

**GREENVILLE-SPARTANBURG AIRPORT DISTRICT
REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL PLANNING, DESIGN AND CONSULTING SERVICES
COMBINED PUBLIC PARKING GARAGE AND CONRAC PROJECT**

Issue Date: March 28, 2017

**Pre-Submittal Question
Deadline:** April 13, 2017; @ 5:00 p.m.
Greenville-Spartanburg Airport District
Attn: Kevin Howell, Vice President / COO
Email: khowell@gspairport.com

SOQ Submittal Deadline: April 25, 2017 @ 5:00 p.m.
Greenville-Spartanburg Airport District
Attn: Kevin Howell, Vice President / COO
2000 GSP Drive, Suite 1
Greer, SC 29651

Point of Contact: Kevin Howell, Vice President / COO
Phone: 864-848-6269
Email: khowell@gspairport.com

DESCRIPTION: The Greenville-Spartanburg Airport District (District) is inviting qualified professional firms and/or teams to submit a Statement of Qualifications (SOQ) to provide professional planning, design and consulting Services for the development of a new combined public parking garage and consolidated rental agency complex (CONRAC) at the Greenville-Spartanburg International Airport (GSP).

- a. Interested and qualified firms and/or teams shall submit a Statement of Qualifications (SOQ) in accordance with requirements of this RFQ by the deadline indicated above.
- b. The District may elect to issue addenda to this RFQ. All addenda will be posted on the District website at the following URL:

<http://www.gspairport.com/businessopportunities>

It is the responsibility of the respondent to view, obtain or download all addenda issued by the District for this RFQ. The respondent shall acknowledge all issued addenda as part of the submittal.

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PART I: INSTRUCTIONS AND INFORMATION TO RESPONDENTS

SECTION 1 - INSTRUCTIONS

1. **PRE-RESPONSE INFORMATION AND QUESTIONS:** Each Response that is timely received will be evaluated on its merit and completeness of all requested information. In preparing Responses, Respondents are advised to rely only upon the contents of this RFQ and accompanying documents and any written clarifications or addenda issued by the District. If discrepancies or omissions in this document are found by any prospective respondent, or if there are any RFQ related questions, a written request for clarification or interpretation must be submitted to the Point of Contact indicated on page 1 of this RFQ. **THE DISTRICT IS NOT RESPONSIBLE FOR ANY VERBAL INSTRUCTIONS.** All questions must be submitted in writing to the Point of Contact before the Pre-Submittal Question Deadline indicated on page 1 of this document. All answers will be issued in the form of a written addendum. Addenda will be posted to the GSP website as indicated on page 1-2 of this RFQ. It is the responsibility of the Respondents to obtain all addenda issued for this RFQ.

2. **PROHIBITED CONTACTS:** Other than with the consent of the Point of Contact, all Respondents, including any persons affiliated with or in any way related to a Respondent, are strictly prohibited from contacting any Commissioners or any other District Staff on any matter having to do in any respect with this RFQ after March 28, 2017. Any other contact with such persons associated with the District shall be made only through and in coordination with the Point of Contact and may be required to be in writing, in appropriate circumstances or cases, as directed by the Point of Contact. Prohibitive or inappropriate contacts made by Respondents may result in the disqualification of the Respondent. This requirement will be strictly enforced.

3. **RFQ MODIFICATIONS:** Clarifications, modifications, or amendments may be made to this RFQ at the discretion of the District. Any changes made will be made through issuance of an addendum. Addenda will be posted to the Airport website under "Business Opportunities" with the full RFQ. All interested parties are instructed to view the listed website regularly for any issued addenda. It is the responsibility of the Respondent to obtain the available addenda and acknowledge any issued addenda on the Response Form, found in Part V of this RFQ.

4. **RESPONSE SUBMISSION:** To be considered, the indicated number of copies of the Response must be prepared and submitted in the manner and detail specified in this RFQ.

- a. Responses must be submitted to the Point of Contact indicated on page 1 of this RFQ by the date and time indicated as the Response Deadline on page 1 of this RFQ. The Point of Contact or a designated representative time stamp will

determine the official receipt time. It is each Respondent's responsibility to ensure that its response is time stamped by the receiver by the Response Deadline. This responsibility rests entirely with the Respondent, regardless of delays resulting from postal handling or for any other reasons. Responses will be accepted prior to the Response Deadline during normal business hours only, Monday through Friday, except for holidays observed by the District.

- b. Responses received after the above Response Deadline will not be accepted and will be returned to the Respondent unopened.
- c. The opening and reading of a Response does not constitute the District's acceptance of the Respondent as a responsive and responsible Respondent.
- d. Responses must be enclosed in a sealed envelope, box or package, and clearly marked on the outside with the following: "GSP PARKING GARAGE SOQ ENCLOSED", respondent's/prime consulting firm's name, address, phone, and primary contact name. Respondents shall submit six (6) hard copies of their response. In addition, each Respondent shall submit one complete soft copy of the response on a USB Flash Drive in a portable document format (PDF).
- e. Submission of a Response establishes a conclusive presumption that the Respondent is thoroughly familiar with the Request for Qualifications (RFQ) and that the Respondent understands and agrees to abide by all of the stipulations and requirements contained therein.
- f. All notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the Response Form.
- g. Responses sent by facsimile, or other electronic means will not be considered.
- h. All costs incurred in the preparation and presentation of the Response is the Respondent's sole responsibility; no costs will be reimbursed to any Respondent.
- i. All documentation submitted with the Response will become the property of the District.
- j. Response Format: Paper size shall be set at 8½ x 11 inch using Tahoma font, 12-point minimum font size for text and limited to a total of twenty five (25) printed pages. Covers, title pages, table of contents, dividers, and individual resumes of key personnel will not be included in the page count. Specialized graphics may be included on larger, fold-out style sheets, not to exceed a maximum of 11 x 17 inches. Any information that needs to be returned should not be submitted. Responses are to be submitted as outlined below:

1. Title Page;
2. Table of Contents;
3. Cover Letter;
4. Executive Summary;
5. Project Team Organization (include organizational chart);
6. Firm/Team Relevant Experience;
7. General Project Management Approach;
8. DBE Participation and Small & Local Business Inclusion;
9. Resumes of Key Personnel (1 page max each person);
10. Form 1 – Respondent Contact Directory;
11. Form 2 - Acknowledgement of Addenda;
12. Form 3 - Proof of Insurance;
13. Form 4 – Client References (Including: Client/Organization Name, Project, Contact Person and Title, Telephone Number, Email Address, Date(s) of Project, Summary of Services, Contract Amount, Firm's Role, Project Status)

5. **DUPLICATE RESPONSES:** No more than one (1) Response as the Prime Consultant from any Respondent, including its subsidiaries, affiliated companies and franchises will be considered by the District. In the event multiple Responses are submitted in violation of this provision, the District will have the right to determine which Response will be considered, or at its sole option, reject such multiple Responses.

6. **CANCELLATION / REJECTION:** The District reserves the right to cancel any or all solicitations, in whole or in part, as well as reject any or all Responses, or to accept or reject any Response in part, and to waive any minor informality or irregularity in Responses received if it is determined by the President/CEO or his designee that the best interest of the District will be served by so doing. If the solicitation is cancelled or all Responses are rejected by the District, a notice will be posted on the GSP website as identified for the posting of addenda. A Response will not be considered from any person, firm or corporation that is in arrears or in default to the District on any contract, debt, or other obligation, or if the Respondent is debarred by the District from consideration for a contract award.

7. **PROCUREMENT POLICY:** Procurement for the District will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the District. The President/CEO has the vested authority to execute a contract, subject to Commission approval where required.

8. **FREEDOM OF INFORMATION ACT ("FOIA") REQUIREMENTS:** Responses are subject to public disclosure after the final ranking. All information contained in any submitted bid, request for proposal, or request for qualifications document to the

District will be available for public review upon FOIA request. All Respondents are hereby advised that any information that they may consider to be confidential or proprietary and would give a competitive advantage if disclosed, should be identified, along with a statement as to whether or not a claim of confidential or proprietary privilege is being asserted. If such information is later sought by a FOIA request, the respondent will be allowed to justify its claim of privilege and the District will assess the validity of said claim in advance of any release.

9. **DISCRIMINATION:** In the event a contract is entered into pursuant to this RFQ, the company shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The company must include in any and all subcontracts a provision similar to the above.

10. **AMBIGUITY:** Any ambiguity in any Statement as a result of omission, error, lack of clarity or non-clarity by the company with this RFQ, instructions, and all conditions of the submission shall be interpreted in the light most favorable to the District.

11. **SUPPLEMENTARY INFORMATION REQUEST:** The District reserves the right to request any supplementary information it deems necessary to evaluate the Respondent's experience, qualifications, or to clarify or substantiate any information contained in the Respondent's submittal.

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12. **RFQ SCHEDULE:** The following is the current schedule. The District reserves the right to modify any part of this schedule. If the schedule is modified an addendum will be published.

- Deadline for Pre-Submittal Questions April 13, 2017
- Final Addendum (if necessary) April 18, 2017
- SOQ Submittals Due April 25, 2017
- Shortlist Notification April 28, 2017
- Presentations and Interviews May 2-3, 2017
- Recommended Final Ranking Presented to the Commission for Approval May 8, 2017
- Final Ranking Published May 9, 2017

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SECTION 2 - INFORMATION

(1) BACKGROUND:

The District is seeking a qualified consulting firm/team to provide professional planning, design and consulting Services for the development of a new combined public parking garage and CONRAC at GSP.

GSP is a commercial service airport located in Spartanburg County, South Carolina, approximately midway between the cities of Greenville, SC and Spartanburg, SC consisting of approximately 3,600 acres. More than 2 million passengers per year are served by 5 major airlines offering more than 50 non-stop daily departures to 14 airports across the United States. 2016 enplanements totaled 1,014,610 and are expected to continue growing in the coming years.

There are five (5) Rental Car brands operating out of the bottom two (2) floors of the existing Parking Garage A at GSP. In 2015 there were more than 175,000 rental car transactions which generated more than \$20,000,000 in gross revenue between the five (5) on-airport rental car brands. There are approximately 400 rental car ready/return spaces in the existing Parking Garage A allocated between the 5 brands based on market share. There are approximately 1,100 public parking in the existing Parking Garage A and 1,500 public parking spaces in the existing Parking Garage B.

In order to meet current needs and the anticipated increasing demands for public parking and rental vehicles at GSP, the District desires to build a third parking garage. The third parking garage will be a combination Public Parking Garage with a CONRAC on the lower levels. The garage is planned to initially include approximately 1,500 spaces, 750 of which would be for public parking and 750 for rental car ready/return. The garage will be designed in such a way to allow the number of levels dedicated to rental cars to increase in the future as demand increases. The on-airport rental car agencies will continue to use the existing remote service centers for remote storage and maintenance.

The third parking garage will be built immediately north of the existing Parking Garage B. This area is currently occupied by the Daily Surface Parking Lot.

The third parking garage will be a dominant visual element when approaching or departing the terminal area. The District is seeking a cost effective architectural design component for the exterior facade of the garage that would provide an aesthetically pleasing appearance for those visiting GSP. Planning and design for connectivity to existing as well as planned and proposed future facilities will be incorporated with the Project . The proposed design must be simple and efficient to maintain and operate.

The District has decided to deliver the project under a traditional design-bid-build process. The District will conduct a thorough pre-qualification selection process for the general contractor prior to bidding. Construction is planned to start in summer of 2018.

Firms submitting statements of qualifications must show evidence of qualifications and experience related to successfully performing the requested services on similar projects. Proposer's team must include all design and engineering disciplines to support the total project effort.

Proposer's team should meet the following minimum qualifications. Any proposal that fails to provide evidence of the following minimum qualifications may be rejected.

- a) Designed or developed at least two (2) public parking garages in the past five (5) years
- b) Designed or developed at least one (1) on-airport CONRAC in the past ten (10) years
- c) Qualified to work in the State of South Carolina and able to seal all necessary plans for all required disciplines by licensed professionals registered in the State of South Carolina

Demonstrate the availability of each individual key member and sub consultants and their ability to provide the time necessary to begin and complete project on schedule. Discuss the availability of alternative staff in the event a key individual cannot continue working on this project. Indicate current workloads of each person and discuss your team's existing backlog of work and their ability to complete the work. Provide a list of all active projects assigned to the identified single point of contact and any other key personnel proposed to manage projects.

(2) SCOPE OF SERVICES:

The District intends to deliver the Project through a design-bid-build process. The design phase is planned to be completed over the next 9-12 months and construction should begin by summer 2018. A contractor pre-qualification process will take place prior to bidding.

The scope of work may include, but are not limited to, the following:

- Geo-technical investigation and surveys
- Traffic and Roadway studies

- Airspace analysis and associated FAA submittals
- Programming and stakeholder coordination with the District, Rental Car Companies, and all other pertinent stakeholders
- Design of necessary site infrastructure, including all necessary utilities, storm water, etc.
- Design of multi-level parking garage including public parking area, RAC Quick Turn Around (QTA) facilities, RAC Ready/Return area and RAC Customer Service Center
- Various levels of design deliverables -Schematic, thirty percent (30%), sixty percent (60%), ninety percent (90%) , CDs
- Various levels of cost estimating, phasing and scheduling analysis and consultation
- Fueling design and associated code consultation to facilitate permitting and variances as needed
- Facilitate contractor pre-qualification process prior to bidding
- Landscaping in accordance with GSP Landscape Master Plan
- Lighting design
- Construction staging analysis including access and storage to facilitate construction
- Roadway and circulation infrastructure design (integrated with ongoing Airport Master Plan)
- Value Engineering
- Storm water analysis and subsequent design of the required solution(s)
- Necessary outside agency (city, state, federal) coordination
- Bidding phase assistance
- A/E, Contract and Construction Administration Services during construction, including commissioning coordination
- Coordinate operational and transition plan from old to new RAC facilities

PART II: STATEMENT OF QUALIFICATION (SOQ)

1. In order to be considered responsive, each Submittal is required to respond to the information requested below:

- a. **Title Page:**

The title page must contain the name of this RFQ, which is “**Professional Planning, Design and Consulting Services - Combined Public Parking Garage and CONRAC Project**”, and identify the primary contact person of the Respondent’s team along with company name, address, phone number, and email address. The contact name listed as the lead Person in the Respondent’s team will be considered by the District as the Respondent’s main contact point for all communication regarding this RFQ. Accordingly, all communications made by the District or its Designated Representatives to the contact will be deemed communications to the Respondent.

- b. **Table Of Contents:**

Proposal Statements must contain a detailed table of contents listing major sections and subsections that correspond to the requirements of the Request for Qualifications. The table of contents should also list all tables, appendices, and figures contained in the Proposal.

- c. **Cover Letter:**

A cover letter must be submitted with each Proposal Statement. The cover letter must be prepared on the letterhead of the lead team member of the Respondent’s Team and signed by a representative who is empowered to enter into a Contract with the District on the Respondent’s behalf. The cover letter is intended to introduce the Respondent and to state the respondent’s commitment to enter into a binding agreement to provide services if selected. It must contain at least the following information:

- (a) Complete legal name of the Prime Consultant and the names of all primary sub consultants that comprise the Respondent Team, including the identification of any Disadvantaged Business Enterprise (DBE) team members, and a discussion of the proposed role of each team member.
 - (b) Designation of the Person that will contract with the District on the Respondent’s behalf.

d. Executive Summary:

The purpose of the Executive Summary is to provide an overview of the Respondent's qualifications to provide the anticipated services. At a minimum, the Executive Summary must contain the following information:

- (1) Name and primary location of the proposed Project Manager.
- (2) The general and specific capabilities and experience of the Respondent that the Respondent believes will benefit the District and the program.

e. Project Team Organization:

- (1) Introduction of Respondent and its Team/Partners, to include individual company capabilities and size;
- (2) A narrative description of the role assigned to each PARTNER identified in the overall organization submitted in the Proposal Contact Directory;
- (3) An organizational chart is REQUIRED.

f. Firm/Team Project Experience:

Respondent is to provide a narrative description of a minimum of five (5) previous projects the Respondent has completed in the past five (5) years to demonstrate the Respondent's capability and qualifications to successfully complete the anticipated work. The submitted project(s) should be similar in scope, size and complexity to the anticipated project. For each project submitted the Respondent is required to submit a Client Reference List (Form 4), which is to be included in the Submittal.

g. General Project Management Approach:

- (1) Describe your proposed project management organization and how this organizational structure will facilitate managing the Project in an effective and efficient manner. A chart shall graphically depict the organization in the Respondent's view on its staffing of the functions of project management. The organization chart shall depict the relationship of all key position roles. Names of proposed candidates for each function on the chart shall be provided. The organization shall constitute an integrated team comprised of experienced professionals in each specialized area.

- (2) Describe the Respondent's proposed method of achieving an integrated team and how this team will interface with District staff.
- (3) Describe the Respondent's proposed method to:
 - (a) Effect timely communication through its organization and the District ,
 - (b) Identify and resolve issues during the Project duration, and
 - (c) Make critical decisions.
- (4) In regard to methods to facilitate decision-making, this would include where appropriate, Respondent's plan to delegate authority for decision making within its proposed organization.

h. DBE Participation, Small & Local Business Inclusion:

- (1) Respondent's approach for Disadvantaged Business Enterprise (DBE) participation as well as Small and Local Business inclusion;
 - (a) A DBE goal of 10% has been established for this project.
 - (b) Respondent should describe efforts completed as Good Faith Outreach.
 - (c) Identify all DBE (SCDOT-UCP certified) sub-consultants or team members and describe their role on the project team.

It is the policy of the District to ensure that DBE certified companies, as defined in CFR Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is our policy:

- To ensure nondiscrimination in the award and administration of USDOT-assisted contracts;
- To create a level playing field on which DBEs can compete fairly for USDOT-assisted contracts;
- To ensure only firms that fully meet the eligibility standards are set forth in 49 CFR Part 26 are permitted to participate as DBEs;
- To help remove barriers to participation of DBEs in USDOT-assisted contracts;

The District shall award contracts without regard to race, color, sex, or national origin. The District shall not, nor shall it require its contractors to, award contracts or subcontracts to or to make purchases of materials or equipment for Disadvantaged Business Enterprises who are not qualified and who do not submit the lowest responsible bid(s).

The South Carolina Department of Transportation UCP Disadvantaged Business Enterprise (DBE) directory should be used as a resource/service to those who are in search of Certified DBE contractors. It is to be used as a guide for selecting certified Disadvantaged Business Enterprises to utilize on State and/or Federal Aid Contracts. Information in the directory should be verified with the SCDOT's Office of Business Development and Special Programs.

http://www.scdot.org/doing/dbe_listing.shtml

i. Respondent's Key Personnel:

- (3) Principal-in-Charge. The Principal-In-Charge is the principal of the Respondent's Managing Partner with overall responsibility for the Respondent's commitment to the project. Identify and provide a description of the capabilities, qualifications, experience, certifications, professional affiliations, education and training, and any other relevant information related to the Principal-In-Charge.
- (2) Project Manager. The Project Manager is the professional responsible for overseeing and coordinating the efforts of the Respondent's team on a day-to-day basis for the Project. The Project Manager shall have management experience specific to projects of similar size. The Project Manager shall report to the Principal-In-Charge and act on behalf of the Respondent's team as the liaison to other team members, the District and its Designated Representatives, and project stakeholders. Identify and provide a description of the proposed Project Manager, his or her capabilities, qualifications, experience, certifications, professional affiliations, education and training. Provide examples in which the Project Manager has demonstrated experience in issue resolution. Provide examples where the Project Manager has provided leadership in a similar project team environment, demonstrated the ability to reach consensus and resolve issues, and other relevant information relating to the Project Manager. The District believes that in order for the designated Project Manager to function successfully in this role for the duration of the Project, they must be able to readily respond for in-person meetings at GSP during the Project. The Project Manager will be specifically named and designated for the complete term of the Agreement, and any change in the Project Manager will require the District's prior written approval.

(3) Team Members and Specialized Sub Consultants. The Respondent shall identify any outside specialized consultants it intends to use as sub consultants / for the delivery of project work, or major portion thereof. The Respondent shall submit information on the team members and sub consultants which shall include:

- (a) List of specialized consultants and definition of the work the sub consultant will perform.
- (b) The specialized sub consultant's resume and company history, address and details of experience with similar type of project during the past five (5) years.

j. Respondent Contact Directory:

The Purpose of the Respondent Contact Directory – Form 1 (see Appendix A for Submittal Forms) is to provide the District with a centralized, easily identified source of important contacts and other information regarding each Firm or Team Member. The directory must include the company names, primary contact person(s), positions/titles, mailing addresses, phone, and e-mail addresses for each of the named partners of the respondent team.

- (1) At least two individuals, one primary the other(s) secondary, authorized to represent each Team Member of the Respondent for purposes of this RFQ should be identified.

PART III: EVALUATION OF SUBMITTALS

1. Evaluation Process:

- a. The RFQ submittal is the first step in a two-step process for selecting a design firm or team. The RFQ provides information necessary for the Respondent to submit qualifications for consideration, evaluation and ranking by the District. Based on the evaluation criteria established, each properly submitted Statements of Qualifications (SOQ) will be reviewed, evaluated and ranked by a Selection Committee (Committee). Based on the rankings of the Committee, presentations and interviews will be held with short-listed Respondents. Upon completion of the presentation / interview process, a final ranking in priority order of the interviewed Respondents will be prepared and presented to the Greenville-Spartanburg Airport Commission for approval. Once the final ranking is approved by the Commission, contract negotiations will begin with the highest ranked Firm/Team. If unable to negotiate a satisfactory contract with the top Firm/Team, negotiations will be formally terminated and negotiations will commence with the next ranked Firm and so forth, until a satisfactory contract can be negotiated.
- b. The District reserves the right to reject any Respondent who does not satisfy the District as to its ability to perform the work successfully.
- c. The selected Firms/Teams will be notified in writing. All non-selected firms will be notified in writing as well.

2. Evaluation Factors:

Relative Weight	Graded Item	Score
20	Past and Current Project Experience and Performance of Respondent (Team/Firm) on Similar Projects	
20	Resumes of Key Personnel Committed to Project w/ Relevant Experience on Similar Projects	
15	Project Management Approach	
15	Ability to complete the project on time and within budget (provide specific project examples within the past five years).	
10	Plan for DBE and/or small or local business participation.	
10	Organization Structure and Capability	
10	Responsiveness to RFQ Requirements	
100%	TOTAL SCORE	

PART IV: SUBMITTAL REQUIREMENTS CHECKLIST

ITEM	DESCRIPTION
1	Title Page
2	Table of Contents
3	Cover Letter
4	Executive Summary
5	Project Team Organization (include organizational chart)
6	Firm/Team Project Experience
7	General Project Management Experience
8	DBE Participation, Small & Local Business Inclusion
9	Resumes of Key Personnel
10	Form 1 – Respondent Contact Directory
11	Form 2 – Acknowledgement of Addenda
12	Form 3 – Proof of Insurance
13	Form 4 – Client Reference

PART V: SUBMITTAL FORMS

Forms 1-4 are included on the following pages.

Form 1 - Respondent Contact Directory

NAME OF FIRM	CONTACT NAME	PRIMARY OR SECONDARY CONTACT	POSITION/TITLE	MAILING ADDRESS	PHONE NUMBER	EMAIL ADDRESS

Form 2 - Acknowledgment of Addenda

Respondents must sign below and return this form with Submission as acknowledgment of receipt of all issued Addenda.



This is to acknowledge receipt of the following **Addenda** for **RFQ / Professional Planning, Design and Consulting Services - Combined Public Parking Garage and CONRAC Project**:

1. _____;
2. _____;
3. _____; and
4. _____.

Dated the _____ day of _____, 2017.

Corporate Respondent: _____

Acknowledged By: _____

Name: _____

Title: _____

Form 3 - Proof of Insurance Coverage

Respondent shall provide the District with satisfactory evidence of the Respondent's Professional Liability Insurance from a company satisfactory to the District and licensed to transact business in the State of South Carolina. Respondent shall submit this form with its Submission.

INSURER:

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME AND PHONE: _____

Respondent is required to submit a letter or certificate from the Company providing insurance certifying that the Company has professional liability insurance in accordance with the terms set forth in this RFQ.

Date: _____

Corporate Respondent: _____

Acknowledged By: _____

Name: _____

Title: _____

Form 4 - Client References¹

Respondents should provide a list of clients as references using the following format:

1. Client: Name
 Address
 City, State, Zip
 Phone
 Fax

Project: Any Applicable Project

Contact Person Mr. John Doe, Title
& Title: (864) 555-5555
 Email address

Date(s) of Project: Month Day, XXXX to Month Day, XXXX

Description/Summary of Services:

Cost/Amount of Contract:

Firm's Role: Responsible for etc.

Completion Status:

2. (Next Client)

¹ Respondent may supplement this form by attaching additional pages to it or may create its own form for including in its Submission as long as such form meets the informational requirements of this form.

PART VI: FORM OF AGREEMENT

The Form of Agreement will be provided to the shortlisted firms

Appendix A - Insurance Requirements

Part 1 - Insurance Coverage

A. Professional Liability

1. Selected Firms must maintain professional liability insurance in the amount of at least \$1,000,000 per occurrence.

Part 2 - General

- A. Prior to beginning work (as defined in the applicable Contract Documents), each consultant shall furnish certificates of professional liability insurance satisfactory to the District as to contents and carriers. All such certificates of insurance must reflect the following provisions:

1. Forty-five (45) day prior notice to the Owner of cancellation.
2. The Greenville-Spartanburg Airport District shall be named as Additional Insured.
3. Evidence of insurance is required before work can begin.
4. Insurance certificates must satisfy required coverages and limits.
5. Additional insured endorsement must be provided.
6. Insurers must possess AM Best ratings of A or better
7. Certificate Holder:
Greenville-Spartanburg International Airport District
2000 GSP Drive, Suite 1
Greer, SC 29651

- END -