firm. Also, please reference the experience of firm personnel, while working for the submitting firm, with FAA and SCAC regulations and procedures.
3. **Project Team:** Provide a list of the project team members (including the office location where they currently work) 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 with respect to projects performed with your firm and how long each person has worked for your firm.
4. **References:** Provide the name, address, and telephone number of at least three (3) references familiar with the quality of work done by your firm on similar projects. ***Hampton County is interested in evaluating firms having experience with rural community airports.***
5. **Other Supporting Data:** Include any other information you feel to be relevant to the selections of your firm. The entire Qualifications Statement must not exceed twenty-five (25) pages. Sustainable operations experience and projects for rural community airports should be included here.

#### **CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS**

A qualification-based selection process will be utilized to select the most qualified firm. Fee information will not be considered in the selection process and must not be submitted with the statement of qualifications. Criteria to be used in screening and ranking of the Statement of Qualification 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 airport planning, land acquisition, airfield design, and construction administration for similar projects, as outlined in this RFQ. ***Hampton County is interested in evaluating firms having experience with rural community 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) including the location of their office, and how long each person has been with your firm. Preference shall be given to project teams with specific experience on similar projects, and familiarity with the Airports in the region, and proposed projects, as outlined in this RFQ.
3. **Experience working with SCAC and FAA Regulations and Procedures:** Preference shall be given to project team personnel (especially the project manager) and the firm with a demonstrated working relationship with SCAC and FAA and possess a thorough understanding of FAA rules and regulations regarding design and development of airports similar to the Hampton County Airport.
4. **Response Capability/Project Understanding:** Preference shall be afforded to those firms which in the opinion of Hampton County 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.

5. **Sustainable Airport Design and Operation:** Preference will be given to the Firm that can demonstrate experience and creativity in providing airport design and operations that support sustainable operations.

#### **SELECTION OF THE AVIATION CONSULTING FIRM**

It is the intent of Hampton County to review the Statement of Qualifications submitted and select, based on the criteria requirements contained in this RFQ, a Number 1 ranked firm.

With respect to this RFQ, contact with any members of Hampton County selection committee and members of Hampton County staff, other than the Contact Person specified in this RFQ, by any of the proposing Aviation Consulting Firms during the evaluation period is strictly prohibited and will result in that aviation consulting firm being eliminated from consideration.

#### **CONTRACT**

After all the Statements of Qualifications have been screened and ranked by Hampton County, the Number 1 ranked firm will be invited to negotiate a Master Contract with Hampton County for a period not to exceed five (5) years.

For each project performed under the Master Contract, a detailed scope of work will be developed and agreed to by the aviation consulting firm and Hampton County. This detailed scope of work and associated fee will be developed into a work authorization and included as an attachment to the Master Contract. The Master Contract may be cancelled by either party for any reason at any time.

#### **SUBMISSION OF QUALIFICATIONS STATEMENT**

Qualifications Statement must be submitted in writing **no later than October 17, 2025, at 12:00 PM** to:

**RFQ2025-005/Airport Consultant**  
Name: Christopher Inglese  
Deputy County Administrator  
Address: Hampton County Building & Planning Dept.  
201 Jackson Ave. W  
Hampton, SC 29924  
Tel: (803) 914-2129  
[cinglese@hamptoncountysc.org](mailto:cinglese@hamptoncountysc.org)

One (1) original, three (3) copies and an electronic copy of the Qualifications Statement are required.

## **CONTACT PERSON**

All questions must be directed in writing **no later than October 3, 2025, at 12:00PM** to:

### **RFQ2025-005/Airport Consultant**

Name: Christopher Inglese  
Deputy County Administrator  
Address: Hampton County Building & Planning Dept.  
201 Jackson Ave. W  
Hampton, SC 29924  
Tel: (803) 914-2129  
[cinglese@hamptoncountysc.org](mailto:cinglese@hamptoncountysc.org)

## **SPECIFIC TERMS AND CONDITIONS**

1. **COMPETITION:** This solicitation is intended to promote full and open competition. If any language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested vendor to notify Christopher Inglese [cinglese@hamptoncountysc.org](mailto:cinglese@hamptoncountysc.org) in writing no later than five (5) business days prior to the scheduled due date and time.
2. **RESPONDANTS QUALIFICATION:** The County reserves the right to request satisfactory evidence of their ability to furnish services in accordance with the terms and conditions listed herein. The County reserves the right to make the final determination as to the Firm's ability to provide said services.
3. **RESPONSE WITHDRAWAL:** Any responses may be withdrawn prior to the established closing date and time, but not thereafter with proper approval from the County.
4. **REJECTION:** Hampton County reserves the right to reject any and all proposals, to cancel or withdraw this solicitation, and to waive any technicality if deemed to be in the best interest of the County.
5. **WAIVER:** The County reserves the right to waive any Instruction to Offerors, General or Special Provisions, General or Special Conditions, or specifications deviation if deemed to be in the best interest of the County.

6. RESPONSE PERIOD: All responses shall be good for a minimum period of 60 calendar days.
7. DEVIATIONS FROM SPECIFICATIONS: Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful offeror will be held responsible, therefore. Deviations must be explained in detail on separate attached sheet(s). The listing of deviations, if any, is required but will not be construed as waiving any requirements of the specifications. Unidentified deviations found during the evaluation of the response may be cause for rejection.
8. AMENDMENTS: All amendments to and interpretations of this solicitation shall be in writing and issued by Hampton County.
9. DEBARMENT: By submitting a qualification package, the Offeror is certifying that they are not currently debarred from responding to any Request for Qualifications by any agency or subdivision of the State of South Carolina, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency or subdivision of the State of South Carolina.
10. DEFAULT: In case of default by the Offeror, the County reserves the right to purchase any or all items in default in the open market, charging the Offeror with any excessive costs. Should such charge be assessed, no subsequent solicitation response of the defaulting Offeror will be considered in future RFQ's until the assessed charge has been satisfied.
11. HOLD HARMLESS: All respondents to this RFQ shall indemnify and hold harmless Hampton County Government and any of their officers and employees from all suits and claims alleged to be a result of this Request for Qualifications. The issuance of this Request for Qualifications constitutes only an invitation to present a proposal. Hampton County reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this Request for Qualifications. Hampton County also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule.
12. CANCELLATION: If this Request for Qualifications is withdrawn or the project canceled for any reason, Hampton County shall have no liability to any respondent for any costs or expenses incurred in connection with this Request for Qualifications or otherwise.
13. HAMPTON COUNTY PURCHASING ORDINANCE: The Request for Qualifications is subject to the provisions of the Hampton County Purchasing Ordinance and any revisions thereto, which are hereby incorporated into this RFQ in their entirety except as amended or superseded within.

14. FAILURE TO SUBMIT ALL MANDATORY FORMS: Failure to submit all the mandatory forms from this request shall be just cause for the rejection of the qualification package. However, Hampton County reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a proposal as non-responsive.

15. CONTRACT AWARD:

This solicitation and submitted documents, when properly accepted by Hampton County through a fully executed contract, shall constitute an equally binding agreement between the successful Offeror and the County.

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting agreement. The County shall not be legally bound by any amendment or interpretation that is not fully executed by both parties in writing.

The successful Offeror shall be required to execute a formal agreement with the County within ten (10) business days after issuance of the Notice of Award.

16. CONTRACT ADMINISTRATION: Questions or problems arising after award of an agreement shall be directed to the County by calling 803-914-2108. Copies of all correspondence concerning this solicitation or resulting agreement shall be sent to:

Hampton County Administration  
Attn. Lavar Youmans  
200 Jackson Avenue East  
Hampton, SC 29924

#### GENERAL CONTRACTUAL REQUIREMENTS

1. ABANDONMENT OR DELAY: If the work to be done under this contract shall be abandoned or delayed by the Offeror, or if at any time the County shall be of the opinion and shall so certify in writing that work has been abandoned or delayed by the Offeror, the County may annul the contract or any part thereof if the Offeror fails to resolve the matter within thirty (30) days of written notice.
2. OFFEROR'S COOPERATION: The Offeror shall maintain regular communication with the Project Manager and shall actively cooperate in all matters pertaining to this contract.
3. RESPONSIBILITY: The Offeror shall at all times observe and comply with all federal, state, local and municipal laws, ordinances, rules, and regulations in any manner affecting the

contract.

4. INDEMNIFICATION: Except for expenses or liabilities arising from the negligence of the County, the Offeror hereby expressly agrees to indemnify and hold the County harmless against any and all expenses and liabilities arising out of the performance or default of any resulting agreement or arising from or related to the Work as follows:

Offeror expressly agrees to the extent that there is a causal relationship between its negligence, action or inaction, or the negligence, action or inaction of any of its employees or any person, firm, or corporation directly or indirectly employed by the Offeror, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the County and its employees or by any member of the public, to indemnify and save the County and its employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of any resulting agreement or arising from or related to the equipment. Such costs are to include defense, settlement, and reasonable attorneys' fees incurred by the County and its employees. This promise to indemnify shall include bodily injuries or death occurring to Offeror's employees and any person, directly or indirectly employed by Offeror (including without limitation any employee of any subcontractor), the County's employees, the employees of any other independent contractor, or occurring to any member of the public. When the County submits notice, Offeror shall promptly defend any aforementioned action.

5. The prescribed limits of insurance set forth herein shall not limit the extent of the Offeror's responsibility under this Section. The terms and conditions contained in this Section shall survive the termination of any resulting agreement or the suspension of the Work hereunder. Additionally, the County will not provide indemnity to the successful OFFEROR. Failure to comply with this section may result in your Request for Qualification to be deemed non-responsive.
6. FORCE MAJEURE: The Offeror shall not be liable for any excess costs if the failure to perform the resulting agreement arises out of causes beyond the control and without fault or negligence of the Offeror. Such causes may include but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor.
7. ARBITRATION: Under no circumstances and with no exception will Hampton County act as arbitrator between the Offeror and any subcontractor.
8. PUBLICITY RELEASES: Offeror agrees not to refer to award of this contract in commercial

advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the County. The Offeror shall not have the right to include the County's name in its published list of customers without prior approval of the County Administrator. With regard to news releases, only the name of the County, type and duration of any resulting agreement may be used and then only with prior approval of the County. The Offeror also agrees not to publish, or cite in any form, any comments or quotes from the County's staff unless it is a direct quote from the County Council Chairman.

9. **GOVERNING LAWS:** Any agreement arising from this solicitation shall be governed by the laws of the State of South Carolina and any and all disputes arising out of said agreement shall, if litigation is necessary, be litigated only in a Circuit Court for the Fourteenth Judicial Circuit sitting in Hampton County, South Carolina. The prevailing party shall be entitled to attorney's fees and all costs of said litigation.
10. **ASSIGNMENT:** The Offeror shall not assign in whole or in part any agreement resulting from this Request for Qualifications without the prior written consent of the County. The Offeror shall not assign any money due or to become due to him under said agreement without the prior written consent of the County.
11. **AFFIRMATIVE ACTION:** The successful Offeror 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.
12. **FAILURE TO DELIVER GOODS IN ACCORDANCE WITH TERMS & CONDITIONS:** In case of failure to deliver goods in accordance with the contract terms and conditions, Hampton County, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Hampton County may have.
13. **TERMINATION OF CONTRACT**

Subject to the Provisions below, the contract may be terminated by the County providing a thirty (30) days advance notice in writing is given to the offeror.

  - a. **Termination for Convenience:** In the event that this contract is terminated or canceled upon request and for the convenience of the County without the required thirty (30) days advance written notice, then the County shall negotiate reasonable termination costs, if applicable.
  - b. **Termination for Cause:** Termination by the County for cause, default, or negligence on the part of the offeror shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default provision in this Request for Qualifications shall apply.



- c. The County shall be obligated to reimburse the Offeror only for those services rendered prior to the date of notice of termination, less any liquidation damages that may be assessed for non-performance.

Non-Appropriations Clause: Notwithstanding any other provisions of the contract, if the funds anticipated for the continued fulfillment of a final contract are at any time not forthcoming, through the failure of the County Government to appropriate funds, discontinuance or material alteration of the program under which funds were provided, the County shall have the right to terminate the contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding. Unless otherwise agreed to by the County and the Offeror, the contract shall become null and void on the last day of the fiscal year for which appropriations were received.

14. BONDS: Payment and Performance Bonds are not required for this request for qualifications.
15. OWNERSHIP OF MATERIAL: Ownership of all data, material, and documentation originated and prepared for the County pursuant to this contract shall belong exclusively to the County.
16. INSURANCE: Hampton County will require the following to remain in force through the life of the contract unless modified by the County during contract negotiations:

Professional Liability Insurance – Minimum \$1,000,000.00 - Proof of in force insurance should be provided in the response to the RFQ.

Other insurances:

Workers' Compensation, if required - \$100,000 – each accident

Statutory Coverage and Employer's, if required –

Comprehensive General Liability - \$1,000,000 – bodily injury each occurrence

\$1,000,000 – bodily injury aggregate

\$1,000,000 – property damage each occurrence

\$1,000,000 – property damage aggregate

Products – Completed Operations - \$1,000,000 – aggregate

Business Auto Liability – Same as Comprehensive General

Liability Excess or Umbrella Liability - \$1,000,000

Hampton County will be named as an "additional insured" party.

**RFQ: 2025-05**  
**ADDENDA ACKNOWLEDGMENT**

The proposer has examined and carefully studied the Request for Qualification and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. \_\_\_\_\_

Addendum No \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative/Title (Print)

**The proposer must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor’s receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner’s requirements or pricing.**

**RFQ: 2025-05**  
**INDEMNIFICATION**

The proposer will indemnify and hold harmless the Owner, Hampton County and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from the performance of the Work provided that any such claims, damages, loss, or expense is attributable to bodily injury, sickness, disease or death, injury to or destruction of tangible property, including the loss of use resulting there from, and is caused by any negligent or willful act or omission of the Proposer, and anyone directly or indirectly employed by him/her or anyone for whose acts any of them may be liable.

In any and all claims against the Owner, Hampton County, or any of their agents and/or employees by an employee of the Proposer, and anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way to the amount or type of damages, compensation or benefits payable by or for the Proposer under the Worker's Compensation Acts, Disability Benefit Acts, or other employee benefit acts. The obligation of the Proposer under this paragraph shall not extend to the liability of Hampton County or its agents and / or employees arising out of the reports, surveys, Change Orders, designs or Technical Specifications.

FIRM: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

**RFQ: 2025-05**  
**CERTIFICATE OF FAMILIARITY**

The undersigned, having fully familiarized him/her with the information contained within this entire solicitation and applicable amendments, submits the attached response, and other applicable information to the County, which I verify to be true and correct to the best of my knowledge. I further certify that this response is made without prior understanding, agreement, or connection with any corporation, Offeror or person submitting a response for the same materials, supplies or equipment, and is in all respects, fair and without collusion or fraud. I agree to abide by all conditions set forth in this solicitation and certify that I have signature authority to bind the company listed herein.

|                        |
|------------------------|
| <b>MAILING ADDRESS</b> |
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Mailing Address

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Printed Name

---

City, State, Zip

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Title

---

Date

---

Phone number/Fax number

|                           |
|---------------------------|
| <b>REMITTANCE ADDRESS</b> |
|---------------------------|

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Company Name

---

Authorized Signature

---

Address

---

Email Address

---

City, State, Zip

---

Phone Number

---

Federal Tax ID Number

---

SC Sales Tax Number

**RFQ: 2025-05**  
**MINORITY BUSINESS CERTIFICATE**

Are you a minority business?

- ▶ Yes (Woman-owned \_\_\_\_\_ / \_\_\_\_\_ Disadvantaged)  
If yes, please submit a copy of your certificate with your response.
- ▶ No \_\_\_\_\_

|                        |
|------------------------|
| <b>MAILING ADDRESS</b> |
|------------------------|

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number/Fax Number

|                           |
|---------------------------|
| <b>REMITTANCE ADDRESS</b> |
|---------------------------|

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Federal Tax ID Number

\_\_\_\_\_  
SC Sales Tax Number

**RFQ: 2025-05**

**DEBARMENT**

The proposer is certifying that they are not currently debarred from responding to any request for qualifications by any agency or subdivision of the State of South Carolina or the United States Federal Government, nor are they an agent of any person or entity that is currently debarred from submitting qualifications on contracts by any agency or subdivision of the State of South Carolina or the United States Federal Government.

SAM's No. \_\_\_\_\_

Cage Code. \_\_\_\_\_

DUN's No. \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative/Title (Print)

|                                                  |                                |
|--------------------------------------------------|--------------------------------|
| <b>PROJECT DESCRIPTION</b><br>Airport Consultant | <b>DATE</b>                    |
| <b>PROPOSING FIRM</b>                            | <b>PROJECT NO:</b><br>2025-005 |

| Non-Responsive | Low | Medium-Low | Average | Medium-High | High | Criteria                                                                                                   | Total Score | Comments |
|----------------|-----|------------|---------|-------------|------|------------------------------------------------------------------------------------------------------------|-------------|----------|
| 0              | 1   | 2          | 3       | 4           | 5    | Responsiveness to this Request for Qualifications.                                                         |             |          |
| 0              | 1   | 2          | 3       | 4           | 5    | Qualifications and experience of firm and project staff, and their appropriate allocation to this project. |             |          |
| 0              | 1   | 2          | 3       | 4           | 5    | Innovative concepts, ideas, and techniques for site development.                                           |             |          |
| 0              | 1   | 2          | 3       | 4           | 5    | Experience with Engineering, grants, Master planning, and design.                                          |             |          |
| 0              | 1   | 2          | 3       | 4           | 5    | Familiarity with Hampton County and/or prior successful work in the county or region.                      |             |          |
| 0              | 1   | 2          | 3       | 4           | 5    | References.                                                                                                |             |          |
|                |     |            |         |             |      |                                                                                                            |             |          |
| <b>Total</b>   |     |            |         |             |      |                                                                                                            |             |          |
| <b>Notes:</b>  |     |            |         |             |      |                                                                                                            |             |          |

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**Evaluation Committee Member Signature**