

**Request for Qualifications (RFQ)
BAA Snow Removal Equipment (SRE)
& Storage Facility Planning and Design**

**BIRMINGHAM-SHUTTLESWORTH
INTERNATIONAL AIRPORT**



**Birmingham Airport Authority
July 2024**

I. Introduction

A. Project Description

The Birmingham Airport Authority (BAA) is seeking a qualified airport engineering/architectural firm (Consultant) for professional services related to planning and design of a new snow removal equipment (SRE) & storage facility at the Birmingham Shuttlesworth International Airport (BHM). The new facility will be approximately 15,000 square feet in size with an additional 25,000 - 30,000 square feet of storage and parking.

B. Project Background

The Birmingham-Shuttlesworth International Airport (BHM) serves over 3 million passengers annually. With a 2023 operating revenue of approximately \$58 million, BHM is responsible for nearly 2,400 acres of airport property, which includes nearly 1,000 acres within the AOA fence line. The airport also currently maintains close to 90 pieces of maintenance equipment for the facilities, including one MB Multi-Tasking Snow Removal Vehicle with a 22-foot reversible plow and heavy-duty four-wheel drive Chassis.

BHM continues to experience operational growth and has recently welcomed Kuehne + Nagel International AG as its third air cargo partner, following the commissioning of a second air cargo facility. BHM is also currently served by four major airlines with a fifth being added later this year.

II. Scope of Work

A. Goals

- i. To provide planning and design documents for a new SRE and storage facility that will accommodate BAA Facility needs and equipment in a consolidated site that meets current and future needs.
- ii. To provide an energy resilient facility plan that incorporates sustainable features, such as solar energy, to power the facility and/or provide emergency back-up.
- iii. To identify the best possible location for the facility and storage needs on airport property. Considerations shall include cost of site development, airfield access, landside access, space availability, among other priorities.
- iv. To provide accurate cost estimates for the facility, including all civil, architectural and utility costs, as well as identifying available funding sources for the development and facility.
- v. It is the intent of the BAA to initially award the most qualified Consultant with a Program Definition contract and fully complete the scope of work associated with that contract prior to entering into a Design contract for this project. It is in the BAA's sole discretion to re-solicit for design services, if in the best interest of the BAA.

B. Deliverables

- i. *Program Definition Document:* This document will include all requirements and goals of the BAA for the project. Elements of the Program Definition will include, but not limited to the following:
 - a. *Project Approach*
 - b. *Inventory of Existing Equipment*
 - c. *Analysis of Needs and Facility Requirements*
 - d. *Energy Resiliency Plan for Facility*
 - e. *Site Optimization and Location Selection*
 - f. *Alternative Analysis and Preferred Alternative*
 - g. *Cost Estimation and Funding Plan*
- ii. *Site Selection Justification Document:* This portion of the document will provide an analysis and justification for the optimal site. Site alternatives should be analyzed for space optimization, constructability, functionality and conformity with BAA future development needs, among other priorities.
- iii. *Cost Estimating and Funding Plan:* This portion of the document will provide for a detailed cost analysis of all the components of the project goals. These include, but are not limited to:
 - a. Site civil costs
 - b. Architectural cost of all facilities
 - c. Utility costs
 - d. Environmental mitigation costs

Additionally, this section will detail a funding plan for the project. It is anticipated that a portion of the project will be eligible for federal funding through the Airport Improvement Program (AIP).

III. 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

E-mail: eseoane@flybhm.com

Address: Birmingham Airport Authority Receiving Warehouse
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.

C. [Statement of Qualifications / Project Proposal Format](#)

Respondent's SOQ and Project Proposal shall be 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 the 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. The workload of the 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, the 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 BAA GFE A, BAA GFE B and BAA Bidders List in Appendix A 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 challenges the firm anticipates during the project. Identify and mitigate elements, if any, to minimize effects on airport users and operations for the duration of desired sustainability studies.
- 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, budget, and methodology of baseline analysis. 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.

F. 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 commitment to the DBE Goal	5/100
5.	Firm's proposed approach to the project	25/100
6.	Firm's proposed project management plan	15/100
7.	Firm's proposed communication plan	10/100

Note: Firms which meet or exceed the DBE goal will be awarded the five (5) point total. Firms below the DBE goal will be awarded zero (0) points. Firms not currently certified through the Alabama Unified Certification Program cannot count towards the DBE goal. Appendix A contains the required DBE participation certification which must be included in all SOQs.

G. Tentative RFQ Timeline

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

RFQ Posted	July 22, 2024
Pre-Submittal Meeting	August 12, 2024 (02:00 p.m. central)
Deadline for SOQ Questions/Clarifications	August 19, 2014
SOQ Deadline	August 29, 2024 (2:00 p.m. central)
Recommendation to Award	September/October

H. Pre-Submittal Meeting

A **non-mandatory** pre-submittal meeting is scheduled Monday, August 12, **2024, at 02:00 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@flybhm.com by 4:00 P.M. Central Time Thursday, August 9, 2024. Access to the Zoom meeting will be provided after the RSVP deadline.

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 **Twenty-One (21) 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 Respondent 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 the Department of Transportation (hereinafter, DOT) assisted. The Respondent/Engineer shall carry out applicable requirements of 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 the Owner to terminate this AGREEMENT or exercise any such other remedy, as the Owner deems appropriate.

V. Civil Rights Assurances

NONDISCRIMINATION REQUIREMENTS

Federal Aviation Administration Required Provisions

- A. **Civil Rights – General.** Contractor agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. If Contractor transfers its obligation to another, the transferee is obligated in the same manner as Contractor.

This provision obligates Contractor for the period during which the BAA remains obligated to the Federal Aviation Administration. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

- B. **Civil Rights – Title VI Assurances – Compliance with Nondiscrimination Requirements.**

1. **Compliance with Regulations:** Contractor will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** Contractor, with regard to the work performed by it during the Agreement, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the Agreement covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by Contractor of Contractor's obligations under this Agreement and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the BAA or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of Contractor is in the exclusive possession of another who fails or refuses to furnish the information, Contractor will so certify to the BAA or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of Contractor's noncompliance with the non-discrimination provisions of this contract, the BAA will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - (a) Withholding payments to Contractor under the Agreement until Contractor complies; and/or
 - (b) Cancelling, terminating or suspending the Agreement, in whole or in part.
6. **Incorporation of Provisions:** Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. Contractor will take action with respect to any subcontract or procurement as the BAA or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, BAA may request Contractor to enter into any litigation to protect the interests of the BAA. In addition, Contractor may request the United States to enter into the litigation to protect the interests of the United States.
7. **Civil Rights – Title VI Clauses for Use/Access to Real Property.** Contractor for itself, its heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of the Airport, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that Contractor will use the premises in compliance with all other requirements imposed by or pursuant to the List of Pertinent Nondiscrimination Acts And Authorities in Paragraph C below.

In the event of breach of any of the above nondiscrimination covenants, the BAA will have the right to terminate the Agreement and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said Agreement had never been made or issued.

- C. **Title VI List of Pertinent Nondiscrimination Acts and Authorities.** During the performance of this Agreement, Contractor, for itself, its assignees, and successors in interest agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:
 1. **Title VI of the Civil Rights Act of 1964** (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
 2. **49 CFR part 21** (Non-discrimination in Federally-assisted programs of the Department of Transportation — Effectuation of Title VI of the Civil Rights Act of 1964);
 3. **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970** (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
 4. **Section 504 of the Rehabilitation Act of 1973** (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27;

5. **The Age Discrimination Act of 1975**, as amended (42 USC § 6101 *et seq.*), (prohibits discrimination on the basis of age);
 6. **Airport and Airway Improvement Act of 1982** (49 USC § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
 7. **The Civil Rights Restoration Act of 1987** (PL 100-209) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
 8. **Titles II and III of the Americans with Disabilities Act of 1990**, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131 – 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
 9. **The Federal Aviation Administration’s Nondiscrimination statute** (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
 10. **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations**, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
 11. **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency**, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
 12. **Title IX of the Education Amendments of 1972**, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 *et seq.*).
- D. **DBE.** Contractor acknowledges that the provisions of 49 CFR, Part 23, Disadvantaged Business Enterprises (“DBE”), as such regulations may be amended, and such other similar regulations as may be enacted, may be applicable to the activities of Contractor at the Airport, unless exempted by said regulations, and by choosing to operate at the Airport, Contractor shall be deemed to have agreed to comply with the regulatory agencies, in reference thereto. These requirements may include, but not be limited to, compliance with DBE participation goals, the keeping of certain records of good faith compliance efforts, which would be subject to review by the various agencies, the submission of various reports and, if so directed, the contracting of specified percentages of goods and services contracts to DBEs.

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. The project is subject to federal funding being available.

Federal provisions shall be required for this project. Please review all applicable federal provisions for professional services in Appendix C. These provisions shall be included in the contract with the selected firm.

Appendix A
BAA GFE A, BAA GFE B, Bidders List

Exhibit A
Insurance Requirements

Exhibit B

Federal Provisions

(All applicable federal provisions will be included in final agreement)

