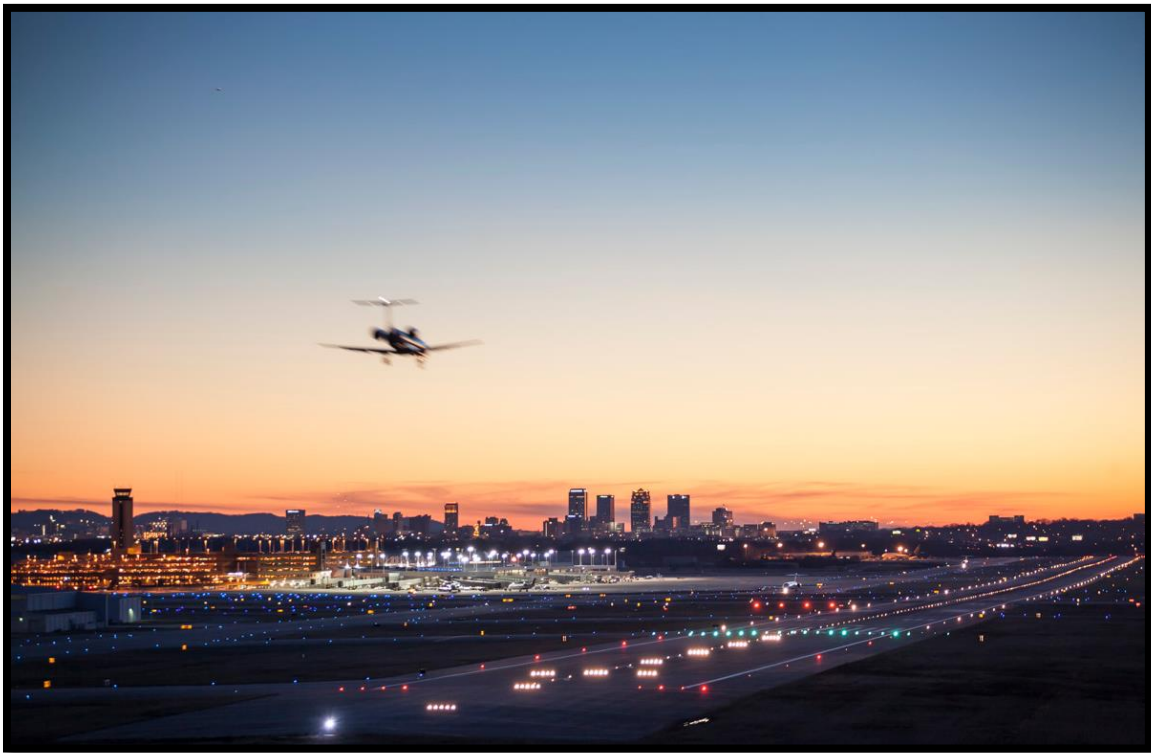


Request for Quote Surveying Services



**Birmingham Airport Authority
November 9, 2022**

I. The Opportunity

Purpose

The Birmingham Airport Authority (the “Authority”) is requesting quotes for Surveying Services.

The purpose of this document (the “Request for Quotes” or “RFQ”) is to provide interested vendors with the overview of the opportunity, as well as instructions on how to respond. A prospective (“Proponent”) shall submit its quote (“Quote” or Quote Package”) in conformity with the procedures and requirements set in this Request for Quotes.

II. Procedures and Requirements

Pre-Submittal Inquires

Inquiries relative to this RFQ are only to be submitted in writing via e-mail to eseoane@flybirmingham.com, no later than the date for “Written Inquiries Accepted Through” set forth in the Request for quote schedule of the RFQ, which date is ten (10) business days prior to the close of this RFQ (the “**Quote Due Date**”). Failure to follow this procedure may result in the Proponent being disqualified from participating in this RFQ process.

The Authority representative(s) will attempt to answer all written questions received in advance of the Written Inquiries Accepted Through date.

The Authority will provide a summary of all questions and answers communicated in writing and any changes to the requirements of the Request for Quotes in an addendum to the RFQ. Any such addendum will be incorporated as part of the RFQ and will be posted online on the Airport website located at www.flybirmingham.com.

Proposed Scope of Services

1. Perform a location survey for the East Side FBO and West Side FBO property as shown in Exhibit A. The scope of work will include location of all above ground structured and improvements. Excludes underground utilities.
2. All investigative work needed to complete the survey shall be included.
3. Prepare a professional survey exhibit for each property which includes a legal description for the leased boundary.

Surveys will be created in AutoCAD dwg format. Final deliverables will be in pdf and dwg formats. All survey exhibits, files, deliverables, etc. will be the property of the Birmingham Airport Authority.

Each quote submitted should include the following:

- Fees proposed for scope of services (submit a fee for the East Side FBO and a separate fee for the West Side FBO).
- Time to complete survey upon award (how quickly can you start and how long will it take to complete the survey)
- Payment terms

Submittal Requirements

Each Proponent shall submit Quotation Package via email to eseoane@flybirmingham.com.

Selection Process/Criteria Selection Process

This is a best value procurement process. This method is defined as “a procurement process where price and other key factors can be considered in the evaluation and selection process to minimize impacts and enhance the long-term performance.”

Each Quote will be evaluated based on the following criteria:

1. Cost
2. Specification per this RFQ
3. Schedule to complete the survey.
4. Best value

General Terms and Conditions

1. The Authority reserves the right to:

- a. Add, delete and/or negotiate with a Proponent, an agreement containing different and/or additional items or terms without reference to other Proponents or Quotes.
- b. Disqualify a Proponent in the event that, in the sole discretion of the Authority, its Quote does not contain sufficient information to permit a thorough analysis.
- c. Verify the validity of the information supplied by a Proponent and reject any Quote where the contents appear to be incorrect or inaccurate in the Authority's sole determination.
- d. Accept Quotes in whole or in part.
- e. In its sole discretion, cancel this RFQ without award or compensation to any Proponent, its officers, directors, employees or agents.
- f. Reject any and all Quotes.
- g. Accept the Quote(s) which, the Authority, in its sole discretion, deems the most advantageous to the Authority; and
- h. Request any other information it requires to evaluate the submissions, and, in the event of a Proponent's failure to provide such information, reject such Proponent's Quote.

2. All financial information must be presented in U.S. dollars.

3. The cost of preparing the Quote or providing additional information is the sole responsibility of the Proponent. The Authority will not be responsible for or pay or reimburse any fees or expenses to any Proponents or their agents.

4. The Proponent assumes all responsibility for complying with all applicable laws and regulations. Further, the Proponent is responsible for obtaining all permits required by law or local authorities to allow it to provide the EUVs to the Authority.

5. All Quotes become the property of the Authority and will not be returned to Proponents unless a written request to withdraw, signed by an authorized signatory of the Proponent, is received prior to the Quote Due Date.

Request for Quotes Schedule

The schedule for the preparation and evaluation of Quotes is provided in the following Exhibit I:

Request for Quotes Schedule

Request for Quotes Documents Available	November 9, 2022
Written Inquiries Accepted Through	November 15, 2022
Quote Due Date	November 18, 2022
Target Award Date	November 2022

Quotes are due no later than **2:00 p.m. Central Time on November 18, 2022**, by which time all Quotes shall be recorded. Quotes will not be accepted after this date and time for any reason.

Quotes submitted by facsimile will not be accepted.

Quotes are to be sent via email to Ed A Seoane, VP of Purchasing.
Email address: eseoane@flybirmingham.com.

The Authority reserves the right to extend the Quote Due Date and the RFQ Schedule. All changes or clarifications to the schedule will be distributed to all registered Proponents in the form of addenda.

III. REQUIRED QUOTE DOCUMENTS

Each Quote must include the following information to be considered technically compliant. To facilitate the evaluation process, Proponents must present information in the following order:

A. Executive Summary

The Proponent shall submit a summary to include a brief statement of the company and its ability to complete the proposed scope of work.

B. Cost

The Quote must include the fees for the proposed scope of services, inclusive of all reimbursable expenses.

END OF REQUEST FOR QUOTES