

**ADDENDUM NO. 2  
TO  
REQUEST FOR QUALIFICATIONS  
ON-CALL ARCHITECTURAL / ENGINEERING CONSULTING SERVICES  
GREENVILLE-SPARTANBURG INTERNATIONAL AIRPORT  
GREER, SC**

**Sept 05, 2023**

This ADDENDUM forms a part of the Request for Quotation dated August 18, 2023. Acknowledge receipt of this ADDENDUM in proposal. **Failure to do so may subject respondent to disqualification.**

**Clarification #1:** The following addition will be made to the master services agreement for architectural / engineering consulting services:

**7.22 Errors and Omissions**

*If during the construction of a project designed by the Consultant, there are required design updates, changes, clarifications, or construction change orders that are due to inaccurate or incomplete drawings provided by the Consultant, the District may issue a Potential Back Charge Notice (see Exhibit \_\_\_) to the Consultant. A Potential Back Charge Notice indicates the District's intent to potentially hold the Consultant liable for any and all costs associated with the item/issue outlined in the Potential Back Charge Notice.*

The exhibit referenced above will be distributed to the highest ranked firms post interview.

**Question #1:** Regarding the solicitation, "On Call Architectural Engineering Consulting Services," can you please provide the name of the previous awarded vendor (incumbent).

**Answer #1:** The District awarded 3 on-call master service agreements to A/E teams. The prime consultants included Kimley-Horn, McMillan Pazdan Smith, and WK Dickson.

**Question #2:** Do you plan on sending out the updated CIP before the RFQ is due?

**Answer #2:** Yes. A copy will be provided in an upcoming addenda.

**Question #3:** Do any of the projects include site development on the 1500 acres adjacent to the airport?

**Answer #3:** The on-call consulting services for development beyond the terminal/airfield campus may be to review developer's plans for compliance with the District's development guidelines.

**Question #4:** Are any projects on the current CIP list committed to existing on-calls?

**Answer #4:** Yes. All the design projects are currently assigned except for the airfield pavement improvement priority 3, ATP funding request terminal enabling project, and the terminal hotel infrastructure project.

**Question #5:** There are opportunities for environmental projects on the CIP. Would the planning on-call handle those or the AE on-call? Should the AE have an environmental resource on their team?

**Answer #5:** Yes. The AE consultant should have an environmental resource on the team. This resource will be instrumental in navigating stream mitigation, coordination with the USACE's, securing funding from environmental banks or defining alternative mitigation measures and environmental permitting to name a few.

**Question #6:** There are DBE goals for certain projects on the CIP. Some other projects could be eligible for DBE participation. How do we interpret this? If there is no goal stated, would there be no DBE?

**Answer #6:** Percentages are provided for those federally funded projects where the District has established DBE goals. The District is committed to

supporting the DBE, local, and small business community. Goals will be established for the balance of the projects soon.

**Question #7:** Will the IT security design firm be selected/assigned after the RFQ deadline or in tandem?

**Answer #7:** IT systems such as access control and CCTV are critical infrastructure for the District. We are currently evaluating options to gain institutional knowledge and continuity among projects. The path forward will be provided after the award of the AE consulting services contracts.

**Question #8:** Should the AE team have a cost consultant on the team or is GSP planning to use an outside estimating contractor?

**Answer #8:** No. The AE on-call firm/team does not need to have a cost consultant on their team.

**Question #9:** With Aulick Engineering, LLC working with GSP via an on-call Construction Administration/Construction Inspection contract, are they precluded from being on a team for services outside of CA/CI, such as Hydrology/Drainage Design? We understand GSP has on-call contracts for Surveying and for Geotechnical Engineering/Materials Testing services. Does that mean we should not include those services on our organizational chart for the subject pursuit? The CIP refers to a couple of projects as "Facilities Expansion Project." In order for our team to better define our previous experience in the proposal, can you elaborate on the type(s) of facilities being addressed?

**Answer #9:** Yes. Aulick is precluded from providing services outside of CA/CI in order to maintain an unbiased position when it comes to inspection services. Yes. There is not a need for the AE teams to account for geotechnical engineering/materials testing firm on the team. The District has a multi-year design/construction effort to address growth needed within our facilities organization. Upcoming projects

include extensive maintenance building renovation, office addition, equipment storage buildings, and site improvements.

**Attachment #1** 8/30/2023 Pre-submittal presentation for on-call architectural/engineering consulting services.

**Attachment #2** 8/30/2023 Pre-submittal presentation for on-call architectural/engineering services sign-in sheet.

**(END of Addenda 2)**

Attachment #1

# Greenville-Spartanburg Airport District



**On-Call Architectural / Engineering (A/E)  
Consulting Services - Request for Qualifications (RFQ)**

**Pre-Submittal Meeting**

**August 30, 2023**





# **Greenville-Spartanburg International Airport On-Call A/E Consulting Services RFQ Pre-Submittal Meeting**



[www.gspairport.com](http://www.gspairport.com)



# GSP Airport District On-Call AE Consulting Services RFQ



## Agenda

- Introductions
- Scope of Services
- Selection Process
- Timetable
- RFQ Requirements
- Questions



# GSP Airport District On-Call AE Consulting Services RFQ



## Introductions

- Kevin Howell – Senior Vice President & COO
- Mike Kossover – Senior Director of Operations & Public Safety
- Dane Slaughter – Director of Facilities
- Katie Eleam – Project Manager
- Jeff Clifton – Director of Design & Construction





# GSP Airport District On-Call AE Consulting Services RFQ



## Scope of Services

- (3) Full service A&E teams
- General planning
- Architectural and engineering design
- Permitting
- Construction administration
- Master agreement – 5-year term



# GSP Airport District On-Call AE Consulting Services RFQ



## Selection Process

- Evaluation factors
- Statement of qualifications - Initial ranking
- Presentations and interviews - Final ranking
- Contract negotiations - Highest ranked firms



# GSP Airport District On-Call AE Consulting Services RFQ



## Evaluation Process:

Relative Weight	Graded Item	Score
20	Past and current project and on-call experience and performance of respondent (team/firm) on similar projects	
20	Resumes of key personnel (team/firm) committed to project w/relevant experience on similar projects	
15	Project management approach	
15	Ability to meet project goals, respond in a timely manner on project related tasks/items	
10	Team/firm organizational structure and capability	
10	Responsiveness to RFQ requirements	
5	DBE Approach	
5	Experience with GSP Airport District	
100%	TOTAL SCORE	
Pass/Fail	Insurance Requirements	



# GSP Airport District On-Call AE Consulting Services RFQ



## Timetable

Milestone`	Milestone Date
Deadline for Pre-Submittal Questions	Sep 8, 2023
Final Addendum	Sep 12, 2023
SOQ Submittals Deadline	Sep 19, 2023
Shortlist Notification	Oct 6, 2023
Presentations and Interviews	Wk of Oct 23, 2023
Recommended Final Ranking Presented to the Commission for Approval	Nov 13, 2023
Notify Top Ranked Respondents	Nov 14, 2023
Master Agreements Executed	Within 30 days



# GSP Airport District On-Call AE Consulting Services



## RFQ Requirements

- Title page
- Table of contents
- Cover letter
- Executive summary
- Project team organization
- Firm / Team project experience
- General Project management experience
- DBE participation, small and local business inclusion
- Resumes of key personnel
- Form 1 – Respondent contact directory
- Form 2 – Acknowledgement of addenda
- Form 3 – Proof of insurance
- Form 4 – Client references
- Form 5 – Contract acceptance



# GSP Airport District On-Call AE Consulting Services



## Exemplary Projects

- Airfield development
- General aviation expansion
- Terminal and facilities improvements
- Pavement rehabilitation
- Utility improvements
- Airfield electrical



# GSP Airport District On-Call AE Consulting Services



## Questions



# Attachment #2

Greenville-Spartanburg International Airport  
On-Call Architectural / Engineering Consulting Services RFP  
1:30 pm, Wednesday August 30, 2023



INTERNATIONAL  
GSP AIRPORT  
ROGER MILLIKEN FIELD

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Greenville-Spartanburg International Airport  
On-Call Architectural / Engineering Consulting Services RFQ  
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