



**REQUEST FOR STATEMENTS OF QUALIFICATIONS**  
**PRIME GENERAL CONTRACTOR SERVICES**  
**FOR**  
**AIR RESCUE & FIREFIGHTING (ARFF) STATION**  
**GREENVILLE-SPARTANBURG AIRPORT DISTRICT**

**Advertisement Date:** April 19, 2019

**Pre-Submittal Question Deadline:** Friday, May 3, 2019; no later than 2:00 PM EST  
Greenville-Spartanburg Airport District  
Attn: Jeff Clifton, Director of Design & Construction  
Email: [jclifton@gspairport.com](mailto:jclifton@gspairport.com)

**SOQ Submittal Deadline:** Friday, May 17, 2019 @ 2:00 PM EST  
Greenville-Spartanburg Airport District  
Attn: Jeff Clifton, Director of Design & Construction  
2000 GSP Drive, Suite 1  
Greer, SC 29651

**Point of Contact:** Jeff Clifton, Director of Design & Construction  
Phone: 864.848.6268  
Email: [jclifton@gspairport.com](mailto:jclifton@gspairport.com)

**DESCRIPTION:** The Greenville-Spartanburg Airport District (District) is inviting qualified and experienced Prime General Contractors to submit a Statement of Qualifications (SOQ) for providing general contracting services for a new federally funded Air Rescue & Firefighting (ARFF) Station at the Greenville-Spartanburg International Airport (GSP).

The District intends to pre-qualify three (3) to five (5) prime general contractors to competitively bid the subject project utilizing the Design-Bid-Build project delivery method.

- a. Interested and qualified companies 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's:

<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

### 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 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 Airport website and Metro Reprographics website as shown on page 1 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 District Staff on any matter having to do in any respect with this RFQ after April 19, 2019. 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" and Metro Reprographics Plan Room. 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 his 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 at any time during the normal course of business only, said hours being 8:00 a.m. to 5:00 p.m., 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: DO NOT OPEN – RFQ RESPONSE ENCLOSED, "PRIME GENERAL CONTRACTOR SERVICES – GSP ARFF", respondent's/prime consulting firm's name, address, phone, and primary contact name. Respondents shall submit five (5) hard copies of their response. In addition, each Respondent shall submit one complete electronic copy of the response on a USB Flash Drive in a single 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 10-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 (limit to one (1) page) 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. Company Overview
- 5. Firm/Team Project Experience
- 6. General Project Management Approach
- 7. DBE Participation, Small & Local Business Inclusion
- 8. Staffing Expertise and Resource Capacity
- 9. Form 1 - Acknowledgement of Addenda
- 10. Form 2 - Client References
- 11. Form 3 – Proof of Insurance

- 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 all 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 is in the best interest of the District. If the solicitation is cancelled or all Responses are rejected by the District, a notice will be posted on the Airport website as identified by the posting of an 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 in accordance with state law. 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.
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.

- RFQ Advertisement Friday, April 19, 2019
- Deadline for Pre-Submittal Questions Friday, May 3, 2019  
2:00 PM EST
- Final Addendum Friday, May 10, 2019
- SOQ Submittals Due Friday, May 17, 2019  
2:00 PM EST
- Shortlist Notification & Bid Documents Available Wednesday, May 22, 2019
- Bids Due Friday, June 14, 2019  
2:00 PM EST
- Presentations and Interviews (If required) Week of June 24th

## SECTION 2 - INFORMATION

### (1) **PROJECT OVERVIEW:**

The District along with WK Dickson, Leo Daly and DP3 Architects, have designed a new Air Rescue & Firefighting (ARFF) Station to replace the current station on site. The station will be a new 22,100 SF single story facility with a 2,300 SF storage mezzanine. Sitework includes new aprons, drives, operable gates, modifications to existing parking areas, new stormwater detention pond, and utilities as indicated on drawings and specifications as referenced in Appendix A of this RFQ.

### (2) **SCOPE OF SERVICES:** Services are anticipated to include, but are not limited to:

- Obtain all necessary permits.
- Site logistic study.
- Prepare construction delivery, staging and site utilization plan.
- Identify critical environmental, grading and other issues that require management control.
- Identify and define site and utility construction plan and sequencing.
- Develop a provisional and final CPM schedules indicating methods and sequencing of procurement, permitting, construction and closeout of project. Include time requirements for sequences and durations, milestones dates for receipt of regulatory approvals and permits, preparation and processing of shop drawings and samples, delivery schedule of materials or equipment requiring long-lead time procurement, project procurement schedule, and installation and construction completion. Include critical milestone dates for Owner procured and installed fixtures, furnishings and equipment. Provide periodic updates of project schedule for Architect's review and Owner approval.
- Develop and implement procedures for schedule adherence.
- Develop requirements to assure time, cost and quality control during construction.
- Conduct DBE outreach program to encourage participation by minority bidders.
- Maintain on-site staff for construction management.
- Establish and maintain coordinating procedures.
- Lead and record weekly job meetings with the Owner and architect.
- Prepare and submit change order documentation for approval of the Architect and Owner.
- Provide shop drawings per the specifications. Maintain a system for review and approval of shop drawings, samples and product data, to ensure compliance with drawings and specifications. Establish a review system to ensure full integration between all automated systems. (Building Automation Systems, Security, Communication, Inventory control, etc.)
- Maintain records and submit formal progress and monthly reports to Architect and Owner. Monthly project report to include but not limited to Safety report, project progress

(accomplished previous month/anticipated for upcoming month), DBE participation, RFI log, submittal log, financial summary, updated schedule, issues/concerns.

- Manage and maintain quality control systems and ensure conformity to plans and Specifications, including Geotechnical testing as well as Special Inspections.
- Develop a system and provide cost control through periodic progress payment reviews and verifications according to the approved schedule and contract amounts.
- Develop and maintain as-built drawings for the duration of the Project.
- Clean and maintain an orderly site.
- Coordinate post-completion activities, including the assembly of guarantees, manuals, closeout documents, training, regulatory approvals and the Owner's final acceptance.
- Coordinate and monitor the resolution of remaining "punch-list" items to the satisfaction of the Owner.
- Coordinate Systems Commissioning activities.
- Coordinate furniture, furnishings and equipment deliveries and installation prior to final acceptance.
- Submit record drawings for approval of the Architect and the Owner.
- Assist in transition to occupancy.
- Receive, record and address all warranty issues.
- Resolve all warranty issues to the satisfaction of the Owner.

## **PART II: Statement of Qualifications (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 "**Prime General Contractor Services – GSP ARFF**", 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.

**d. Company Overview:**

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

(1) Firm History

- Ownership history and key management
- Location of Corporate office
- Size of Firm (including number of employees)
- Annual construction volume – entire firm for the past 3 years
- Describe any Firm changes that have occurred over the past three years
- Describe any changes that are anticipated during the life of the Program

(2) Project Office(s) - Location and size of office(s) that will provide services for the Program. Over each of the past three years, identify the number of office staff, project managers and field supervisors.

(3) Firm Organizational Chart - Organizational chart of the Firm, showing authority, structure, and depth of resources.

(4) If in a partnership, an organizational chart for the partnership and provision of all of the above information concerning the partner.

(5) If in a partnership, describe the relationship, and past history with identification of the number of times this partnership has executed projects together.

(6) Submit most recent audited financial statements (including at a minimum, balance sheets and income statements) for previous three years and the most current quarter.

(7) Provide bank reference(s) that are less than six months old.

(8) Confirmation of firm's ability to provide the necessary insurance requirements. Please see Appendix B and complete Form 3.

(9) Submit verification of current bonding capacity, rating of Bonding Company and Bond Rate.

(10) Are there any judgments, claims, arbitration proceedings or suits entered and/or pending/outstanding against the Firm, its officers or principals within the last three years? If yes, please attach an explanation.

(11) Has the Firm filed any lawsuits or requested arbitration or mediation with regard to construction contracts within the last three years? If yes, please attach an explanation.

(12) Has the Firm, or any organization with which its officers or principals were involved during



the last three years filed for protection under bankruptcy, made an assignment for the benefit of creditors, or filed for a voluntary or involuntary reorganization? If yes, please attach an explanation.

- (13) Has the Firm, any organization with which its officers or principals were involved during the last five years, or any of the officers or principals, individually, had its/their business license or any other license/permits required to maintain operations, or to provide services described herein, suspended or revoked? If yes, please attach an explanation.

**e. Firm/Team Project Experience:**

Project Profiles - Provide descriptions of three projects most comparable to the proposed Project in which the Firm has been involved over the last five years (at least two must be completed). The Project Profiles preferably should focus on projects completed in the last five years, by the proposed program office, and with proposed team members. If any of the three projects provided by the contractor are FAA related or influenced, please designate as such.

Provide at least one related project that the proposed project manager has worked on, and at least one related project that the proposed project superintendent(s) have worked on.

Projects must be similar in scope, size and complexity to the anticipated project.

For this RFP, related projects include but are not limited to the following:

- a. Fire station
- b. GSP campus experience
- c. Experience with WK Dickson, Leo Daly and/or DP3 Architects

Include the following for each Related Project:

- a. Project description, location, completion date and contract amount
- b. Construction services provided
- c. Project manager and project superintendent on the project
- d. Role, if applicable, of other proposed project team members
- e. Project performance
  - i. Project schedule (planned, actual start, completion and occupancy dates)
  - ii. Project budget (Proposed and final contract price)
- f. Design firms and owner references
- g. Identify type of contract: lump sum, negotiated fee, design build, GMP, etc.
- h. Percentage/number of DBE involved in the project

For each project submitted the Respondent is required to submit a Client References List (Form 2), which is to be included in the response to the request for qualifications.

**f. General Project Management Approach:**

- (1) Describe your proposed management organization and how this organizational structure will facilitate managing the Project in an effective and efficient manner. An organizational chart is REQUIRED. The chart shall graphically depict the organization in the Respondent's view on its staffing of the functions of project management. The organizational 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 within the Respondent's organization and how this team will interface with District staff should the respondent be declared the apparent low bidder for the project following the bidding phase.
- (3) Describe the Respondent's proposed method to:
  - (a) Effect timely communication through its organization, the District and project stakeholders,
  - (b) Identify and resolve issues during the Project duration, and
  - (c) Make critical decisions.
- (4) In regard to methods to facilitate decision-making, this includes where appropriate, Respondent's plan to delegate authority for decision making within its proposed organization.

**g. 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 11% is established for this project.
  - (b) Respondent should describe efforts completed or planned as Good Faith Outreach.
  - (c) Identify all DBE (SCDOT-UCP certified) sub-consultants or team members and describe their role on the project team.
  - (d) Describe the Firm's/Team's past performance of complying with DBE goals and how they were accomplished.
  - (e) The Respondent must provide a history of achieving DBE goals on other projects, by identifying the applicable project, client name, dates of service, initial goal, and final DBE utilization percentage.
  - (f) Describe the Firm's or Team's approach to increasing DBE, small and local business participation in all phases of work.

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 is provided as a 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/business/bus-developmnt-dbe-certification.aspx>

#### **h. Staffing Expertise and Resource Capacity:**

1. Project Organizational Chart and Staffing Plan - Include a Project Organizational Chart identifying key individuals program manager, superintendent, their primary office location, their responsibilities, and identify those:
  - a. Employed by the proposing Firm, or
  - b. Contracted and the Firm they represent
  - c. Three(3) owner references, if different than project references

**NOTE: It is required that the key individuals be assigned to the program for the duration and can only be removed upon the District's approval.**

2. Staffing Plan - Identify the following for all proposed Program team members:
  - a. Years with the Firm
  - b. Current Project assignments and anticipated release date (if applicable)
  - c. Approximate percentage of time each member will spend on this program by stage (Construction / Startup/Closeout)
  - d. Specify the base office location
3. Resumes - Provide a one (1) page resume for key personnel on the proposed Program team, along with their individual and team experience on related projects.
4. Preferred Subcontractors -- List planned/preferred vendor / subcontractors list for the primary trades.

#### **i. Safety Program**

- Describe the overall safety program and policies. If the Firm has a written Safety Program, please attach a copy of the table of contents and the first three pages of the written Safety Program.
- EMR rating for each of the past three years. If the EMR rating has increased over this time period, please describe why.
- OSHA 300 Log for each of the past three years.
- Has the Firm had any OSHA citations, fines or jobsite fatalities within the most recent three years? If yes, please provide a description and the steps takes to prevent a reoccurrence.
- If a partnership, the above information concerning the partner's Safety Program.

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### **PART III: EVALUATION OF SUBMITTALS**

#### **1. Evaluation Process:**

- a. The RFQ submittal is the first step in a two-step process for pre-qualifying three (3) to five (5) prime general contractors for competitively bidding this project. 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 may be held with short-listed Respondents. Upon completion of selection process, a final shortlist of qualified companies will be prepared and presented to the Greenville-Spartanburg Airport Commission for approval as suitable bidders for the project.
- 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. Causes for disqualification or rejection may include but are not limited to the following:
  - (1) Lack of ability, capacity and skill of Respondent firms to perform the contract or to provide the services required promptly, or within the time specified, without delay or interference;
  - (2) Lack of character, integrity, reputation, judgment, experience, and efficiency of Respondent firms as determined through past client verification or other supportable information;
  - (3) Inadequate performance of previous contracts or services by Respondent firms as determined through past client verification;
  - (4) Insufficiency of the financial resources and financial ability of Respondent firms to perform the Contract;
  - (5) Inadequate quality, availability and adaptability of the supplies or services proposed by Respondent's Proposal Statement to the particular use required for the Contract; and / or
  - (6) Failure to fully disclose information requested by the District.
- c. Notification of the selected Firms/Teams will be notified in writing to all participants.

**2. Evaluation Factors:**

<b>Relative Weight</b>	<b>Graded Item</b>	<b>Score</b>
20	Past and Current Project Experience and Performance of Respondent on Similar Projects, Safety	
20	Resumes of Key Personnel Committed to Project w/ Relevant Experience on Similar Projects	
20	Organization, Financial Strength, Structure and Capability	
15	Project Management Approach	
15	Ability to Respond in a Timely Manner on Project Related Tasks/Items	
10	Responsiveness to RFQ Requirements	
<b>100%</b>	<b>TOTAL SCORE</b>	
Pass/Fail	Insurance Requirements	

**PART IV: FORM OF AGREEMENT**

It is the intent of the district that the final contract will be a single prime contract based on a stipulated price. The Form of Agreement will be provided to the shortlisted firms as an attachment to the shortlist letter of notification. Firms will be required to review and concur with the Form of Agreement. In addition, firms will confirm prior to the presentation its intent to sign the Agreement, if selected.

## **PART V: SUBMITTAL FORMS**

The following forms shall be completed by each respondent and included with the SOQ:

- Form 1 – Acknowledgment of Addenda
- Form 2 – Client References
- Form 3 – Proof of Insurance

**Form 1**  
**Acknowledgment of Addenda**

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

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This is to acknowledge receipt of the following **Addenda** for "**Request for Statements of Qualifications from Prime General Contractors for Air Rescue & Firefighting (ARFF) Station**":

1. \_\_\_\_\_;
2. \_\_\_\_\_;
3. \_\_\_\_\_;
4. \_\_\_\_\_.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Corporate Respondent: [Insert Corporate Name]

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By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

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Corporate Secretary/Assistant  
Secretary (Seal)

Non-Corporate Respondent: [Insert Respondent Name]

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By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

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Notary Public (Seal)

My Commission Expires: \_\_\_\_\_



**Form 2**  
**Client References<sup>1</sup>**

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:
- Completion Status:
- 

2. (Next Client)

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<sup>1</sup> 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.

**Form 3 - Proof of Insurance**

Respondent shall provide the District with satisfactory evidence of the Respondent's 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.

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**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 RFP.**

**Date:** \_\_\_\_\_

**Corporate Respondent:**  
**[Insert Corporate Name]**

\_\_\_\_\_  
**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

\_\_\_\_\_  
**Corporate Secretary/Assistant  
Secretary (Seal)**

**Non-Corporate Respondent:**  
**[Insert Respondent Name]**

\_\_\_\_\_  
**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

\_\_\_\_\_  
**Notary Public (Seal)**  
**My Commission Expires:** \_\_\_\_\_

**Appendix A**  
**Drawing and Specification List**  
**&**  
**Instructions to Obtain Design Drawings and Specifications**

Drawings and specifications may be obtained at contractor's cost at:

Metro Reprographics  
109 Woodruff Industrial Lane  
Greenville, SC 29607  
Tel: 864.234.4926

Or at the following website: <https://www.metroplanroom.com/>

**DRAWINGS**

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<b><u>SHEET</u></b>	<b><u>DRAWING NAME</u></b>	<b><u>DATE</u></b>
<b><u>GENERAL</u></b>		
GI001	COVER SHEET	JULY 13, 2018
GI002	SHEET INDEX, GENERAL NOTES, SYMBOLS AND ABBREVIATIONS	JULY 13, 2018
GI003	ACCESSIBILITY REQUIREMENTS	JULY 13, 2018
GI004	CODE REVIEW	FEB 18, 2019
GI005	LIFE SFAETY PLAN	FEB 18, 2019
<b><u>CIVIL</u></b>		
C-001	GENERAL NOTES & LEGEND	JULY 13, 2019
C-100	CONSTRUCTION SAFETY & PHASING PLAN	JULY 13, 2019
C-101	EXISTING CONDITIONS & DEMOLITION PLAN	JULY 13, 2019
C-102	SITE LAYOUT PLAN	JULY 13, 2019
C-103	OVER EXCAVATION PLAN	JULY 13, 2019
C-104	GRADING, STORM DRAINAGE AND EROSION CONTROL PLAN	JULY 13, 2019
C-105	STORM DRAINAGE PROFILES	JULY 13, 2019
C-106	UTILITY LAYOUT PLAN	JULY 13, 2019
C-107	UTILITY PROFILES	JULY 13, 2019
C-108	CONSTRUCTION DETAILS	JULY 13, 2019
C-109	CONSTRUCTION DETAILS	JULY 13, 2019
C-110	CONSTRUCTION DETAILS	JULY 13, 2019
C-111	CONSTRUCTION DETAILS	JULY 13, 2019
C-112	CONSTRUCTION DETAILS	JULY 13, 2019
<b><u>LANDSCAPE</u></b>		
L-100	SITE PLANTING PLAN & DETAILS	JAN. 14, 2019
I-100	SITE IRRIGATION PLAN	JULY 13, 2018
I-101	SITE IRRIGATION DETAILS	JULY 13, 2018
<b><u>STRUCTURAL</u></b>		
S-001	GENERAL NOTES	JAN. 21, 2019
S-002	GENERAL NOTES	JAN. 21, 2019
S-003	BASIS OF DESIGN	JAN. 21, 2019

### STRUCTURAL (CONT.)

S-004	SPECIAL INSPECTIONS	JAN. 21, 2019
S-101	FOUNDATION / SLAB PLAN	JAN. 21, 2019
S-102	MEZZANINE FRAMING PLAN AND LOW ROOF FRAMING PLAN	JAN. 21, 2019
S-201	ROOF FRAMING PLAN	JAN. 21, 2019
S-301	SECTIONS AND DETAILS	JAN. 21, 2019
S-302	SECTIONS AND DETAILS	JAN. 21, 2019
S-401	SECTIONS AND DETAILS	JAN. 21, 2019
S-402	SECTIONS AND DETAILS	JAN. 21, 2019
S-403	SECTIONS AND DETAILS	JAN. 21, 2019
S-501	BRACING ELEVATIONS AND DETAILS	JAN. 21, 2019
S-502	BRACING ELEVATIONS AND DETAILS	JAN. 21, 2019
S-601	MASONRY DETAILS	JAN. 21, 2019

### ARCHITECTURAL

AE101	LEVEL 1 FLOOR PLAN	JULY 13, 2018
AE102	MEZZANINE FLOOR PLAN AND PARTIAL ROOF PLAN	JULY 13, 2018
AE103	REFLECTED CEILING PLAN LEVEL 1	JULY 13, 2018
AE104	REFLECTED CEILING PLAN APPARATUS BAY	JULY 13, 2018
AE105	ROOF PLAN	JULY 13, 2018
AE201	EXTERIOR ELEVATIONS	JULY 13, 2018
AE301	BUILDING SECTIONS	JULY 13, 2018
AE302	WALL SECTIONS	JULY 13, 2018
AE303	WALL SECTIONS	JULY 13, 2018
AE401	ENLARGED FLOOR PLANS	JULY 13, 2018
AE402	INTERIOR AND STOREFRONT ELEVATIONS	JULY 13, 2018
AE501	EXTERIOR DETAILS	JULY 13, 2018
AE511	PARTITION TYPES	JULY 13, 2018
AE512	INTERIOR, MILLWORK AND CEILING DETAILS	JULY 13, 2018
AE513	INTERIOR AND MILLWORK DETAILS	JULY 13, 2018
AE521	EXTERIOR PLAN DETAILS	JULY 13, 2018
AE525	MISCELLANEOUS DETAILS	JULY 13, 2018
AE601	SCHEDULE, DOOR, WINDOW, LOUVER TYPES AND DETAILS	JULY 13, 2018
AE602	WINDOW, STOREFRONT, LOUVER AND SILL DETAILS	JULY 13, 2018

### INTERIORS

AF101	LEVEL 1 FINISH PLAN	JULY 13, 2018
AF102	MEZZANINE FINISH PLAN	JULY 13, 2018
AF601	SIGNAGE TYPES AND SCHEDULE	JULY 13, 2018
AH101	LEVEL 1 FURNISHING PLAN - FF&E	JULY 13, 2018
AH102	MEZZANINE FURNISHING PLAN - FF&E	JULY 13, 2018

### FIRE PROTECTION

FP101	LEVEL 1 FLOOR PLAN - FIRE PROTECTION	JULY 13, 2018
FP102	LOW ROOF AND MEZZANINE FLOOR PLAN - FIRE PROTECTION	JULY 13, 2018

### PLUMBING

PP001	PLUMBING SYMBOLS AND GENERAL NOTES	JULY 13, 2018
PP101	LEVEL 1 FLOOR PLAN – WATER	JULY 13, 2018
PP102	LEVEL 1 FLOOR PLAN - SOIL, WASTE AND VENT	JULY 13, 2018
PP103	LOW ROOF PLAN AND MEZZANINE FLOOR PLAN – PLUMBING	JULY 13, 2018
PP104	HIGH ROOF PLAN – PLUMBING	JULY 13, 2018

PLUMBING (CONT.)

PP401	ENLARGED FLOOR PLANS – WATER	JULY 13, 2018
PP402	ENLARGED FLOOR PLANS - SOIL, WASTE AND VENT	JULY 13, 2018
PP501	PLUMBING DETAILS	JULY 13, 2018
PP601	PLUMBING SCHEDULES	JULY 13, 2018
PP602	PLUMBING RISER DIAGRAMS – WATER	JULY 13, 2018
PP603	PLUMBING RISER DIAGRAMS - SOIL, WASTE AND VENT	JULY 13, 2018
PP701	GAS WATER HEATER & THERMOSTATIC MIXING VALVE PIPING	JULY 13, 2018

MECHANICAL

M-001	MECHANICAL ABBREVIATIONS AND LEGEND	JULY 13, 2018
MH101	HVAC PLAN	JULY 13, 2018
MH102	HVAC PLAN - MEZZANINE ROOF	JULY 13, 2018
MH103	HVAC ROOF PLAN	JULY 13, 2018
MH201	HVAC CONTROLS	JULY 13, 2018
MH202	HVAC CONTROLS	JULY 13, 2018
MH301	AHU-1 PLANS AND SECTIONS	JULY 13, 2018
MH302	AHU-2 PLANS AND SECTIONS	JULY 13, 2018
MH303	MECHANICAL SECTIONS THRU APPARATUS BAY	JULY 13, 2018
MH501	HVAC DETAILS	JULY 13, 2018
MH502	HVAC DETAILS	JULY 13, 2018
MH601	HVAC SCHEDULES	JULY 13, 2018
MH602	HVAC SCHEDULES	JULY 13, 2018

ELECTRICAL

E-001	ELECTRICAL SYMBOLS, ABBREVIATIONS AND NOTES	JULY 13, 2018
EL101	LEVEL 1 FLOOR PLAN LIGHTING	JULY 13, 2018
EL102	MEZZANINE PLAN – LIGHTING	JULY 13, 2018
EP101	LEVEL 1 FLOOR PLAN POWER	JULY 13, 2018
EP102	MEZZANINE PLAN – POWER	JULY 13, 2018
EP103	ELECTRICAL CONNECTIONS PLANS - MECHANICAL EQPM	JULY 13, 2018
EP501	ELECTRICAL DETAILS	JULY 13, 2018
EP502	ELECTRICAL DETAILS	JULY 13, 2018
EP601	ELECTRICAL DIAGRAMS	JULY 13, 2018
EP602	ELECTRICAL SCHEDULES	JULY 13, 2018
EP603	ELECTRICAL SCHEDULES	JULY 13, 2018
EP604	ELECTRICAL SCHEDULES	JULY 13, 2018
EP605	ELECTRICAL SCHEDULES	JULY 13, 2018
ES101	ELECTRICAL SITE PLAN	JULY 13, 2018
FA101	FIRE ALARM FLOOR PLANS	JULY 13, 2018
FA501	FIRE ALARM DETAILS	JULY 13, 2018

TELECOMMUNICATIONS

T-000	LEGEND ABBREVIATION AND GENERAL NOTES	JULY 13, 2018
T-001	OVERALL SITE PLAN – TECHNOLOGY	JULY 13, 2018
T-002	ARFF SITE PLAN – TECHNOLOGY	JULY 13, 2018
T-101	LEVEL 1 TECHNOLOGY PLAN	JULY 13, 2018
T-102	MEZZANINE LEVEL FLOOR PLAN – TECHNOLOGY	JULY 13, 2018
T-201	ENLARGED TECHNOLOGY PLANS AND RACK ELEVATIONS	JULY 13, 2018
T-301	PUBLIC ADDRESS DIAGRAM AND DETAILS	JULY 13, 2018
T-302	ACCESS CONTROL SYSTEM DIAGRAM AND DETAILS	JULY 13, 2018
T-401	TELECOM GROUNDING AND CABLING DETAILS	JULY 13, 2018

TELECOMMUNICATIONS (CONT.)

T-402	SECURITY VEHICLE GATE PEDESTAL DETAILS	JULY 13, 2018
T-403	SECURITY VEHICLE GATE DETAILS	JULY 13, 2018
T-404	ACCESS CONTROL DOOR DETAILS	JULY 13, 2018
T-405	CCTV CAMERA SCHEDULE AND DETAILS	JULY 13, 2018
T-406	PUBLIC ADDRESS DETAILS	JULY 13, 2018

**SPECIFICATIONS**

**January 21, 2019**

DIVISION 00 -- PROCUREMENT AND CONTRACTING REQUIREMENTS

- 00 0107 - Seals Page
- 00 0110 - Table of Contents
- 00 4323 - Alternates

DIVISION 01 -- GENERAL REQUIREMENTS

- 01 1000 - Summary
- 01 2000 - Price and Payment Procedures
- 01 2100 - Allowances
- 01 2200 - Unit Prices
- 01 2500 - Substitution Procedures
- 01 3000 - Administrative Requirements
- 01 4000 - Quality Requirements
- 01 4150 - Special Inspections and Structural Testing
- 01 4216 - Definitions
- 01 4250 - Reference Standards
- 01 5000 - Temporary Facilities
- 01 6000 - Product Requirements
- 01 6116 - Volatile Organic Compound (VOC) Content Restrictions
- 01 7000 - Execution and Closeout Requirements
- 01 7419 - Construction Waste Management
- 01 7800 - Closeout Submittals
- 01 7900 - Demonstration and Training

DIVISION 02 -- EXISTING CONDITIONS

- 02 3000 - Subsurface Investigation
- 02 4118 - Site Demolition
- 02 8000 - Landscape Work
- 02 8100 - Underground Irrigation System

DIVISION 03 -- CONCRETE

- 03 3000 - Cast-in-Place Concrete (Civil)
- 03 3000 - Cast-in-Place Concrete (Structural)
- 03 3002 - Concrete Curb and Gutter and Sidewalk
- 03 3511 - Concrete Floor Finishes

DIVISION 04 -- MASONRY

- 04 2000 - Unit Masonry

DIVISION 05 -- METALS

- 05 1200 - Structural Steel Framing
- 05 2100 - Steel Joist Framing
- 05 3100 - Steel Decking

METALS – (CONT.)

- 05 4000 - Cold-Formed Metal Framing
- 05 5000 - Metal Fabrications
- 05 5100 - Metal Stairs
- 05 5213 - Pipe and Tube Railings
- 05 5305 - Metal Gratings and Floor Plates

DIVISION 06 -- WOOD, PLASTICS, AND COMPOSITES

- 06 1000 - Rough Carpentry
- 06 2000 - Finish Carpentry
- 06 4100 - Architectural Wood Casework

DIVISION 07 -- THERMAL AND MOISTURE PROTECTION

- 07 1400 - Fluid-Applied Waterproofing
- 07 2100 - Thermal Insulation
- 07 2400 - Exterior Insulation and Finish Systems
- 07 2500 - Weather Barriers
- 07 4113 - Metal Roof Panels
- 07 5419 - PVC Thermoplastic Single-Ply Roofing
- 07 6200 - Sheet Metal Flashing and Trim
- 07 7200 - Roof Accessories
- 07 8400 - Firestopping
- 07 9200 - Joint Sealants

DIVISION 08 – OPENINGS

- 08 1113 - Hollow Metal Doors and Frames
- 08 1416 - Flush Wood Doors
- 08 3000 - High-performance Specialty Roll-up Doors
- 08 3100 - Access Doors and Panels
- 08 4313 - Aluminum-Framed Storefronts
- 08 5659 - Service and Teller Window Units
- 08 7100 - Door Hardware
- 08 8000 - Glazing
- 08 8300 - Mirrors
- 08 9100 – Louvers

DIVISION 09 – FINISHES

- 09 2116 - Gypsum Board Assemblies
- 09 3000 – Tiling
- 09 5100 - Acoustical Ceilings
- 09 6500 - Resilient Flooring
- 09 6566 - Resilient Athletic Flooring
- 09 6813 - Tile Carpeting
- 09 9000 - Painting and Coating

DIVISION 10 – SPECIALTIES

- 10 1101 - Visual Display Boards
- 10 1400 - Signage
- 10 2113.19 - Plastic Toilet Compartments
- 10 2601 - Wall and Corner Guards
- 10 2800 - Toilet, Bath, and Laundry Accessories

SPECIALITIES (CONT.)

- 10 4400 - Fire Protection Specialties
- 10 5100 - Lockers
- 10 5500 - Postal Specialties
- 10 7500 – Flagpoles

DIVISION 11 – EQUIPMENT

- 11 3013 - Residential Appliances
- 11 5213 - Projection Screens
- 11 9010 - Fire Station Equipment

DIVISION 12 – FURNISHINGS

- 12 2113 - Horizontal Louver Blinds
- 12 2400 - Window Shades
- 12 3600 - Countertops
- 12 4813 - Entrance Floor Mats and Frames
- 12 5000 - Furniture, Fixtures and Equipment

DIVISION 21 -- FIRE SUPPRESSION

- 21 0500 - Common Work Results for Fire Suppression
- 21 0523 - General-Duty Valves for Water-Based Fire-Suppression Piping
- 21 0548 - Vibration and Seismic Controls for Fire Suppression Piping and Equipment
- 21 0553 - Identification for Fire Suppression Piping and Equipment
- 21 1100 - Facility Fire-Suppression Water-Service Piping
- 21 1300 - Fire-Suppression Sprinkler Systems

DIVISION 22 – PLUMBING

- 22 0517 - Sleeves and Sleeve Seals for Plumbing Piping
- 22 0519 - Meters and Gages for Plumbing Piping
- 22 0523 - General-Duty Valves for Plumbing Piping
- 22 0529 - Hangers and Supports for Plumbing Piping and Equipment
- 22 0548 - Vibration and Seismic Controls for Plumbing Piping and Equipment
- 22 0553 - Identification for Plumbing Piping and Equipment
- 22 0719 - Plumbing Piping Insulation
- 22 0719.11 - Under-Lavatory Pipe and Supply Covers
- 22 1005 - Plumbing Piping
- 22 1006 - Plumbing Piping Specialties
- 22 1500 - General-Service Compressed-Air Systems
- 22 3000 - Plumbing Equipment
- 22 4000 - Plumbing Fixtures

DIVISION 23 -- HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC)

- 23 0513 - Common Motor Requirements for HVAC Equipment
- 23 0517 - Sleeves and Sleeve Seals for HVAC Piping
- 23 0529 - Hangers and Supports for HVAC Piping and Equipment
- 23 0548 - Vibration and Seismic Controls for HVAC
- 23 0553 - Identification for HVAC Piping and Equipment
- 23 0593 - Testing, Adjusting, and Balancing for HVAC
- 23 0713 - Duct Insulation
- 23 0719 - HVAC Piping Insulation
- 23 0913 - Instrumentation and Control Devices for HVAC
- 23 0923 - Direct-Digital Control System for HVAC



HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC) – (CONT.)

- 23 1123 - Facility Natural-Gas Piping
- 23 2113 - Hydronic Piping
- 23 2300 - Refrigerant Piping
- 23 3100 - HVAC Ducts and Casings
- 23 3300 - Air Duct Accessories
- 23 3413 - Axial HVAC Fans
- 23 3416 - Centrifugal HVAC Fans
- 23 3423 - HVAC Power Ventilators
- 23 3600 - Air Terminal Units
- 23 3700 - Air Outlets and Inlets
- 23 3813 - Commercial-Kitchen Hoods
- 23 4400 - HVAC Air Purification Units
- 23 6213 - Packaged Air-Cooled Refrigerant Compressor and Condenser Units
- 23 7313 - Modular Indoor Central-Station Air-Handling Units
- 23 8125 - Computer Room Air Conditioners - Ceiling Mounted
- 23 8300 - Radiant Heating Units

DIVISION 26 – ELECTRICAL

- 26 0519 - Low-Voltage Electrical Power Conductors and Cables
- 26 0526 - Grounding and Bonding for Electrical Systems
- 26 0529 - Hangers and Supports for Electrical Systems
- 26 0533.13 - Conduit for Electrical Systems
- 26 0533.16 - Boxes for Electrical Systems
- 26 0553 - Identification for Electrical Systems
- 26 0573 - Power System Studies
- 26 0923 - Lighting Control Devices
- 26 2100 - Low-Voltage Electrical Service Entrance
- 26 2200 - Low-Voltage Transformers
- 26 2413 - Switchboards
- 26 2416 - Panelboards
- 26 2726 - Wiring Devices
- 26 2816.16 - Enclosed Switches
- 26 2913 - Enclosed Controllers
- 26 2923 - Variable-Frequency Motor Controllers
- 26 3213 - Engine Generators
- 26 3600 - Transfer Switches
- 26 4113 - Lightning Protection for Structures
- 26 4300 - Surge Protective Devices
- 26 5100 - Interior Lighting

DIVISION 27 – COMMUNICATIONS

- 27 0526 - Grounding and Bonding for Communications Systems
- 27 0528 - Pathways for Communications Systems
- 27 0536 - Cable Trays for Communications Systems
- 27 1100 - Communication Equipment Room Fittings
- 27 1300 - Premise Distribution System
- 27 5116 - Public Address Systems
- 27 5150 - Fire Station Alert System

DIVISION 28 -- ELECTRONIC SAFETY AND SECURITY

- 28 0513 - Conductors and Cables for Electronic Safety and Security

ELECTRONIC SAFETY AND SECURITY – (CONT.)

- 28 1300 - Access Control System
- 28 2300 - Closed Circuit Television (CCTV)
- 28 4600 - Fire Detection and Alarm

DIVISION 31 – EARTHWORK

- 31 1001 - Site Clearing and Grubbing
- 31 2001 - Site Grading
- 31 3002 - Trenching, Backfilling for Utilities
- 31 4001 - Erosion and Sediment Control
- 31 4002 - Rip-Rap

DIVISION 32 -- EXTERIOR IMPROVEMENTS

- 32 0501 - Trees and Plantings
- 32 1216 - Asphalt Paving
- 32 1217 - Stone Base Course
- 32 1220 - Milling, Cutting and Replacing Pavements
- 32 1723 - Pavement Markings
- 32 3113 - Chain-Link Fences (F-162)
- 32 9202 - Grassing – Stabilization

DIVISION 33 -- UTILITIES

- 33 0501 - Water Distribution System
- 33 0503 - Disinfection of Potable Water Lines
- 33 1001 - Sanitary Sewer – Gravity
- 33 1001 - Sanitary Sewer – Gravity
- 33 4100 - Storm Drainage System

Appendix A – Geotechnical Report, dated 11/1/2018

Appendix B - GSP Airport Construction Security Plan

Appendix C - GSP Safety and Health Programs for Construction Projects

## **APPENDIX B - Insurance Requirements**

Contractor and its Sub-Contractor shall, at its sole cost, obtain and maintain for the duration of the contract, insurance of the following types with limits not less than those set forth below:

- Commercial General Liability Insurance with minimum limits for all projects that are located on or require vehicular access to the airfield or airside of the Terminal:
  - \$5,000,000 each occurrence for bodily injury and property damage combined;
  - \$5,000,000 each occurrence for personal and advertising injury;
  - \$5,000,000 annual general aggregate
- Products-Completed Operations Insurance in an amount not less than \$5,000,000 per occurrence for damages including bodily injury and property damage that arises out of Contractor's product or work.
- Worker's Compensation and Employer's Liability Insurance, including occupational illness or disease coverage, to meet statutory requirements of coverage with a minimum limit of \$1,000,000 per accident and, for bodily injury by disease, \$1,000,000 per employee.
- Automobile Liability Insurance for all projects covering use of all owned, non-owned and hired automobiles with a minimum combined single limit of liability for bodily injury and property damage of \$1,000,000 per occurrence. This policy shall be endorsed to name District, its Commissioners, officials, servants, agents, and employees as additional insureds.
- Contractor shall, at its sole cost, obtain and maintain for the duration of the contract, Professional Liability Insurance in an amount not less than \$5,000,000 for each claim for damages caused by any negligent act, error or omission by Contractor, or of any other person retained or engaged by Contractor for the performance of services in a professional capacity pursuant to this agreement.
- Sub-Contractors working with or under the direction of the primary Contractor on any project shall carry Professional Liability insurance in an amount not less than \$1,000,000 for each claim for damages caused by any negligent act, error or omission by Sub-Contractor, or of any other person retained or engaged by Sub-Contractor for the performance of services in a professional capacity pursuant to this agreement.
- Contractor is fully and solely responsible for any physical loss or damage to all personal property utilized in the performance of Contractor's work. Contractor agrees to waive its rights of recovery and cause its insurers to waive their rights of subrogation against District for any such damage or loss, howsoever caused. Contractor shall include District, its Commissioners, officials, servants, agents, and employees as additional insured by including the following statement on its insurance certificate:
  - "Greenville-Spartanburg Airport District, its Commissioners, officials, servants, agents, and employees are named as additional insureds."*
- The certificate shall unconditionally provide that the requisite coverage shall not be terminated or adversely modified or not renewed until District has received thirty (30) day written notice thereof. In the event that an insurance carrier should terminate or adversely modify or not renew the above coverage, Contractor shall immediately contract with another insurance carrier to provide requisite coverage and shall insure that there is no gap or reduction in coverage and shall immediately deliver to District a replacement certificate. The coverage shall be written through an admitted carrier in the State of South Carolina.

**END OF RFQ**