



## Request for Proposals (RFP)

Consulting Services for Disadvantaged Business Enterprise (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE), Title VI and Americans with Disabilities Act (ADA) Compliance Services

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ISSUE DATE:	September 29, 2023
ISSUED BY:	Richland – Lexington Airport District 3250 Airport Boulevard, Suite 10 West Columbia, SC 29170
POINT OF CONTACT (POC):	Mr. Gregg Hornsby, VP / CFO Email: g.hornsby@flycae.com
STATEMENTS OF INTEREST:	October 6, 2023; no later than 2:00 p.m. EDT Richland – Lexington Airport District Attn: Gregg Hornsby Email: g.hornsby@flycae.com
NON-MANDATORY MEETING:	October 11, 2023 at 11:00 a.m. EDT (Invite to virtual meeting will be sent to those who have submitted a Statement of Interest)
QUESTION DEADLINE:	October 13, 2023; no later than 2:00 p.m. EDT Richland – Lexington Airport District Attn: Mr. Gregg Hornsby Email: g.hornsby@flycae.com
PROPOSAL DEADLINE:	October 25, 2023; no later than 4:00 p.m. EDT Richland – Lexington Airport District Attn: Gregg Hornsby, VP / CFO 3250 Airport Boulevard, Suite 10 West Columbia, SC 29170

Columbia Metropolitan Airport (CAE) is a Small-Hub, Commercial Service Airport located in Lexington County, South Carolina. The Airport Sponsor, the Richland-Lexington Airport District (RLAD), is soliciting Proposals and Statements of Qualifications (SOQ) from qualified and experience professional consulting firms to provide Disadvantaged Business Enterprise (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE), Title VI and American with Disabilities Act (ADA) Consulting Services.

#### **A. Programs and Description**

CAE receives federal financial assistance from the U.S. Department of Transportation (USDOT) and as a condition of receiving these funds, CAE has signed an assurance that it will comply with federal regulations, including:

1. Disadvantaged Business Enterprise (DBE) Program
  - a. CAE has established a DBE program in accordance with the Code of Federal Regulations 49 Part 26.
  - b. The purpose of this program is to provide for the inclusion of certified DOT DBE minority and women owned small businesses on federally funded contracts for construction and professional services.
2. Airport Concession Disadvantaged Business Enterprise (ACDBE) Program
  - a. CAE has established an ACDBE program in accordance with the Code of Federal Regulations 49 Part 23.
  - b. The purpose of this program is to provide for the inclusion of certified DOT ACDBE minority and women owned small businesses on airport concession contracts, including but not limited to food and beverage services, news/gifts, and rental cars.
3. Title VI
  - a. CAE has established a Title VI program in accordance with the Code of Federal Regulations 49 Part 21.
  - b. The purpose of this program to effectuate the provisions of Title VI of the Civil Rights Act of 1964 to the end that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Transportation.
4. American with Disabilities Act (ADA)
  - a. CAE has established an ADA program in accordance with the Code of Federal Regulations 49 Part 27.
  - b. The purpose of this program is to carry out the intent of section 504 of the Rehabilitation Act of 1973 as amended, to the end that no otherwise qualified individual with a disability in the United States shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Transportation.

Consulting services shall be conducted in accordance with the Code of Federal Regulations 49 Part 26, 49 Part 23, 49 Part 21, 49 Part 27, and any other applicable federal and state laws and regulations.

**B. Scope of Services**

The selected consultant shall perform all work in a timely manner and shall be responsible for ensuring coordination with applicable CAE staff and that CAE remains in accordance with applicable federal and state laws and regulations.

**Disadvantaged Business Enterprise (DBE) and Airport Concession Disadvantaged Business Enterprise (ACDBE)**

1. Implement and monitor DBE and ACDBE Programs in coordination with appropriate CAE staff and in accordance with applicable federal and state regulations. The duties and responsibilities of the consultant shall include the following:
  - a. Review CAE’s DBE and ACDBE Programs and submit updates as needed due to organizational and regulation changes.
  - b. Gather, report, and maintain a system for collection and analysis of statistical data and other information as required by DBE and ACDBE reporting to federal agencies.
  - c. Review contracts and subcontracts of awarded projects and professional services to ensure applicable language is included for compliance with this program.
  - d. Establish DBE goals for contracts regarding construction and professional services.
  - e. Analyze CAE’s progress toward attainment of its DBE and ACDBE goals and identify ways to improve progress. Provide an annual report on DBE and ACDBE goals, attainments, and overall program.
  - f. Plan, advise, and participate in DBE and ACDBE training seminars (minimum of two events per year).
  - g. Perform outreach to DBEs and community organizations to advise them of upcoming opportunities and events.
  - h. Act as a Liaison for CAE regarding compliance discrepancies involving the FAA and other governmental entities.
  - i. Compile and submit annual DBE & ACDBE Uniform Report as required by FAA.
  - j. Participate in CAE Commission Meetings to provide updates regarding DBE, ACDBE, Title VI & ADA (when necessary).
  
2. The consultant will also compile CAE’s Triennial DBE and ACDBE Goal Setting Methodology.
  - a. Establish a goal in accordance with DOT’s regulations.
  - b. Submit goals to receive FAA approval of Goal Methodology program.
  
3. Any other DBE and ACDBE consulting services as assigned.

<b>Reports and Programs</b>	<b>Due Date</b>
DBE Uniform Report	December 1 - Annually
ACDBE Uniform Report	March 1 – Annually
DBE Overall Goals & Methodology Report	August 1, 2026 – Triennially
ACDBE Overall Goals & Methodology Report	October 1, 2024 - Triennially
Community Participation Plan	September 30, 2024 - Annually
Title VI and ADA Programs	September 30, 2024 - Annually

## **Title VI and ADA**

1. Implement and monitor Title VI and ADA Programs in coordination with appropriate CAE staff and in accordance with applicable federal and state regulations. The duties and responsibilities of the consultant shall include the following:
  - a. Review CAE's Title VI and ADA Programs and submit updates as needed due to organizational and regulation changes.
  - b. Monitor federal and state regulations, procedures and new guidance on Title VI and ADA as it relates to CAE activities in transportation, environment and air quality, emergency response and preparedness, and other operations which are funded by state or federal grants.
  - c. The consultant shall bring changes in such regulations, procedures, and guidance to the attention to CAE and provide necessary explanations of the changes/guidance to CAE staff.
  - d. Assure that all Departments adhere to the CAE Title VI Program by working with the President/CEO, Department Heads, and their designees.
  - e. Upon commencing performance of services, the Contractor shall prepare a diagnostic analysis of CAE's Title VI Program and ADA Program, and provide recommendations for change or additions, and review with CAE. Thereafter, the contractor shall review the Title VI and ADA Programs on an annual basis, and at other times when the need for review and update is apparent.
  - f. Organize an annual meeting with CAE's leadership team to review the Title VI and ADA Programs, review any new applicable regulations or guidance, and determine if revisions are needed or recommended to the Title VI and ADA Programs.
  - g. Provide recommendations for and assist designated key staff, as identified by CAE, with activities relating to specific grant or contract requirements pertaining to nondiscrimination regulations and procedures set forth in federal guidance and in accordance with the CAE Title VI and ADA Programs.
  - h. Create and implement the Community Participation Plan as required.
  - i. Assist with responses to local, federal, or state agency requests for information, interviews, and audits on how CAE complies with Title VI and ADA.
  - j. Assist with all tracking and reporting for activities identified in the Title VI and ADA Programs.
2. Any other Title VI and ADA consulting services as assigned.

## **C. Pre-Submittal Meeting**

A non-mandatory pre-submittal virtual meeting will be held on Wednesday, October 11, 2023, at 11:00 a.m. EDT. At this meeting, RLAD staff will provide a brief overview of the consulting services expectations, proposal submittal requirements, and preferred timeline, followed by a question-and-answer session.

Parties interested in responding to this RFP should submit a brief statement of interest and contact information to Gregg Hornsby at [g.hornsby@flycae.com](mailto:g.hornsby@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 an RFP are required to provide a statement of interest no later than 2:00 p.m. EDT on Friday, October 6, 2023.**

## **D. Submittal Content**

The submittal should reflect the Consultant's ability to complete the scope of services listed in this RFP. 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 page with the name and address of the Consultant and titled "Statement of Qualifications, Diversity Consulting Services, Columbia Metropolitan Airport"
- A letter signed by the Consultant's contact person expressing interest and capability to perform the services;
- Succinct description of the team organizational structure, including a chart identifying key personnel,

- sub-consultants, and responsibilities of team members;
- Qualifications of individuals who will be assigned to CAE, focused on their experience in airport diversity programs;
- Description of the approach to completing the services in this RFP;
- Past performance on services of similar complexity and type;
- Completed Service Experience and Cost Form (page 7 of this RFP)
- Description of specific resources to be used to provide such services including a list of any DBE's that will be utilized; and
- Three or more professional references of current and/or past clients (Name, address, email address and phone number).

### **E. Selection Process and Award**

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 interview for final selection. The decision as to the process, timing, and selection will be at the discretion of RLAD. The following evaluation criteria, although not exhaustive, may be used in the evaluation process.

#### **Evaluation Criteria – Weight (%)**

1. Demonstrated ability to perform the services – 35%
2. Experience with providing similar services to other airports – 35%
3. Responses from references – 10%
4. DBE's and other resources to be utilized to perform these services – 5%
5. Proposed cost for providing consulting services – 15%

RLAD reserves the right to select one or more consultants to award the contract for consulting services based on individual element or a combination of elements.

### **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.

### **G. General Instructions**

RLAD shall not be responsible for costs incurred in responding to this RFP. RLAD reserves the right to reject any or all RFP, to waive any informality or irregularity in any RFP received, and to be the sole judge of the merits of the respective RFP received.

All firms interested in this RFP (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) shall refrain, under penalty of disqualification, from direct or indirect contact with Airport employees or Commission members 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.

## **H. Submittal Requirements**

Please submit four (4) copies of your response no later than **4:00 p.m. EDT on Wednesday, October 25, 2023.**

Address submittals to: Gregg Hornsby, VP / CFO  
RFP: Diversity Consulting Services  
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. In addition, RLAD will not be responsible for Consultant's costs associated with preparation, submittal, or the selection process.

Please direct all inquiries regarding this solicitation to:  
Gregg Hornsby, VP / CFO  
Email: [g.hornsby@flycae.com](mailto:g.hornsby@flycae.com)

**I. Service Experience and Cost Form**

Services	Years of Experience	Service Performed for an Airport (Yes/No)
Create, implement, and oversee the DBE and ACDBE Goals, Methodology, Uniform Report and Short Fall Analysis Reports		
Provide technical knowledge and expertise relating to all federal and state regulations regarding to DBE, ACDBE, Title VI and ADA programs		
Act as a liaison for when dealing with compliance issues involving the FAA and other governmental entities		
Ensuring DBE, ACDBE, Title VI and ADA programs are in compliance with federal and state regulations		
Conducting ADA compliance assessments for airport facility		

Cost:

DBE		Per Hour
ACDBE		Per Hour
Title VI		Per Hour
ADA		Per Hour
DBE		Total Element
ACDBE		Total Element
Title VI		Total Element
ADA		Total Element

\*\*\*\*\*End of Request for Proposals\*\*\*\*\*