



Request for Qualifications (RFQ)

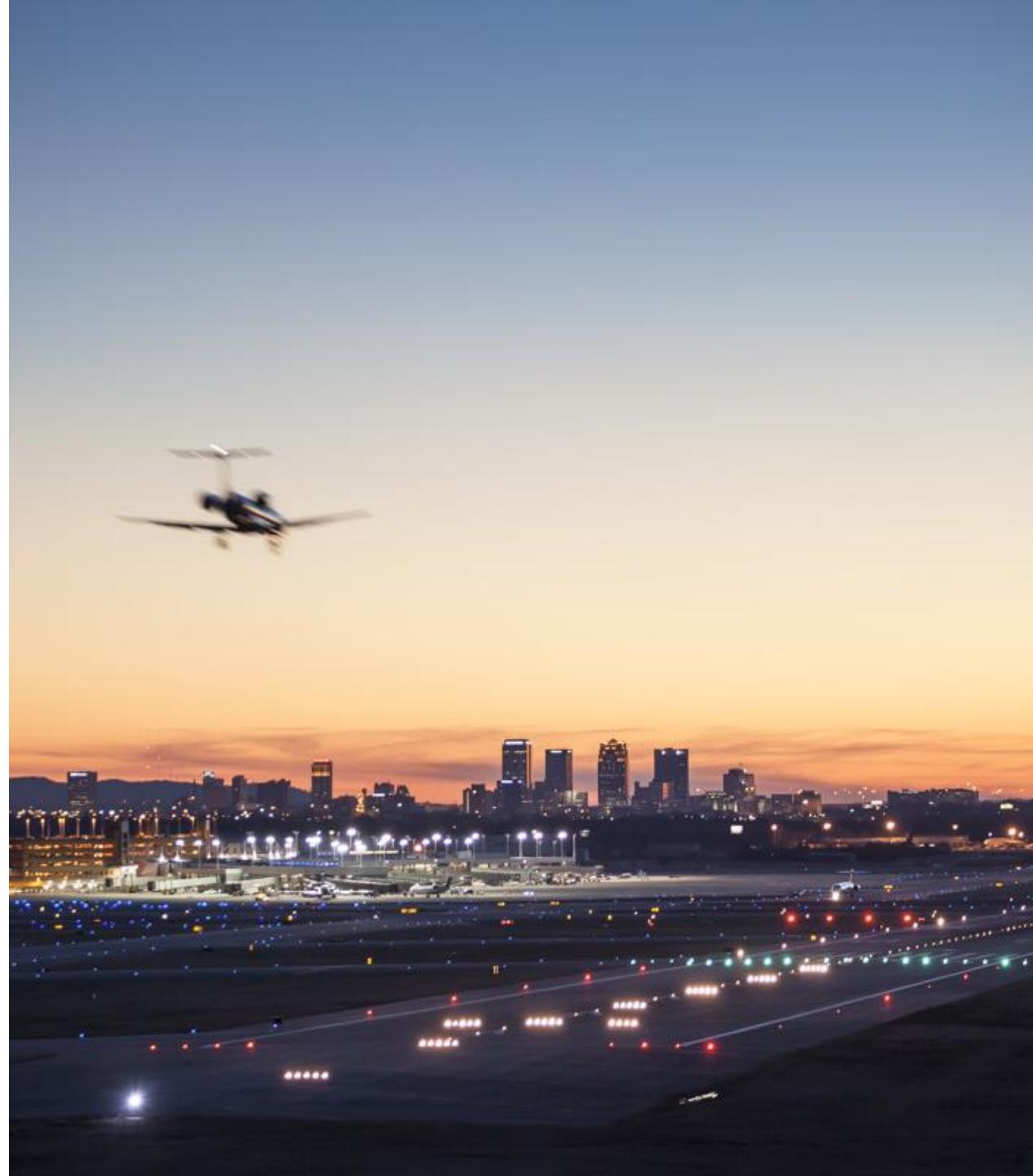
Engineering Services: Terminal Inbound Baggage Carousel Replacement Design

Pre-Submittal Meeting

February 4, 2026 / 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 engineering services for the preliminary investigation, design, bidding, and construction phases for the following project at the Birmingham-Shuttlesworth International Airport (BHM):

Terminal Inbound Baggage Carousel Replacement Project

See Exhibit 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

This project will provide design and construction administration services for the replacement of 5 inbound baggage claim devices (4 domestic and 1 FIS) and their respective subsystems within the terminal facility at BHM. All carousels proposed for replacement have met the end of their useful life, are exhibiting signs of extreme wear and need replacement to bring the associated facilities into conformity with current standards.

Replacement of the inbound baggage claim carousels will need to achieve compliance with Americans with Disabilities Act (ADA) standards, include energy efficient technologies that reduce the overall power consumption, and optimize the associated space for efficiency.

Construction phase services will be tasked separately from design and will be negotiated per FAA requirements (AC 150/5100-14E).

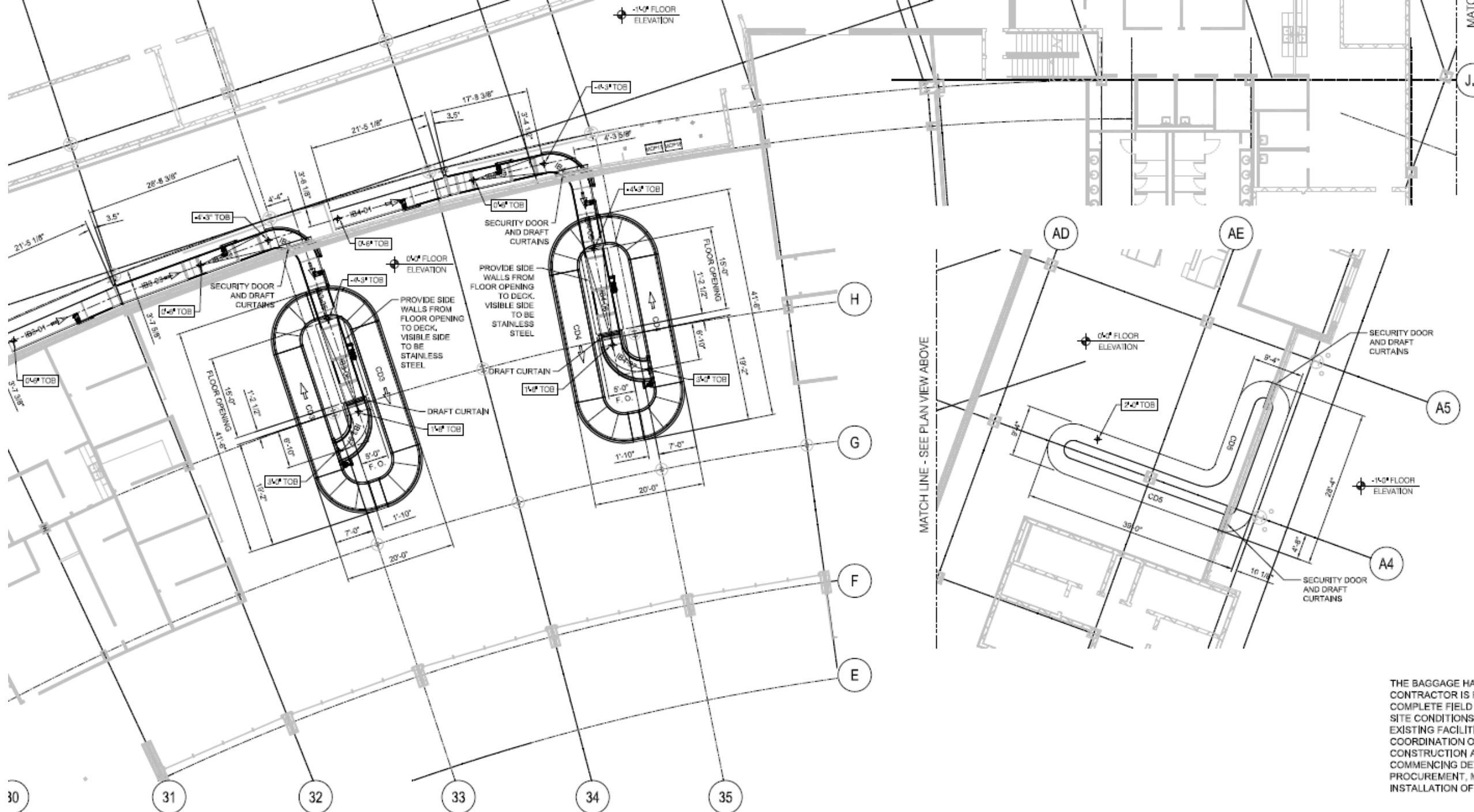




U.S. Customs and
Border Protection

Birmingham-Shuttlesworth International Airport





THE BAGGAGE HANDLING CONTRACTOR IS RESPONSIBLE FOR COMPLETE FIELD SURVEY AND ASSESSMENT OF SITE CONDITIONS, EXISTING FACILITIES, COORDINATION OF CONSTRUCTION ACTIVITIES, COMMENCING DATE, PROCUREMENT, MANUFACTURE AND INSTALLATION OF

Scope of Service and Requirements

Goals

- To enter into a contract with the most qualified **engineering/architectural** firm for professional services pertaining to the design and construction administration of the proposed replacement of 5 (4 domestic and 1 FIS) inbound baggage claim carousels within the terminal facility at BHM.
- To provide professional services to design, bid and construct the proposed project in FY 2026-2027.
- To issue bid-ready plans in early **September 2026**.

Engineering Services

- **Design**: Complete project design, including preparation of engineering/architectural reports and recommendations, as well as preparing detailed plans, specifications, cost estimates, and project schedules (design and construction)
- **Bidding and Negotiation**: Advertising and securing bids, administering and attending pre-bid conferences, analyzing bid results, negotiation for services, furnishing recommendations for award, and preparation of contract documents
- **Construction (Tasked Separately)**: Consultation and guidance during construction, as well as construction administration services
- **Project Closeout (Tasked Separately)**: Services rendered after the completion of the project including final inspections and administrative closeout

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 challenges the firm anticipates during the project. Identify and mitigate elements, if any, to minimize the effects on airport users and operations for the duration of the project.

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	January 22 nd , 2026
Pre-Submittal Meeting	February 4 th , 2026 (2PM CST)
Deadline for SOQ Questions/Clarifications	February 12 th , 2026 (2PM CST)
SOQ Deadline	February 25th, 2026 (2PM CST)
Recommendation to Award	March-April 2026
Estimated Project Start	April-May 2026

Civil Rights Assurances

Title VI Assurance

- *As a condition of a grant award, the Sponsor shall demonstrate that it complies with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq) and implementing regulations (49 CFR part 21) including amendments thereto, the Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et seq.), U.S. Department of Transportation and Federal Aviation Administration (FAA) Assurances, and other relevant civil rights statutes, regulations, or authorities, including any amendments or updates thereto. This may include, as applicable, providing a current Title VI Program Plan to the FAA for approval, in the format and according to the timeline required by the FAA, and other information about the communities that will be benefited and impacted by the project. A completed FAA Title VI Pre-Grant Award Checklist is required for every grant application, unless excused by the FAA. The Sponsor shall affirmatively ensure that when carrying out any project supported by this grant that it complies with all federal nondiscrimination and civil rights laws based on race, color, national origin, sex, creed, age, disability, genetic information, in consideration for federal financial assistance. The Department's and FAA's Office of Civil Rights may provide resources and technical assistance to recipients to ensure full and sustainable compliance with Federal civil rights requirements. Failure to comply with civil rights requirements will be considered a violation of the agreement or contract and be subject to any enforcement action as authorized by law.*

Questions

