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# Request for Qualifications

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Professional Aviation Consulting  
Services for the Laurens County  
Airport (LUX) in Laurens, South  
Carolina

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Submit proposals to:  
Laurens County

Attn: Andy Howard  
Airport Director  
100 Hillcrest Square  
PO Box 238  
Laurens SC 29360

Advertisement Date: 03/17/2026  
Proposal Due Date: 04/24/2026

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**REQUEST FOR QUALIFICATIONS STATEMENT (RFQ)  
PROFESSIONAL AVIATION CONSULTING SERVICES  
FOR THE  
LAURENS COUNTY AIRPORT (LUX) LAURENS, SOUTH  
CAROLINA**

Laurens County is requesting Statements of Qualifications from interested and qualified Aviation Consulting Firms for engineering, construction inspection/administration, planning, and subcontracted special services. Proposed work must be performed and completed in such a manner as to be eligible for funding under FAA Airport Improvement Program (AIP) and the SC Aeronautics Commission.

The services may include, but are not limited to the pre-design, design, bidding, and construction phases of various types of projects including runway extensions, runway safety areas, runway and taxiway rehabilitations, aprons, airfield lighting, NAVAIDs including instrument landing systems, fueling systems, hangars, terminal site work, parking lot and road rehabilitation, and other projects as determined by Laurens County. The services may also include assisting with land and aviation easement acquisition, obstruction removal, DBE Reporting, master planning, financial and feasibility studies, and planning, environmental, and other tasks and projects as determined by Laurens County. These services may also include subcontracted special services, such as surveying, geotechnical, and quality assurance testing.

Specific projects may include the following:

1. Wildlife Hazard Assessment/Perimeter Safety Security Fencing
2. Backup Generator Design/Bid/Install
3. Stormwater pollution prevention planning
4. Airport Layout Plan Update
5. Runway Extension Justification/Land Acquisition/Design and Bid

**PURPOSE**

The purpose of this Request for Qualifications (RFQ) is to obtain information about Aviation Consulting Firms interested in providing expert professional, technical and advisory services at the discretion of Laurens County for anticipated engineering and planning services listed in the above paragraph. Services will be for a period not to exceed five (5) years. The information obtained will be utilized by Laurens County to evaluate each interested firm by utilizing the criteria outlined in this Request for Qualifications. The award of any contract or agreement is contingent upon the receipt or availability of adequate project funding.

**REQUIREMENTS OF FIRM**

To be considered for selection, the Aviation Consulting Firm shall be qualified and capable to perform at a minimum the following services for the proposed projects:

1. Airport planning, environmental services, land and easement acquisition assistance, preliminary and final engineering design, estimating, bidding, and construction administration and inspection services.

2. Subcontracted special services, such as surveying, geotechnical, and quality assurance testing, as required.
3. Assist in preparation of grant funding applications and grant reimbursement requests for the South Carolina Aeronautics Commission (SCAC) and/or the Federal Aviation Administration (FAA) and develop justification to document the need for federal and state funds. Demonstrated assistance in project funding is required.
4. Provide technical assistance and advice related to the activities identified above as required.

## **PROPOSAL CONTENT**

To facilitate review of your Statement of Qualifications by Laurens County, it is requested that your Submission conform to the following format:

1. **Cover Sheet:** List project title (Professional Aviation Consulting Services), the name of your firm, and the name, address and telephone number of a contact person for questions concerning the Statement submitted.
2. **Experience of the Firm:** Provide a narrative of your firm's prior experience and qualifications in airport engineering, planning, and construction work for similar projects performed by your firm, and the number of years your firm has been in business. Provide a list of similar airport projects involving federal and state funding completed within the last seven (7) years by your firm. Also, please reference the experience of firm personnel, while working for the submitting firm, including working with FAA and SCAC regulations and procedures.
3. **Project Team:** Provide a list of the project team members, including the office location where they currently work, that you propose to use on these projects and identify the responsibility of each team member. Provide a brief resume for each person listing specific similar project experience with respect to projects performed with your firm, and how long each person has worked for your firm.
4. **References:** Provide the name, address, and telephone number of at least three (3) references familiar with the quality of work done by your firm on similar projects.
5. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm. The entire Qualifications Statement must not exceed fifteen (15) pages, excluding the cover sheet and letter of introduction. Qualification Statements exceeding 15 pages will be returned and not considered.

## **CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS**

Criteria to be used in screening and ranking of the Statement of Qualifications and selection of the successful firm are as follows:

1. **Qualifications of the Firm (30%):** Preference shall be given to those firms with experience and training in the services required for aviation engineering projects, similar to those listed, at similar sized airports, as outlined in this RFQ.
2. **Overall Qualifications of the Project Manager and Project Team (30%):** Identify the Project Manager and those personnel that will be assigned to the project(s) including the location of their office and how long each person has been with your firm. Preference shall be given to project teams with specific experience of similar projects, and familiarity with the Airports in the region, and proposed projects, as outlined in this RFQ.
3. **Experience in Working with SCAC and FAA Regulations and Procedures (30%):** Preference shall be given to project team personnel (especially the Project Manager) and the firm with a demonstrated working relationship with the SCAC and FAA and possess a thorough understanding of FAA rules and regulations regarding design and development of airports similar to the Laurens County Airport.
4. **Response Capability/Project Understanding (10%):** Preference shall be afforded to those firms which in the opinion of Laurens County will be able to adequately respond to requests for meetings or project administration requirements, and firms that have a detailed understanding of the project requirements.

### **SELECTION OF THE AVIATION CONSULTING FIRM**

It is the intent of Laurens County to review the Statement of Qualifications submitted and select, based on the criteria requirements contained in this RFQ, a Number One (1) ranked firm.

With respect to this RFQ, contact with any members of the Laurens County Council, Laurens County staff, or members of the Laurens County Airport staff, other than the Contact Person specified in this RFQ, by any of the proposing Aviation Consulting Firms during the selection process is strictly prohibited and will result in that Aviation Consulting Firm being eliminated from consideration.

### **CONTRACT**

After all the Statement of Qualifications have been screened and ranked by Laurens County, Laurens County reserves the right to invite selected firms to make presentations, or the Number One (1) ranked firm may be invited to negotiate a Master Contract with Laurens County for a period not to exceed five (5) years.

For each project performed under the Master Contract, a detailed scope of work will be developed and agreed to by the Aviation Consulting Firm and Laurens County. This detailed scope of work and associated fee will be developed into a work authorization and included as an attachment to the Master Contract. The Master Contract may be cancelled by either party for any reason at any time.

## **SUBMISSION OF QUALIFICATIONS STATEMENT**

Qualifications Statement must be submitted in writing no later than **10:00am, April 24, 2026** to:

Proposals are to be mailed and/or Express Mailed to:

Laurens County  
Attn: William Wilson  
RFQ LUX-ENG-2026  
Procurement Manager  
PO Box 238  
Laurens, SC 29360

Proposals are to be hand delivered to:

Laurens County  
Attn: William Wilson  
RFQ LUX-ENG-2026  
100 Hillcrest Square  
Admin Suite  
Laurens, SC 29360

Five copies of the Qualifications Statement are required.

The submitting Consulting Firm is required to have printed on the opaque envelope or wrapping which contains the submittal, the title, and the closing date. Laurens County shall not be responsible for unidentified submittal packages.

**Consulting Firms mailing their submission must allow a sufficient mail delivery period to ensure timely receipt. Laurens County is not responsible for submittals delayed by mail or delivery services of any nature.**

**Proposals will be received by the Laurens County Procurement Department until 10:00 AM Local time on April 24th, 2026.**

### **CONTACT PERSON**

All questions concerning the RFQ must be submitted in writing by email no later than April 10th, 2026, at 5:00 PM EST and directed to:

Name: Andy Howard  
Airport Director  
Address: Laurens County  
Tel: 864-580-0576  
Email: [ahoward@laurenscountysc.gov](mailto:ahoward@laurenscountysc.gov)

All questions concerning the RFQ submittals must be submitted in writing by email no later than April 10th, 2026 at 5:00 PM EST and directed to:

William Wilson  
Procurement Officer  
Email: [bwilson@laurenscountysc.gov](mailto:bwilson@laurenscountysc.gov)

### **INFORMATION TO PROPOSERS**

1. All entries shall remain firm for a period of not less than ninety (90) days.
2. Consulting Firms must clearly mark as “Confidential” each part of their submittal which they consider to be proprietary information that could be exempt from disclosure under Section 30-4-40, Code of Laws of South Carolina, 1976 as amended (Freedom of Information Act). If any part is designated as “confidential”, there must be attached to that part an explanation of how this information fits within one or more categories listed in Section 30-4-40. Laurens County reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against Laurens County and/or its agents for any determination in this regard.
3. This solicitation does not commit Laurens County to award an agreement, to pay any costs incurred in the preparation of a Request for Qualifications and of any supplementary presentation, or to procure or contract for the articles of goods or services. Laurens County reserves the right to accept or reject any or all RFQs received as a result of this solicitation, to negotiate with all qualified firms, or to cancel in part or in its entirety this solicitation if it is in the best interest of the County to do so.
4. During the evaluation process, the Evaluation Committee reserves the right, where it may serve Laurens County’s best interest, to request additional information from companies, or to allow corrections of errors or omissions. At the discretion of the Evaluation Committee, companies submitting qualifications may be requested to make oral presentations as part of the evaluation process.
5. Laurens County reserves the right to accept or reject any and all Qualifications received in response to this Request for Qualifications. The County will not pay for any costs incurred by the submitting firms in preparation of a response to the Request for Qualifications, or any costs associated with negotiations prior to the awarding of a contract.
6. Laurens County reserves the right to cancel this Request for Qualifications, or cancel any negotiations resulting from this RFQ, or decline to enter into a contract for the proposed scope of this project if such action is deemed to be in the best interest of the County.

7. Laurens County reserves the right to retain all Qualifications submitted and to use any ideas in a Qualification regardless of whether that Qualification is selected. Submission of a Qualification indicates acceptance by the Consulting Firm of the conditions contained in this Request for Qualifications.
8. Failure to submit all required information may in the sole determination of Laurens County be deemed as a nonresponsive submission.
9. **Prohibition of Gratuities:** It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or an agreement or subcontract, or to any solicitation or qualification therefore.
10. **Right to Protest:** Any prospective bidder or offeror who is aggrieved in connection with the solicitation of a contract or intended award shall protest to the Procurement Officer. The protest must be in writing, submitted to the Procurement Officer, and shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided. Protests must be received by mail or hand delivered within seven (7) days from the date of intended award to the following address:

### **AGREEMENT REQUIREMENTS**

1. The contract agreement will be made between the selected firm and Laurens County.
2. **S.C. Law Clause:** Upon award of an agreement for these services, the person, partnership, association, or corporation to whom the award is made must comply with local and State laws which require such person or entity to be authorized and/or licensed to do business in Laurens County. Notwithstanding the fact that applicable statutes may exempt or exclude the successful Consulting Firm from requirements excluding the Consulting Firm from being authorized and/or licensed to do business in Laurens County, these requirements are in effect. By submission of this signed qualification, the Consulting Firm agrees to subject itself to the jurisdiction and process of the Eighth Judicial Circuit Court of Laurens County, as to all matters and disputes arising or to arise under the agreement and the performance thereof including any questions as to the liability for taxes, licenses or fees levied by State or local government.
3. **Consulting Firm Responsibility:** Each Consulting Firm shall fully acquaint itself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this qualification. The failure or omission of a Consulting Firm to acquaint itself with existing conditions shall in no way relieve them of any obligation with respect to this qualification or to the agreement.

4. **Affirmative Action:** The Consulting Firm will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the disabled and concerning the treatment of all employees, without regard or discrimination by reason of race, religion, sex, national origin, or physical disability.
5. **Prime Contractor Responsibilities:** The Consulting Firm will be required to assume sole responsibility for the complete effort, as required by this RFQ. Laurens County will consider the Consulting Firm to be the sole point of contact with regard to contractual matters.
6. **Subcontracting:** If any part of the work covered by this RFQ is to be subcontracted, the Consulting Firm shall identify the subcontracting organization and the contractual arrangements made with same. All subcontractors must be approved by the County. The successful Consulting Firm will also furnish the corporate or Consulting Firm name and the names of the officers of any subcontractors engaged by the vendor. The County reserves the right to reject any or all subcontractors and require substitution of a firm qualified to participate in the work as specified herein. Subcontractors will be bound by this agreement and this obligation must be included in Prime and Subcontractors agreements.
7. **Ownership of Material:** Ownership of all data, material, and documentation originated and prepared for Laurens County pursuant to this agreement shall belong exclusively to the County. The County has the ability to utilize all data, material, and documentation in any manner or format deemed in the best interest of the County in the County's sole discretion for this project and for any future project as determined in the best interest of Laurens County. The use and/or reuse shall be at no additional cost to Laurens County.
8. **Nonresident Taxpayers:** If the Consulting Firm is a South Carolina nonresident taxpayer and the agreement amount is \$10,000 or more, the Consulting Firm acknowledges and understands that in the event it is awarded an agreement, the Consulting Firm shall submit a Nonresident Taxpayer Registration Affidavit (State form #1-312-6/94), before an agreement can be signed. Affidavit must certify that the nonresident taxpayer is registered with the S.C. Department of Revenue or the S.C. Secretary of State's Office, in accordance with Section 12-9-310(A) (2) (3) of S.C. Code of Laws (1976) as amended.
9. **Indemnity:** The Consulting Firm hereby agrees to indemnify and save harmless Laurens County, its officers, agents, employees and other participating organizations from and against any and all liability, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and cost of actions, including attorney's fees for trial and on appeal of any kind and nature arising or growing out of or in any way connected with the performance of the Agreement, whether by act of omissions of the Consulting Firm, its agents, servants, employees or others, or because of or due to the mere existence of the Agreement between the parties.
10. **Termination for Default:** Laurens County has the right to terminate for default if the Consulting Firm fails to perform the Work, if the Consulting Firm fails to perform the Work within the time specified in the Agreement, or if the Consulting Firm fails to perform any other provisions of the Agreement. If exercised, the County becomes the

owner of documents that are paid for and may utilize them in any manner the County deems appropriate.

11. **Termination for Convenience:** Laurens County may without cause terminate this agreement in whole or in part at any time for its convenience. In such instance, an adjustment shall be made to the Consulting Firm for the reasonable costs of the work performed through the date of termination. Termination costs do not include lost profits, consequential damages, delay damages, unabsorbed or under absorbed overhead of the Consulting Firm or its subcontractors. The failure of the Consulting Firm to include a termination for convenience clause into its subcontracts and material purchase orders shall not expose Laurens County to liability for lost profits in conjunction with a termination for convenience settlement or equitable adjustment. The Consulting Firm expressly waives any claims for lost profit or consequential damages, delay damages, or indirect costs which may arise from the County's election to terminate this agreement in whole or in part for its convenience. The County has the ability to utilize all data, material, and documentation in any manner or format deemed in the best interest of Laurens County in the County's sole discretion.

## **INSURANCE**

Once selected, the successful firm will be required to provide proof of insurance to include professional liability; workers compensation, employer's liability and general liability prior to commencing work.

The firm must procure and maintain, for the duration of this project, insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work hereunder by the Offeror, his/her agents, representatives, employees or subcontractors. Laurens County will require Certificates of Insurance from selected firm doing business with the County prior to the start of project. Laurens County shall be named as "Additional Insured" on all Certificates of Insurance except Workers Compensation.

The following coverage will be provided:

- General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage,
- Workers Compensation: Coverages as required by the laws of the State of South Carolina,
- Automobile Liability: \$500,000 combined single limit per occurrence,
- Employers Liability: \$100,000 Bodily by Accident, \$500,000 Bodily Injury by Disease, \$100,000 Bodily Injury by Disease Each Employee,
- Professional Liability: \$2,000,000 per occurrence.

**Exhibit A**

<b>REQUEST FOR QUALIFICATIONS</b>	
<b>PROJECT NAME:</b>	RFQ-LUX-ENG-2026 Aviation Consulting Services
<b>DESCRIPTION:</b>	Laurens County is requesting Statements of Qualifications from interested and qualified Aviation Consulting Firms for engineering, construction inspection/administration, planning, and subcontracted special services for the Laurens County Airport (LUX) in Laurens, South Carolina.
<b>DATE ISSUED</b>	March 17 <sup>th</sup> , 2026
<b>ENGINEERING CONTACT:</b>	Andy Howard Airport Director (864) 580-0576, ahoward@laurenscountysc.gov
<b>PROCUREMENT CONTACT:</b>	Billy Wilson – Procurement Officer: (864) 984-5484 <a href="mailto:bwilson@laurenscountysc.gov">bwilson@laurenscountysc.gov</a>

<b>PRE-BID MEETING</b>	N/A
<b>SUBMISSION:</b>	<p>April 24<sup>th</sup>, 2026 at 10:00 A.M. EST (5 Copies of Statement of Qualifications required)</p> <p><b>Mailed and/or Express Mailed:</b>            Laurens County            Attn: Billy Wilson            PO BOX 238            Laurens, SC 29360</p> <p><b>Hand Delivery:</b>            Laurens County            Attn: Billy Wilson            100 Hillcrest Square            Admin Suite            Laurens, SC 29360</p> <p><b>Reference:</b>RFQ-LUX-ENG-2026 Aviation Consulting Services            *Proposals must be submitted in a sealed package with project name and closing date printed on the exterior. Late submissions will not be accepted.</p>

**NAME OF CONSULTING FIRM:**

**Exhibit A Continued**

<p><b>AWARD &amp; AMENDMENTS:</b></p>	<p>Award and Amendment information will be distributed to all those submitting.</p>
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<p><b>ACKNOWLEDGMENT OF AMENDMENTS</b> Consulting Firm acknowledges receipt of amendments by indicating amendment number and issue date.</p>	<p>Amendment Number</p>	<p>Amendment Issue Date</p>	<p>Amendment Number</p>	<p>Amendment Issue Date</p>

**Drug Free Workplace Certification:** By submitting a Proposal, the Consulting Firm certifies that, if awarded a contract, the Consulting Firm will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

**Exhibit B**

<p>You must submit a signed copy of exhibits A, B and C with your Proposal. By submitting a Proposal, you agree to be bound by the terms of the solicitation. You agree to hold your Proposal open for a minimum of ninety (90) calendar days after the Opening Date. You agree that your Proposal can be made public under the <b>Freedom of Information Act, 5 U.S.C § 552</b>. Laurens County reserves the right to reject any and all Proposals, and to waive any informalities or irregularities.</p>	
<p>NAME OF CONSULTING FIRM (Full legal name of business submitting the Proposal)</p>	<p>CONSULTING FIRM'S TYPE OF ENTITY: (Check one)                  Sole Proprietorship                  Partnership                  Corporation (tax-exempt)                  Corporate entity (not tax-exempt)                  Government entity (federal, state, or local)                  Other _____</p>
<p>PRINTED NAME (Printed name of person signing below)</p>	
<p>TITLE (Business title of person signing above)</p>	
<p>CONTACT PERSON NAME, PHONE NUMBER, AND EMAIL ADDRESS</p>	
<p>Instructions regarding Consulting Firm's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Consulting Firm above. A Proposal may be submitted by only one legal entity. The entity named as the Consulting Firm must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i>, a separate corporation, partnership, sole proprietorship, etc.</p>	
<p>STATE OF INCORPORATION (If Consulting Firm is a corporation, identify the state of Incorporation.)</p>	
<p>TAXPAYER IDENTIFICATION NO.</p>	<p>STATE LICENSE NO.</p>
<p>HOME OFFICE ADDRESS (Address of principal place of business):</p>	<p>PAYMENT ADDRESS (Address to which payments will be sent.)</p>
<p>EMAIL:</p>	<p>PHONE:</p>
<p>By signing below, the Consulting Firm certifies they are qualified and hold all licenses, permits, and regulatory authority to perform the scope of work set forth in the Proposal description. Upon request, proof of licenses, permits, and regulatory authority must be provided to the owner prior to contract award.</p>	
<p>AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding Proposal to enter contract on behalf of Consulting Firm named above.)</p>	<p>DATE:</p>

**Exhibit C**

**NON-DISCRIMINATION STATEMENT**

The Consulting Firm certifies that:

- No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any RFQ submitted to Laurens County or the performance of any agreement resulting there from.
- That it is and shall be the policy of this Consulting Firm to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Consulting Firm, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- In connection herewith, we acknowledge and warrant that this Consulting Firm has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Consulting Firm.
- That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any agreement or portion thereof which this Consulting Firm may hereafter obtain and;
- That the failure of this Consulting Firm to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of agreement entitling Laurens County to declare the agreement in default and to exercise any and all applicable rights and remedies, including, but not limited to, cancellation of the agreement, termination of the agreement, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on an agreement.

Name  
(printed): \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

**\*\*\*\*Include Exhibits A, B and C with your Proposal\*\*\*\***

**END OF SECTION**