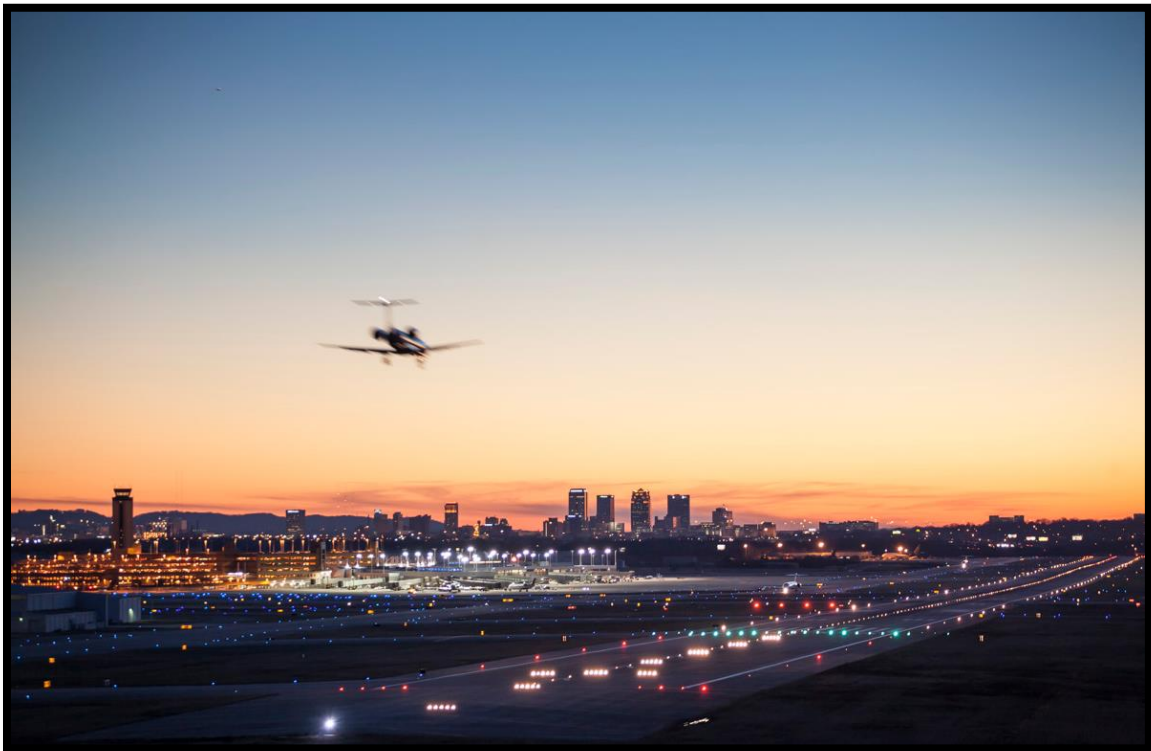


**Request for Qualifications (RFQ)  
Professional Services for Utility Master Planning**



**Birmingham Airport Authority  
October 19, 2022**

## I. Introduction

### A. Project Description

The Birmingham Airport Authority (BAA) is soliciting Statements of Qualifications (SOQ) and Project Proposals from qualified firms (firms) to perform engineering services following proposed project at the Birmingham-Shuttlesworth International Airport (BHM):

- Utility Master Plan

See Appendix A for the existing airport utility map.

The selected firm shall be obligated to perform the necessary work through completion of construction and the closeout process for the project. This project is anticipated to be funded through BAA general funds.

### B. Airport Background

BHM is a small hub commercial service airport serving the City of Birmingham and central Alabama region. The Airport served approximately 105,000 total annual operations in 2019 including approximately 54,000 air carrier and air taxi operations.

BHM has two intersecting airline transport category runways: Runway 6/24 and Runway 18/36. Runway 6/24, constructed in the 1950's and extended most recently in 2007 to a total length of 12,007 feet, is the primary runway. Runway 18/36 is the crosswind or secondary runway, with a total length of 7,100 feet.

## II. Scope of Services

### A. Goals

- i. To enter into a contract with the most qualified engineering firm for professional services to perform the scope of work.
- ii. To complete a comprehensive study to inform BAA stakeholders on the current and recommended airport utility infrastructure.

### B. Anticipated Project Elements

The anticipated project element necessary phases to successfully execute the proposed project are listed below. These are subject to change based on actual project needs determination. The scope of work in anticipated to include a planning-level study of the Airport's utilities which would include, at a minimum:

- Identification and inventory of airfield utilities including water, gas, sewer, telephone, and electricity lines (including mapping in GIS and CAD format);
- A comprehensive condition assessment which describes each utilities respective capabilities within the airport property; and
- Recommendations to mitigate any identified condition issues within the utility infrastructure; and
- Cost estimates and phasing plan to implement the recommendations.

### III. Submittal Requirements

#### A. Selection Process

This procurement effort will be conducted as qualification-based selection process.

Award of this project would not preclude the awarded firm from future planning, environmental, design and/or construction services award with BAA. This applies to both prime firms and subconsultants.

A Statement of Qualifications (SOQ) and Project Proposal will be solicited from all interested firms. The SOQ will allow the opportunity to provide data relating to the experience and qualifications of the interested firm as it relates to the proposed project. The Project Proposal will include information to illustrate the firm's category understanding, approach, and project management / communication plan.

Firms may be interviewed. However, BAA reserves the right to select the highest ranked consultant based solely upon submittals if sufficient information is included in the SOQ and project proposals. In such case, BAA will create a final ranking based on the criteria listed in this RFQ to determine the highest ranked consultant and engage in negotiations for the project.

#### B. Statement of Qualifications / Project Proposal

Please submit five (5) hard copies and one (1) electronic copy of your SOQ and Project Proposal submittal to the address below.

**Contact:** Ed Seoane, VP of Purchasing

**E-mail:** [eseoane@flybirmingham.com](mailto:eseoane@flybirmingham.com)

**Address:** Birmingham Airport Authority  
5900 Messer Airport Highway  
Birmingham, AL 35212

Hard copies may be shipped via U.S. Postal Service or any other reputable courier service (e.g. Federal Express, UPS, etc.). The electronic copy must be included with the hard copies via a USB flash drive. Deliveries can also be made in-person to the BAA Office located on the ground level of the Terminal Building (located at the above address). Adherence to face mask protocols in the Terminal Building is required.

All questions associated with this RFQ must be submitted in writing via e-mail to Ed Seoane at [eseoane@flybirmingham.com](mailto:eseoane@flybirmingham.com) by the deadline identified for questions/clarifications (see timeline). Questions related to the RFQ directed to any other BAA personnel may be grounds for disqualification.

#### C. Statement of Qualifications / Project Proposal Format

Respondent's SOQ and Project Proposal shall submitted together as one submittal no longer than thirty (30) total pages of content (not including back / front cover, tabs / dividers, cover letter, or table of contents). Each page must not be larger than 8.5" x 11".

#### D. Statement of Qualifications Section Requirements

The SOQ portion of the submittal must include the following sections:

- i. **Firm Overview and Capability to Perform All Aspects of the Project:** Detail the overall structure of the firm and any unique operating characteristics that may enhance the project's overall success. This should include but is not limited to: information such as relevant services provided by firm, office locations, and total number of employees providing relevant services.
- ii. **Recent Company Experience in Relevant Projects:** Discuss relevant services completed at other comparable airports within the past five (5) years. This should include, but is not limited to: project location, start and completion date, description, outcome, quality, and applicability to BAA's proposed project. Identify the firm's role as either a prime or subconsultant and specific contribution to the project. A point of contact for the project's sponsor must also be included. References may be contacted, as necessary.
- iii. **Personnel Qualifications:** Discuss the professional qualifications and relevant experience for key members of the project team (including sub consultants). Include how specific team members will contribute to the project's overall success. Provide organizational chart depicting project manager, deputy project manager, and other project team members in their respective roles. Workload of project manager must also be identified.
- iv. **Project Partners and DBE Goal Requirements:** Discuss any subconsultants intended to be included on the project team, if any. Detail their expected contribution to the project and, if applicable, number of projects the prime consultant and subconsultant have previously completed or are nearing completion. Provide a brief explanation of the project team's ability to meet DBE goal requirements. The form in Appendix B must be filled out and included in the SOQ.

#### E. [Project Proposal Section Requirements](#)

The Project Proposal portion of the submittal must include the following sections:

- i. **Project Approach:** Discuss the Scope of Services and how the firm will provide the desired services. Identify any potential technical challenges the firm anticipates during the project and how the firm intends to provide a successful outcome.
- ii. **Project Management / Communication Plan:** Discuss any relevant information which would detail how the firm would manage the project process including, but not limited to: scope of work development, project budget / schedule preparation, and quality control measures. Describe the process the firm employs to ensure quality in the cost estimation process including examples of recent cost estimates compared to actual bid results. Prepare a proposed project schedule including major tasks and target completion dates. Additionally, identify the firm's plan for communication throughout the project to stakeholders.

#### F. [Statement of Qualifications / Project Proposal Evaluation Criteria](#)

SOQs and Project Proposals will be evaluated on the criterion listed below:

1. Firm’s capability to perform all aspects of the project
2. Firm’s recent experience in relevant projects
3. Firm’s demonstration of personnel qualifications
4. Firm’s commitment to the DBE Goal
5. Firm’s proposed approach to the project
6. Firm’s proposed project management plan
7. Firm’s proposed communication plan

Note: Firms not currently certified through the Alabama Unified Certification Program cannot count towards the DBE goal. Appendix B contains the required DBE participation certification which must be included in all SOQs.

G. **Tentative RFQ Timeline**

All deadlines are by 2:00 P.M. Central Time on each respective date. Any late submittals will not be accepted and immediately returned. There will be no deadline extensions in the event of inclement weather delays.

RFQ Posted	October 19, 2022
Pre-Submittal Meeting	November 2, 2022
Deadline for SOQ Questions/Clarifications	November 11, 2022
SOQ Deadline	November 21, 2022
Recommendation to Award	January 2023

H. **Pre-Submittal Meeting**

A **non-mandatory** pre-submittal meeting is scheduled for **Wednesday, November 2, 2022 at 2:00 P.M.** (Central Time) via Zoom. This meeting is non-mandatory, but attendance is strongly encouraged. All attendees who plan to attend the meeting must RSVP to Ed Seoane at [eseoane@flybirmingham.com](mailto:eseoane@flybirmingham.com) by 3:30 P.M. Central Time Tuesday, **November 1, 2022**. Access to the Zoom meeting will be provided after the RSVP deadline.

No site visits will be permitted for this RFQ.

IV. **Disadvantage Business Enterprise (DBE) Assurances**

A. **Policy**

It is the policy of the BAA (Owner) that disadvantaged business enterprises as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole, in part, or without federal funds under this Agreement. Consequently, the DBE requirements of 49 CFR Part 26 apply to this Agreement.

## B. DBE Obligation

The Owner's overall annual goal for DBE participation is **seven (7) percent**. In all cases, those who wish to do business with the Owner should demonstrate sensitivity to the plight of our certified DBEs and be willing to assist the DBEs to overcome barriers to competition. The Engineer agrees to ensure that DBEs and other small businesses, as defined in 49 CFR Part 26, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with or without federal funds. This includes the maximum opportunity to compete and perform under any contract associated with this Agreement. The Respondent/Engineer shall not discriminate based on race, color, national origin, or sex, in the award and performance of contracts, especially that DOT assisted. The Respondent/Engineer shall carry out applicable requirements or 49 CFR Part 26 and especially 49 CFR Part 26.13 (b), which is set forth in the following:

### 49 CFR PART 26 – SECTION 26.13 (b). Respondent/Engineer's Assurance

The Respondent/Engineer, sub recipient or sub-consultant, shall not discriminate based on race, color, national origin, or sex, in the performance of 49 CFR Part 26 in the award and administration of DOT – Assisted contracts.

Failure by the Respondent/Engineer to carry out these requirements is a material breach of this AGREEMENT entitling Owner to terminate this AGREEMENT or exercise any such other remedy, as the Owner deems appropriate.

## V. Civil Rights Assurances

During the performance of this Agreement, the Respondent/Engineer, for itself, its assignees and successors in interest (for this section only referred to as the Engineer) agrees as follows:

### A. Compliance with Regulations

The Engineer shall comply with the regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this contract.

### B. Nondiscrimination

The Engineer, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of race, color or national origin, in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Engineer shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including practices when the Agreement covers a program set forth in Appendix C of the Regulations.

### C. Solicitations for Subcontractors

Including Procurement of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the Engineer for work to be performed under a subcontract, including procurement of materials or leases of equipment, either potential subcontractor or supplier shall be notified by the Engineer of the Engineer's obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, color or national origin.

### D. Information and Reports

The Engineer shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by Owner or the FAA to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Engineer is in the exclusive possession of another who fails or refuses to furnish this information the Engineer shall so certify to Owner or the FAA as appropriate, and shall set forth what efforts it has made to obtain the information.

### E. Sanctions for Noncompliance

In the event of the Engineer's noncompliance with the nondiscrimination provisions of this Agreement, Owner shall impose such contract sanctions, as it or the FAA may determine to be appropriate, including, but not limited to:

- i. Withholding of payments to the Engineer under the Agreement until the Engineer complies, and/or
- ii. Cancellation, termination, or suspension of the Agreement, in whole or in part.

### F. Incorporation of Provisions

The Engineer shall include the provisions of paragraphs A through E in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Engineer shall take such action with respect to any subcontract or procurement as Owner or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event the Engineer becomes involved in, or is threatened with litigation with a subcontractor or supplier as a result of such direction, the Engineer may request Owner to enter into such litigation to protect the interests of Owner and, in addition, the Engineer may request the United States to enter into such litigation to protect the interest of the United States.

## VI. Additional Information

The Birmingham Airport Authority reserves the right to accept or reject any or all proposals; or re-advertise for proposals for the benefit of the BAA. Any proposal that is submitted incomplete, obscure, or contains errors or discrepancies may be cause for rejection.

The SOQ / Project Proposal submittal shall not include any cost information, such as total cost, cost per hour, work hours, or other pricing data. Any cost information will result in the disqualification of the proposal. Fees will be negotiated with the highest ranked consultant following selection for the project.

BAA is not liable for any cost incurred by the consultant for the preparation of the SOQ / Project Proposal submittal, or, if deemed necessary, interview.

Additionally, the BAA reserves the right to pursue or not pursue the projects described in this RFQ at the discretion of the BAA.



# **Appendix A**

## **Airport Utility Map**

# **Appendix B**

## **DBE Participation Certification**

## I. DBE Participation Certification

The following form is required to be completed and attached to the submittal. Failure to submit this form may be grounds for disqualification. Only firms certified as Disadvantaged Business Enterprises through the Alabama Unified Certification Program are eligible to be counted towards the DBE utilization for this Project. Inclusion of this form does not count towards the total page limit.

<b>Proposed DBE Utilization</b>		
<b>Prime Firm:</b>		
<b>Project:</b>		
<b>DBE Firm Name</b>	<b>Role in Project</b>	<b>Percent of Project Team</b>
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
<b>Total DBE Utilization:</b>		%