



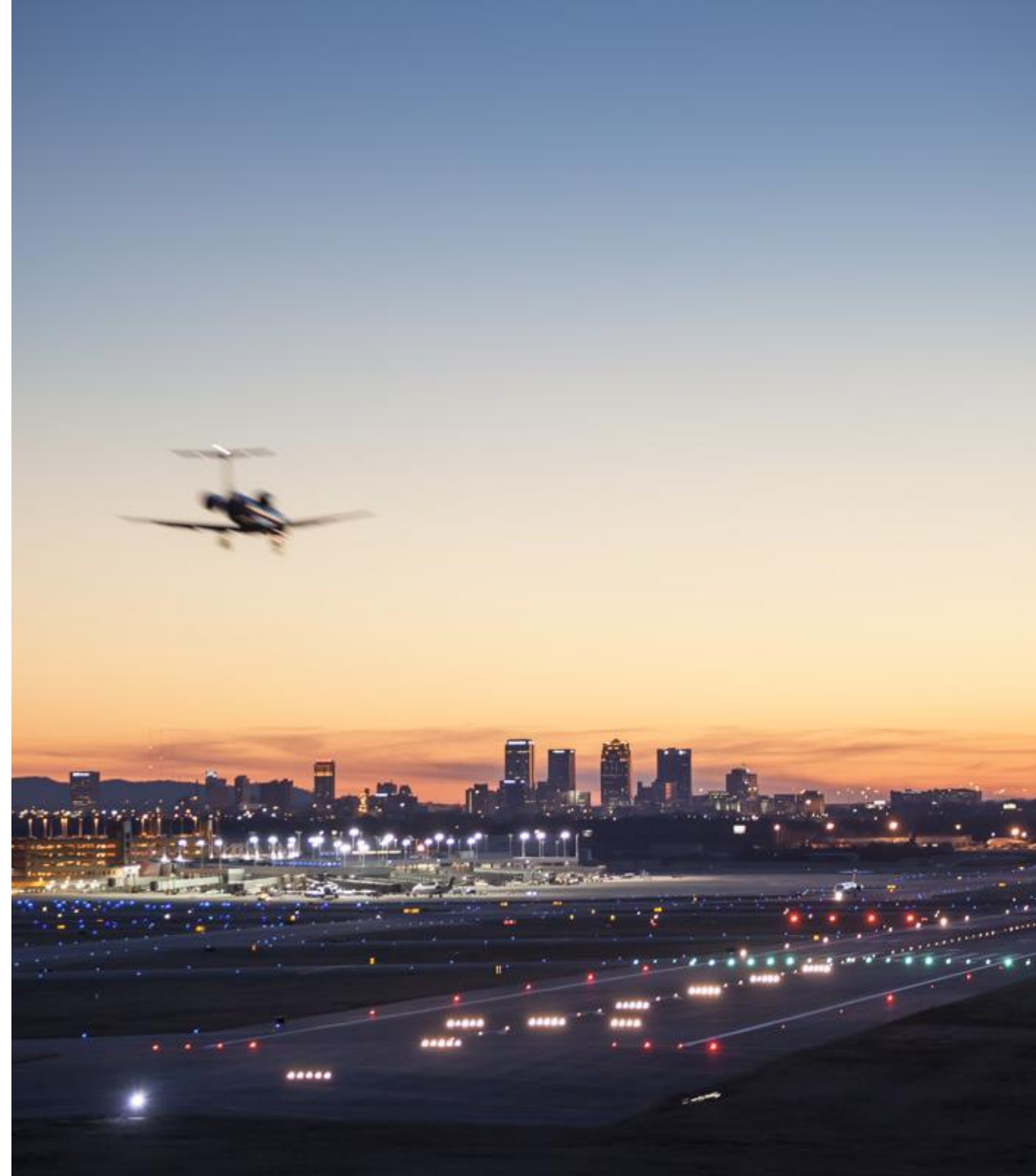
Request for Qualifications (RFQ) Civil Engineering Services: Village Creek Relocation Design

Pre-Submittal Meeting

December 4, 2025/ 2:00 PM CST

Overview

- Airport Staff Introductions
- Airport & Project Background Information
- Scope of Services and Requirement
- Project Proposal Format
- Project Proposal Selection Criteria
- Selection Schedule
- Questions



BHM Background

- Birmingham-Shuttlesworth International Airport is the most active airport in the state of Alabama
 - Enplanements have returned to pre-COVID levels.
- Tenants Include:
 - Four (4) Airlines
 - Three (3) Cargo Operators
 - Two (2) FBO Locations
 - Four (4) Rental Car Operators
 - Alabama Air National Guard
 - 24 Corporate Hangars
 - Kaiser Facility (MRO)

Project Description

The Birmingham Airport Authority (BAA) is soliciting Statements of Qualifications (SOQ) and Project Proposals from qualified engineering firms (firms) to perform civil engineering services for the preliminary investigation, design, and bidding phases for the following project at the Birmingham-Shuttlesworth International Airport (BHM):

Village Creek Relocation Design

See Appendix A for approximate project limits. 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 receive an Airport Improvement Program (AIP) grant from the Federal Aviation Administration (FAA). The selected firm will need to be familiar with the process and required documentation associated with the AIP grant process. This includes, but is not limited to, FAA grant assurances, FAA airport design and construction standards, 14 Code of Federal Regulations (CFR) Part 77 airspace requirements, as well as familiarization with other FAA Orders, Advisory Circulars (AC), and the National Environmental Policy Act (NEPA) process.

Project Background

The existing Runway 6/24 centerline to Taxiway 'A' centerline separation is 350 feet, which does not meet FAA design standards for BHM's current operational level. The FAA approved the 2018 Airport Layout Plan (ALP), which depicts a standard condition wherein Taxiway 'A', southwest of Taxiway 'B', is realigned to meet FAA design criteria. Furthermore, the FAA funded a safety and capacity study for BHM that outlined a strategy to not only address Taxiway A's non-standard runway-to-taxiway separation distance, but also an installation approach for additional airfield capacity improvement projects congruent with the 2018 ALP.

The primary enabling project for the relocation of Taxiway 'A' is a channel realignment of Village Creek, which runs parallel to Taxiway 'A'.

An Environmental Assessment (EA) of the potential impacts to Village Creek is underway with a target completion date of March 2026.

Environmental: Per the JAN ADO, this project (design only) qualifies for a Simple Written Record Categorical Exclusion under FAA Order 1050.F sec5-6.4e. **The ultimate design must conform to the findings of the EA (ongoing).**

The proposed project would include civil engineering services for the preliminary, design, and bidding phases for the relocation of Village Creek; this includes but is not limited to the associated enabling elements.

Upon completion of design, it is the airport's intent to retain the awarded candidate to perform construction phase services. Construction phase services will be tasked separately from design and will be negotiated per FAA requirements (AC 150/5100-14E)

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Scope of Service and Requirements

Goals

- To enter into a contract with the most qualified engineering firm for professional services pertaining to taxiway, stream, utility, and service road realignment.
- To design plans that meet BAA goals and federal requirements for the project.
- To design and provide bid ready, construction plans by or **before** the target bid period of **March 2027**.

Specific Design Scope Elements (include, but not limited to . . .)

- Abatement and Demolition of buildings within relocated creek footprint
- Environmental Testing (per findings of EA)
- **Utility Considerations** (Water, Sewer, Gas, Communications, and FAA NAVAID)
- Vehicle Service Road (VSR) demo and realignment
- Village Creek channel realignment
- Administration of required mitigation credits

- **Preliminary Phase:** This phase involves those activities required for defining the scope of a project and establishing preliminary requirements. Some examples of activities within this phase of a project include, but are not limited to:
 - i. Coordinating with the sponsor on project scope requirements, finances, schedules, operational safety and phasing considerations, site access and other pertinent matters.
 - ii. As applicable, coordinating project with local FAA personnel and other interested stakeholders to identify potential impacts to their operations.
 - iii. Planning, procuring, and/or preparing necessary surveys, geotechnical, engineering investigations, field investigations, and architectural and engineering studies required for design considerations.
 - iv. Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.

Design Phase: This phase includes all activities required to undertake and accomplish a full and complete project design. Examples include, but are not limited to, those below:

- i. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
- ii. Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies; and performing architectural, engineering, and special environmental studies. This includes preparation and submission of the required airspace studies for the investigative effort.
- iii. Preparing necessary engineering reports and recommendations.
- iv. Preparing detailed plans, specifications, cost estimates, and design/construction schedules.
- v. Preparing Construction Safety and Phasing Plan (CSPP) and submitting to the FAA for approval prior to the commencement of construction; this includes but is not limited to the associated airspace studies required for construction .
- vi. Printing and providing necessary copies of engineering drawings (in print and CAD format) and contract specifications.

Bidding Phase: These activities are sometimes considered part of the construction phase. They involve assisting the sponsor in advertising and securing bids, analyzing and certifying bids, furnishing recommendations on the award of contracts, and preparing contract documents. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.

Construction Phase: This phase includes all basic and special services associated with the oversight of construction activities from project commencement to project closeout. This phase will be tasked separate from the design phase.

Submittal Requirements

A. Selection Process

This qualification-based selection process shall be in accordance with FAA Advisory Circular 150/5100-14E, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

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.

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

Email: eseoane@flybhm.com

Address: Birmingham Airport Authority
5500 Airline Drive, 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).

All questions associated with this RFQ must be submitted in writing via e-mail to Ed Seoane at eseoane@flybhm.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.

Statement of Qualifications / Project Proposal Evaluation Criteria

SOQs and Project Proposals will be evaluated and scored on a scale of 0 (lowest) to 100 (highest). In the event SOQs and Project Proposals are not considered sufficient to determine the highest ranked firms for either project, interviews will be conducted with up to the three (3) highest ranked firms. Additional interview scoring criteria will be provided in advance of the interview date, if necessary. Each criterion and its portion of the maximum scoring value is listed below:

1. Firm's capability to perform all aspects of the project	20/100
2. Firm's recent experience in relevant projects	15/100
3. Firm's demonstration of personnel qualifications	10/100
4. Firm's proposed approach to the project	30/100
5. Firm's proposed project management plan	15/100
6. Firm's proposed communication plan	10/100

Statement of Qualifications / Project Proposal Format

Respondent's SOQ and Project Proposal shall submit 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".

Statement of Qualification/Project Proposal Section Requirements (Reference RFQ for detail)

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

1. Firm Overview and Capability to Perform All Aspects of the Project
2. Recent Company Experience in Relevant Projects
3. Personnel Qualifications/Project Partners

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

4. Project Approach
5. Project Management Plan
6. Communication Plan

Project Proposal portion must include the following sections:

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. Identify the proposed phasing of the construction elements to minimize effects on airport users, including minimization of Runway 6/24 closures. Describe how the firm would consider design impacts beyond the immediate project site. Also, describe the steps your firm employs to minimize unforeseen or adverse conditions during construction.

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. Prepare a proposed project schedule including major tasks and target completion dates. Additionally, identify the firm's plan for communication throughout the project to BAA, the FAA, other Federal, State, and Local governmental agencies, and project stakeholders (including tenants).

Tentative Selection Schedule

RFQ Posted	November 20 th , 2025
Pre-Submittal Meeting	December 4 th , 2025 (2PM CST)
Deadline for SOQ Questions/Clarifications	December 18 th , 2025 (2PM CST)
SOQ Deadline	January 22 nd , 2026 (2PM CST)
Recommendation to Award	April 2026

Civil Rights Assurances and Contract Goal

Title VI Assurance

- The Birmingham Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, businesses will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.*

Questions

