

NOTICE INVITING

STATEMENT OF QUALIFICATIONS

FROM

GENERAL CONTRACTORS

FOR THE

ADDITIONAL CONCOURSE RESTROOMS PROJECT

CHARLESTON COUNTY AVIATION AUTHORITY

CHARLESTON INTERNATIONAL AIRPORT

STATEMENT OF QUALIFICATIONS DUE:

Thursday, December 1 , 2011 2:00 P.M. (Local)

Procurement No.: 2011-65-CHS

**NOTICE INVITING
STATEMENT OF QUALIFICATIONS
FROM GENERAL CONTRACTORS**

The Charleston County Aviation Authority is requesting Statements of Qualifications from interested General Contractors for the Additional Concourse Restrooms Project at the Charleston International Airport.

Written statements will be received up to the hour of 2:00 p.m. (local) on Thursday, December 1, 2011. All such statements shall be addressed to:

James L. Fann, A.A.E., P.E.
Deputy Director of Engineering and Planning
Charleston County Aviation Authority
5500 International Boulevard, # 101
Charleston, South Carolina 29418

and clearly marked:

STATEMENT OF QUALIFICATIONS FOR THE
ADDITIONAL CONCOURSE RESTROOMS PROJECT
PROCUREMENT No.: 2011-65-CHS
CHARLESTON INTERNATIONAL AIRPORT

Statement of Qualifications submittal packages may be obtained from the Authority's website at chs-airport.com/business_opportunities or by calling (843) 767-7000.

Any questions and/or comments concerning this request for Statements of Qualifications should be directed in writing to James L. Fann, A.A.E., P.E. Deputy Director of Engineering and Planning, at the above address. The Charleston County Aviation Authority will not be responsible for any oral instructions with regard to this Notice.

A Non-Mandatory Pre-Submittal Conference will be held on Thursday, November 10, 2011 at 2:00 p.m. at the offices of the Charleston County Aviation Authority, 5500 International Boulevard, 2ND Floor, Main Terminal Building.

SUBMISSION OF STATEMENT OF QUALIFICATIONS

Interested General Contractors shall submit a written Statement of Qualifications no later than 2:00 p.m. (local) on Thursday, December 1, 2011. **One (1) original and three (3) copies** of the above information must be submitted in a bound format.

GENERAL INFORMATION

Certain mandatory federal requirements apply to this solicitation and will be made a part of any contract subsequently awarded.

- Nondiscrimination
- Non-Segregated Facilities
- Statements and Payrolls
- Safety: Accident Prevention
- Certification Regarding Debarment, Suspension Ineligibility and Voluntary Exclusion
- Certification Regarding Use of Contract Funds for Lobbying
- Payment of Predetermined Minimum Wage
- Record of Materials, Supplies, and Labor
- Subletting or Assigning of Contract

Senior staff of the Authority will review the Statements of Qualifications and may later invite applicants to present a more detailed presentation.

The Authority reserves the right to reject any or all submittals, to advertise for new submittals, or not to proceed at all with this project.

Receipt of these Statements of Qualifications shall not in any way obligate the Charleston County Aviation Authority to later invite a firm or corporation to bid on this project.

The Authority shall not be responsible in any manner for any cost associated with the submission of this Statement of Qualifications or any later proposals.

The Statements of Qualifications submitted, including any and all attachments thereto, shall become the property of the Authority upon receipt by the Authority.

The Authority shall have the right to copy, reproduce, or dispose of each Statement of Qualifications in any way that the Authority selects. The Authority shall be free to use as its own, without payment of any kind or liability thereof, any idea, scheme, technique, suggestion, layout or plan received during the review process.

CHARLESTON COUNTY AIRPORT DISTRICT
CHARLESTON COUNTY AVIATION AUTHORITY



James L. Fann, A.A.E., P.E.

Deputy Director of Engineering and Planning

**CHARLESTON COUNTY AVIATION AUTHORITY
REQUEST FOR STATEMENT OF QUALIFICATIONS
FROM GENERAL CONTRACTORS**

PROJECT DESCRIPTION

This Request for Statements of Qualifications from General Contractors is for the Additional Concourse Restrooms Project at Charleston International Airport.

The scope of services for the Additional Concourse Restroom Project includes:

Renovation of existing spaces located on both Concourse A & B to provide additional men and women restrooms. The work involved will include structural, mechanical, electrical and plumbing.

It is anticipated that the Contractor will complete the total project in 110 calendar days from the date of Notice to Proceed. For purposes of this submittal, it is anticipated that the Project cost will be \$ 500,000 to \$ 700,000.

**CHARLESTON COUNTY AVIATION AUTHORITY
REQUEST FOR STATEMENT OF QUALIFICATIONS
FROM GENERAL CONTRACTORS**

INSTRUCTIONS TO SUBMITTERS

1. DELIVERY OF STATEMENT OF QUALIFICATION

Each respondent must provide the information requested by this Request for Statement of Qualifications (hereinafter "RFQ") in accordance with the guidance herein.

This information must be received no later than 2:00 p.m. (local) on Thursday, December 1, 2011. Information must be received at:

5500 International Boulevard, #101, 2nd Floor
Charleston, South Carolina 29418-6911

and must include one original, clearly marked as such, and three copies of the firm's qualifications. Faxed information is not acceptable. Statements of Qualifications (hereinafter "SOQ") received after that time and date will be rejected as non-responsive. Respondents mailing SOQs should ensure they are adequately marked as a response to this solicitation and should allow a sufficient mail delivery period to ensure timely receipt. Charleston County Aviation Authority ("hereinafter CCAA") reserves the right to reject any or all statements submitted.

2. EVALUATION OF QUALIFICATIONS

Contractor's qualifications will be evaluated by CCAA staff. After evaluations have been completed and it has been determined that a minimum of two contractors are qualified, a Request for Bid may be issued to the qualified contractors.

The Contractor's qualifications, experience, and ability to safely and expeditiously perform the requirements of the contract with minimum impact on airport operations are the general evaluation criteria for qualifying a contractor for this particular project.

The requirements identified in this request are intended to provide CCAA with the ability to select the most qualified contractors to submit proposals for the project resulting in best value to CCAA.

CCAA reserves the right to reject any or all submittals or proposals at any time prior to award; to negotiate with any or all offerors after receipt of proposals; to accept other than the lowest offer if its proposal is considered to be in the best interests of CCAA and to waive informalities and minor irregularities in offers received. Offerors are advised to provide all information required by the request in their written statements.

3. CONTACT PERSONS/RESTRICTED CONTACT

Contact with Authority members, CCAA staff, the construction manager, or project design consultants concerning issued SOQ documents, other than the contracts listed herein, shall be grounds for elimination from the qualification process. No verbal interpretation made to any submitter as to the meaning or consequence of any portion of the SOQ shall be considered binding. Every request for clarification of the SOQ shall be made in writing and delivered to the Deputy Director of Engineering and Planning, Charleston County Aviation Authority, Charleston International Airport, 5500 International Boulevard, #101, Charleston, South Carolina 29418. All such requests must be received no later than November 22, 2011. Any response to a request by a submitter for clarification will be made in the form of an addendum to this SOQ and will be mailed to all parties to whom the SOQ has been issued not later than five calendar days prior to the scheduled submittal time. All addenda so issued shall become part of the SOQ and must be acknowledged in the submittal. The Authority will not be responsible for any other instructions, interpretations or explanations.

4. GENERAL INFORMATION

There is no expressed or implied obligation for CCAA to reimburse responding firms for any expenses incurred in preparing an SOQ in response to this request.

During the evaluation process, CCAA reserves the right, where it may serve CCAA's best interests, to request additional information or clarification from offerors or to allow corrections of errors or omissions.

CCAA reserves the right to retain all SOQs submitted.

5. SUBMISSION AND WITHDRAWAL OF STATEMENT OF QUALIFICATIONS

Statements of Qualifications should be submitted in sealed packaging, marked and addressed as directed in these instructions. Failure to do so may result in the premature opening of, or a failure to open, such SOQ.

Sealed SOQs are to be submitted no later than the time on the closing date specified in this request. Statements received by facsimile transmittal will not be accepted for consideration.

If erasures or other changes appear on the document, each erasure or change must be initialed by the person signing the SOQ.

SOQs may be withdrawn by written request.

6. PREPARATION OF STATEMENT OF QUALIFICATIONS

All submittals shall be complete and carefully worded and must convey all of the information requested. If errors are found in the offeror's SOQ, or if the SOQ fails to conform to the requirements of the request, CCAA will be the sole judge as to whether that variance is significant enough to reject the SOQ.

Submittals should be prepared simply and economically. All data, materials and documentation shall be available in a clear, concise form and reproducible upon request "at cost" for internal use. CCAA reserves the right to reproduce SOQs for internal use in the evaluation process.

All SOQs shall provide a straightforward, concise description of offeror's ability to satisfy the requirements of the proposed project and shall address, at a minimum, all of the questions in the attached Contractor's Bid Qualification Questionnaire.

Each copy of the SOQ should be bound in a single volume where practical. All documentation submitted should be bound in that single volume. Each volume must not contain more than 100 pages, including the submittal form attached hereto, which shall serve as the opening page. Any pages in excess of 100 will not be considered.

Three copies of the SOQ, under seal, are required (in addition to the original, as described above). The offeror is required to have typed on the envelope or wrapping containing the submittals, the Project Name specified in this RFQ, and the closing date.

The offeror is solely responsible for all costs and expenses associated with the preparation of the SOQ and of any supplementary presentation requested by CCAA.

SOQs must be submitted in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address and physical address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the qualifications.

7. PUBLIC ACCESS TO PROCUREMENT INFORMATION

Subject to the requirements of the Freedom of Information Act, commercial or financial information obtained in response to this request that is deemed privileged and confidential by the Offeror will not be disclosed after the award. Such privileged and confidential information includes information that, if disclosed, might cause harm to the competitive position of the Offeror supplying the information. All Offerors, therefore, must visibly mark as "CONFIDENTIAL" each specific part of their SOQs that such Offerors consider to contain proprietary or other privileged information. If the entire SOQ is marked "CONFIDENTIAL", CCAA will not endeavor to determine which individual parts are proprietary or contain privileged information and may disclose the SOQ in its entirety. CCAA hereby disclaims any responsibility for any information that is disclosed as a result of Offeror's failure to visibly mark it as "CONFIDENTIAL."

8. OWNERSHIP OF DOCUMENTS

All SOQs and supporting materials, including all data, material and documentation originated and prepared for CCAA pursuant to this RFQ and including correspondence relating to this RFQ, shall, upon delivery to CCAA, become the property of CCAA.

ADDITIONAL CONCOURSE RESTROOMS PROJECT ANTICIPATED SCHEDULE

Advertise RFQ from General Contractors.....	October 30, 2011
Pre-Submittal Conference	November 10, 2011 (2:00 pm)
Qualification Closing Date	December 1, 2011 (2:00 pm)
Evaluate Qualifications and Determine Qualified Contractors	December 8, 2011
Issue Request for Bids	December 16, 2011
Mandatory Pre-Bid Conference	December 20, 2011 (2:00 pm)
Last Day for Questions and Submittal of Product Substitution Requests.....	January 06, 2012
Bid Closing Date	January 17, 2012 (2:00 pm)
Bid Evaluation Period	January 17-24, 2012
Award Recommendation to Authority.....	February 16, 2012
Notification of Award	February 17, 2012
Contracts Executed	March 8, 2012
Preconstruction Conference	March 12, 2012
Notice to Proceed Issued	March 14, 2012
Substantial Completion (110 Days)	July 2, 2012

(110 day Construction Schedule)
NOTE: THE ABOVE DATES ARE SUBJECT TO CHANGE.

SUBMITTAL FORM

In compliance with the above Request for Qualifications, the undersigned hereby proposes to provide construction services in accordance with the instructions, terms, conditions, and requirements incorporated in the Request for Qualifications.

Qualifications submitted by:

Name of Firm

Address

Telephone Number

Fax Number

Principal's Name and Title (type or print)

Principal's Signature

Date

Federal Tax Identification Number

State of Incorporation

**CONTRACTOR'S BID QUALIFICATION QUESTIONNAIRE
ADDITIONAL CONCOURSE RESTROOMS PROJECT AT
CHARLESTON INTERNATIONAL AIRPORT**

The information submitted herein will be used by the Charleston County Aviation Authority to assess the qualifications of the Contractor to perform as the General Contractor for the work on the Project. (The Project is described in Section 1, Page 1 of 7 of the RFQ). By completing, submitting, and attesting to the information requested in this Questionnaire, the Contractor shall certify that the information provided herein is truthful and complete.

The Contractor should prepare the requested information in the following sequence and format. Failure to provide all requested information will be considered grounds for rejection of the submittal.

1. Furnish the Organization's name and principal address.
2. Is the Organization a corporation, partnership, joint venture, or "other"?
 - a) If corporation, furnish date and state of incorporation and names of the president, vice-president, secretary, and treasurer.
 - b) If partnership, furnish date of organization, type of partnership (if applicable) and name(s) of general partner(s).
 - c) If joint venture, furnish names of participants and corresponding percentage of participation. Additionally, if the participants are a corporation, a partnership or "other", furnish the information for the individual participants as requested herein for their respective types of organization.
 - d) If "other," furnish information sufficient to describe the organization's ownership and business structure.
3. How many years has the Organization been in business under its present name?
4. Has the Organization operated under another name?
 - a) If yes, provide the previous name, number of years the company operated under the previous name, and the previous state license number.

5. Furnish the following information relating to the Organization's history with regard to lawsuits, claims, and arbitration with regard to construction contracts. If the Organization is a partnership or joint venture, furnish the requested information on each of the participating entities.
 - a) Are there any lawsuits, arbitration proceedings, judgments, or claims pending or outstanding against the Organization, its officers, or, if appropriate, any of its participating entities? If so, furnish details.
 - b) Within the last five years, has the Organization, or any of its participating entities, filed any lawsuits or arbitration requests for any construction-related issues? If so, furnish details.
6. Furnish a listing of the jurisdictions in which the Organization is legally qualified to perform as a General Contractor. Also, provide all applicable registration or license numbers. It is a requirement for this qualification that the contractor's organization be licensed to do work as a general contractor in the State of South Carolina.
7. Furnish the following information relating to the Organization's performance with regard to construction contracts. If the Organization is a partnership or joint venture, furnish the requested information on each of the participating entities.
 - a) Has the Organization ever failed to complete the work in any contract awarded to it? If so, furnish details.
 - b) Within the last five years, has any officer or principal of the Organization or any of its participating entities been an officer or principal of any other organization that failed to complete the work on any contract awarded to it? If so, furnish details.
 - c) Furnish a list of construction projects of similar size and complexity (at least 50% complete) the Organization has in progress or has completed within the past five years. For each project furnish:
 - Name of the project
 - Brief description of work
 - Name and address of the owner
 - Name and address of the architect or engineer of record

- The contract amount, as awarded, and the final contract amount for completed projects. For in progress projects, furnish the dollar amount of change orders to date.
 - Date of contract award, contract time and date of completion, or, for in-progress projects, give percent complete.
 - The percentage of the work, by dollar value, performed by the Organization's own forces.
- d) Furnish the total dollar volume of construction work the Organization has performed for each of the past five years.
- e) Furnish a list of the key personnel (and alternates) that will be proposed for this project if the Organization is the successful bidder. Also include their résumé, their present job commitments, and the anticipated level of involvement in this Project and a proposed organization chart.
8. Furnish the following information relating to subcontractors:

Furnish a list of up to three subcontractors for each of the following elements of work to the project: (1) plumbing; (2) electrical; (3) drywall on metal studs; (4) ceramic tile finishes; (5) painting and (6) HVAC. Identify the number of contracts and volume of work the general contractor has subcontracted with each firm in the past five years. Utilization of Disadvantaged Business Enterprise Subcontractors is encouraged. Subcontracts are required to be awarded to one of the listed subcontractors, unless otherwise approved by the Authority.

For each of the subcontractors listed, provide the company history and two reference projects (at least 50% complete), which they have performed within the past five years, of similar size and complexity to the subcontract work proposed for this project. Please provide the following, limiting to one page per project:

- Project title and location.
 - Brief description.
 - Award date, complete date, or status.
 - Subcontract value.
 - Point of contact for prime contractor having first-hand knowledge of subcontractor's performance, title and current telephone number.
9. Furnish the following management plans for the technical evaluation (draft in form, but binding in intent). Final and complete management plans shall be submitted by the successful offeror following award of the contract.

Describe the steps that will be taken to control the project quality throughout construction to ensure work is accomplished correctly the first time without delays for rework and the ability to establish and maintain project quality from contract award through completion.

Describe the steps that will promote safety during construction. Offerors should demonstrate their familiarity with OSHA standards and include their OSHA incident rates and OSHA lost time incident rates for the last five years. Offerors should also provide their current and last three years interstate experience modifier (EMR) for their company insurance. This should include that of major subcontractors.

A CPM scheduling control system will be required on this project. Identify the scheduler for the project. Describe how you will staff, monitor progress, and ensure compliance with the project schedule. Discuss resource management and contingency plans that will be used to guarantee the work identified in each phase of work will be completed to meet contract milestones.

10. Furnish a letter from the Organization's bonding company, not the agent, indicating their willingness to furnish a five percent bid bond and 100 percent payment and performance bond for this Project. For the purpose of this letter, assume a total contract amount of \$500,000 to \$700,000.
11. Furnish an audited financial statement for the Organization's latest balance sheet and income statement showing the following information. If the Organization is a partnership or joint venture, furnish the requested information on each of the participating entities.
 - Current assets
 - Net Fixed Assets
 - Other Assets
 - Current Liabilities
 - Other Liabilities
 - Name and address of the firm that prepared the statement.
12. Demonstrate an understanding of the project and its constraints (site access, laydown areas, phasing requirements, coordination to maintain airport operations, material deliveries, traffic controls, etc.). Identify work that will be self-performed and work to be subcontracted.

The response to this Questionnaire shall be signed and attested as follows:

Date

Name of Organization

By:

Title

Mr./Ms. (Signatory), being duly sworn, deposes and says that the information provided herein has been prepared in accordance with the RFQ and Addenda ____ through ____, is true, complete, and is not in any way misleading.

*Sworn to and subscribed before me
this ____ day of _____, 2011.*

Notary Public

My commission expires: _____