



Request for Qualifications

Professional Airport Planning Services
Airport Master Plan and On-call Planning
Columbia Metropolitan Airport

ISSUED DATE: December 14, 2022

ISSUED BY: Richland – Lexington Airport District
3250 Airport Boulevard, Suite 10
West Columbia, SC 29170

POINT OF CONTACT (POC): Mr. Frank Murray, Director of Planning & Facilities
Email: f.murray@flycae.com

NON-MANDATORY MEETING: January 18, 2023 at 2:00 p.m. EST
Columbia Metropolitan Airport
Carolina Room
3250 Airport Boulevard
West Columbia, SC 29170
(Invite to Teams meeting upon request. Email POC with subject line CAE Master Plan 2023)

STATEMENTS OF INTEREST: January 12, 2023; no later than 2:00 p.m. EST
Richland – Lexington Airport District
Attn: Frank Murray, Director of Planning & Facilities
Email: f.murray@flycae.com

QUESTION DEADLINE: January 31, 2023; no later than 2:00 p.m. EST
Richland – Lexington Airport District
Attn: Frank Murray, Director of Planning & Facilities
Email: f.murray@flycae.com

PROPOSAL DEADLINE: March 9, 2023; no later than 4:00 p.m. EST
Richland – Lexington Airport District
Attn: Frank Murray, Director of Planning & Facilities
3250 Airport Boulevard, Suite 10
West Columbia, SC 29170

Columbia Metropolitan Airport (CAE) is a Small-Hub, Commercial Service Airport consisting of approximately 2,600 acres located in Lexington County, South Carolina. The Airport Sponsor, the Richland-Lexington Airport District (RLAD), is soliciting Statements of Qualifications (SOQ) by qualified airport planning consultants to prepare a master plan that will guide development of CAE over the next 20 years. CAE will also retain the successful firm to provide On-Call Planning Services for a three year period initiated by this selection.

A. Project Background and Description

RLAD is undertaking its first comprehensive Airport Master Plan Update since 2012. The Airport experienced significant enplanement growth over the period from the completion of the last study until the COVID economic downturn of 2020. As the Central South Carolina Region rebounds and continues to grow it is critical to forecast the future needs of the airport.

This Airport Master Plan, development alternatives, environmental clearance and resulting improvements are needed to meet existing and future airport requirements. Improving domestic and creating international passenger service at CAE is a key objective of RLAD. Terminal facilities to accommodate this air service with modern customer amenities will be critical to the air service development approach.

South Carolina is a major goods movement hub in the southern eastern United States. Columbia seeks to increase its role in the regional logistics and distribution network. The Airport is home to a UPS Regional Sorting Hub, and has additional cargo service provided by FedEx and Delta Cargo. Expansion into international cargo has been a long-term objective of the airport and will require substantial additional infrastructure.

The Airport Master Plan should seek to maximize aeronautical and non-aeronautical revenue through identification of land use opportunities and constraints. This includes documentation and assessment of vacant land, underused parcels, and existing aeronautical and non-aeronautical buildings. The provision of vital airport services should be prioritized.

During the master plan development process, staff will continue to evaluate commercial opportunities as they arise and approved opportunities will be incorporated into the master plan study.

The study will proceed in a phased approach whereby items identified in the inventory and subsequent gap analysis may or may not lead to further study depending on the feasibility (practical and/or economical) of identified issues. The Master Plan will address short, medium and long range facility requirements. All solutions will require phasing alternatives with clearly defined triggers and should be comprehensive, efficient, flexible, and supported by a financial plan demonstrating cost-efficiency. The long-range development of CAE should also be completed in coordination with local and regional planning efforts and studies.

The Project will be funded by Federal Aviation Administration (FAA) grants as part of the Airport Improvement Program (AIP). The Project shall be conducted in accordance with FAA Advisory Circulars (AC) and other applicable federal, state, and local requirements including but not limited to AC 150/5070-6B *Airport Master Plans*, AC 150/5300-13, *Airport Design*, AC 150/5300-16, *Aeronautical Surveying*, AC 150/5300-17, *Airport Imagery*, and AC 150/5300-18, *Geographic Information System (GIS) Standards*. Supporting study elements that fall outside of the funding scope of the AIP Program shall be funded by local sources.

B. Scope of Services

RLAD intends to complete a high-quality, cost-effective Master Plan in 12-18 months. The selected consultant is encouraged to use existing CAE studies and data. These will be made available during final scoping and negotiations. Some of those studies and data include:

- Airport Forecast
- Airport Land Use Compatibility Plan
- Existing Airport Layout Plan
- Exhibit A Land Map (Updated 2022)
- Passenger, Operations, Air Cargo Data
- Air Service Analysis
- Wildlife Hazard Management Plan
- FAR Part 150 Noise Exposure Maps
- 2019 Airport Development Master Plan
- 2022 Airfield Planning Study
- 2023 FBO Analysis (Under Development)

The anticipated services for the Master Plan would include those typically performed during an airport master planning process, as outlined in FAA Advisory Circular 150/5070-6B, *Airport Master Plans*. The scope of work would include, but not be limited to, the following:

1. Inventory of existing conditions:
 - a. Airport Facilities (airside, terminal and landside)
 - b. Aviation Activity
 - c. Environmental Issues
 - d. Land Use, Zoning, and Other Local & Regional Planning Studies
 - e. Roads and Ground Traffic
 - f. Utilities
 - g. Sustainability Initiatives
2. Forecasts and Market Analysis for:
 - a. General Aviation Activity
 - b. Air Carrier Activity (include leakage study)
 - c. Cargo Activity (include analysis of market potential)
 - d. Military Activity
 - e. Technology Disruption (eVTOL, SAF, EV)
3. Facility Requirements – Assess the ability of the existing airport, both airside and landside, to support the forecasted demand. Identify the demand levels that will trigger the need for facility additions or improvements and estimate the extent of new facilities that may be required to meet that demand including but not limited to building infrastructure, utilities and land assets.
4. Alternatives Development and Evaluation – Identify options to meet projected facility requirements and alternative configurations for each major airport component. Assess the expected performance of each alternative against the selected evaluation criteria, including its operational, environmental, and financial impacts. Based on this assessment, provide recommended development alternatives and triggers for their implementation. Some alternatives will focus on enhancing/maximizing revenue producing opportunities. Alternatives will address short (5 year), medium (10 year) and long range (20 year) facility

requirements.

5. Environmental Considerations – Determine the federal and State environmental requirements needed to move forward with each project in the recommended development program. Site clearing activities at CAE may have particular environmental considerations that should be carefully considered during the preparation of environmental documents.
6. Airport Layout Plan – A new Airport Layout Plan (ALP) shall be prepared according to FAA Standard Operating Procedure 2.00 and a new Exhibit A property map should be prepared according to FAA Standard Operating Procedure 3.00. The ALP update should include an aeronautical survey and development of new planimetric data that meets FAA standards. The ALP process should include submittal of data to the Airports Geographic Information System (A-GIS) and delivery of data in both digital and paper format to RLAD.
7. Facilities Implementation Plan – Provide a description of the recommended improvements, estimated implementation triggers and costs to be used in the development of a capital improvement plan.
8. Financial Feasibility Analysis – Identify the financial plan for CAE, and the means by which RLAD can finance the projects recommended in the master plan. Demonstrate the financial feasibility of each project or program element.
9. Facility Condition Assessment – An architectural/engineering assessment of existing facilities to determine remaining useful life, replacement value and anticipated capital improvements required during the study horizon of 20 years will be included.
10. Sustainability – The sustainability component of the Master Plan should focus on the environmental aspects of capital improvement projects, including their cost, design, construction, and operations, from a holistic policy level. Sustainability recommendations should be useful tools to guide, not constrain, decision-making.
11. Community Outreach/Stakeholder Input Facilitation – Since the long range development of CAE will have an impact on the surrounding community, opportunities for public involvement throughout the process will be critical to the success of this Project. A Master Plan Stakeholder Advisory Committee with broad representation will likely be formed to provide Master Plan input, facilitated by RLAD staff in coordination with the Master Plan consultant. Typical input will be on a quarterly basis or other appropriate intervals/milestones in the process. Five to eight Master Plan Stakeholder Advisory Committee meetings are anticipated during the course of the study. RLAD also anticipates conducting public outreach workshops periodically to communicate progress and gather feedback from a broader audience. Finally, the consultant will utilize innovative, digital tools, in addition to the website and other future public websites, during the Master Plan study. RLAD encourages teams to submit creative ideas and solutions in order to garner robust and effective public participation.
12. Final Document – The proposer should assemble the analysis into a cohesive CAE Airport Master Plan document. The document should be digital and will be expected to be published on the RLAD website.

C. Pre-Submittal Meeting

A non-mandatory pre-submittal meeting will be held on Tuesday, January 18, 2023 at 2:00 p.m. EST at the Carolina Room of the Columbia Metropolitan Airport Terminal, located at 3250 Airport Blvd., West Columbia, SC 29170. Interested parties may participate in person, or online via Microsoft Teams. Invitation to the online meeting will be sent in response to requests to the project POC.

At the non-mandatory pre-submittal meeting, RLAD staff will provide a brief overview of the project expectations, submittal requirements, and preferred timeline, followed by a question and answer session. A summary of the question and answer session and a list of the attendees will be made available, within 48 hours of the meeting, for download at the following website:

<https://www.flycae.com/procurement-bids/>

Parties interested in responding to this RFQ, or interested in participating on a team responding to this RFQ, should submit a brief statement of interest and contact information to Frank Murray at f.murray@flycae.com. This statement of interest should be no more than 100 words in length, excluding contact information. **Although the pre-submittal meeting is non-mandatory, all parties intending to submit a SOQ are required to provide a statement of interest no later than 2:00 p.m. EST on Thursday, January 12, 2023.** This step is intended to connect small businesses and South Carolina DBEs with suitable skillsets, with the various aviation consultant groups interested in this project. All statements of interest will be compiled, and posted at the above link by noon on December 23rd, 2022.

D. Submittal Content

RLAD intends to complete the Master Plan in 12-18 months. The submittal should reflect the Consultant's ability to complete the scope of work and associated analysis and assemble a cohesive master plan document. RLAD encourages succinct responses and therefore would expect submittals to include no more than thirty (30) total pages (including graphics and resumes). The Statement of Qualifications (SOQ) shall include the following required information:

- A cover with the name and address of the Consultant and titled "Statement of Qualifications, Airport Master Plan, Columbia Metropolitan Airport"
- A letter signed by the Consultant's contact person expressing interest and capability to perform the work;
- Acknowledgment of compliance with the applicable DBE/SBE policy, nondiscriminatory and civil rights policies;
- Succinct description of the team organizational structure, including a chart identifying the Project Manager, key personnel, sub-consultants, and responsibilities of team members;
- Qualifications of individuals who will be assigned to the Project, focused on their experience on airport projects comparable to this Project;
- Description of the Project approach, preliminary work plan, public outreach plan, and 12-18-month timeline;
- Specialized experience required to perform services;
- Past performance on projects of similar complexity and type;
- Present work load of the staff assigned to the Project;
- Description of specific resources to be used to provide such services; and
- Three or more professional references of current and/or past clients (Name, address, email address and phone number).

E. Selection Process

The selection process is a Qualifications Based Selection (QBS) using the information contained in the Statement of Qualifications (SOQ). A selection committee from RLAD will review the submittals. Depending upon the number and qualifications of respondents, RLAD may select directly from the Statements of Qualifications, or may develop a shortlist of firms and invite them to interviews for final selection. The decision as to the process, timing, and selection will be at the discretion of RLAD.

F. Nondiscrimination

The Consultant, with regard to the work performed hereunder, shall not discriminate on the grounds of race, color, creed, national origin, sex, sexual orientation, gender identity or expression, or age in the selection and retention of any employee or applicant for employment, and subcontractors, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by 49 C.F.R. Section 21.5 including employment practices when the Agreement covers a program set forth in Appendix B of the regulations.

The following requirements also apply for projects utilizing federal funding:

G. Disadvantaged Business Enterprise (DBE) Policy

The Consultant or Sub-Consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of an Agreement formed as a result of this selection process. Failure by the Consultant to carry out these requirements is a material breach of Agreement, which may result in the termination of this Agreement or such other remedy, as RLAD deems appropriate.

H. DBE Project Goal

This Agreement will be funded in part by a grant from the Federal Aviation Administration, therefore the requirements of Title 49 CFR Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Programs, applies to this Agreement. RLAD has not set a DBE participation contract goal for this Project, however DBE participation is strongly encouraged. The overall DBE Goal for CAE is 15.20%.

I. Civil Rights

Title VI Solicitation Notice: The Richland-Lexington Airport District, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all proposers that it will affirmatively ensure that any Agreement entered into pursuant to this advertisement, disadvantaged business enterprises (DBE) will be afforded full and fair opportunity to submit statements of qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

J. General Instructions

RLAD shall not be responsible for costs incurred in responding to this Request for Qualifications.

RLAD reserves the right to reject any or all Statements of Qualifications (SOQ), to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ received.

All firms interested in this Project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) shall refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

K. Submittal Requirements

Please submit seven (7) copies of the Statement of Qualifications to RLAD no later than **4:00 p.m. EST on Thursday, March 9, 2023.**



Address submittals to: Frank Murray, Director of Planning and Facilities
Statement of Qualifications: Airport Master Plan (CAE)
Columbia Metropolitan Airport
3250 Airport Blvd., Suite 10
West Columbia, SC 29170

The physical address for hand/express deliveries is:
Columbia Metropolitan Airport
Airport Administration Office
3250 Airport Blvd., Suite 10
West Columbia, SC 29170

In the event your firm desires additional information, RLAD will endeavor to provide such information; however, RLAD will not be responsible for any delay resulting in the respondent's inability to meet the deadline for submission of the Statement of Qualifications. In addition, RLAD will not be responsible for Consultant's costs associated with preparation or submittal of the Statement of Qualifications or the selection process.

Please direct all inquiries regarding this solicitation to:
Frank Murray, Director of Planning & Facilities
Phone: (803) 822- 7817
Email: f.murray@flycae.com

*****End of Request for Qualifications*****