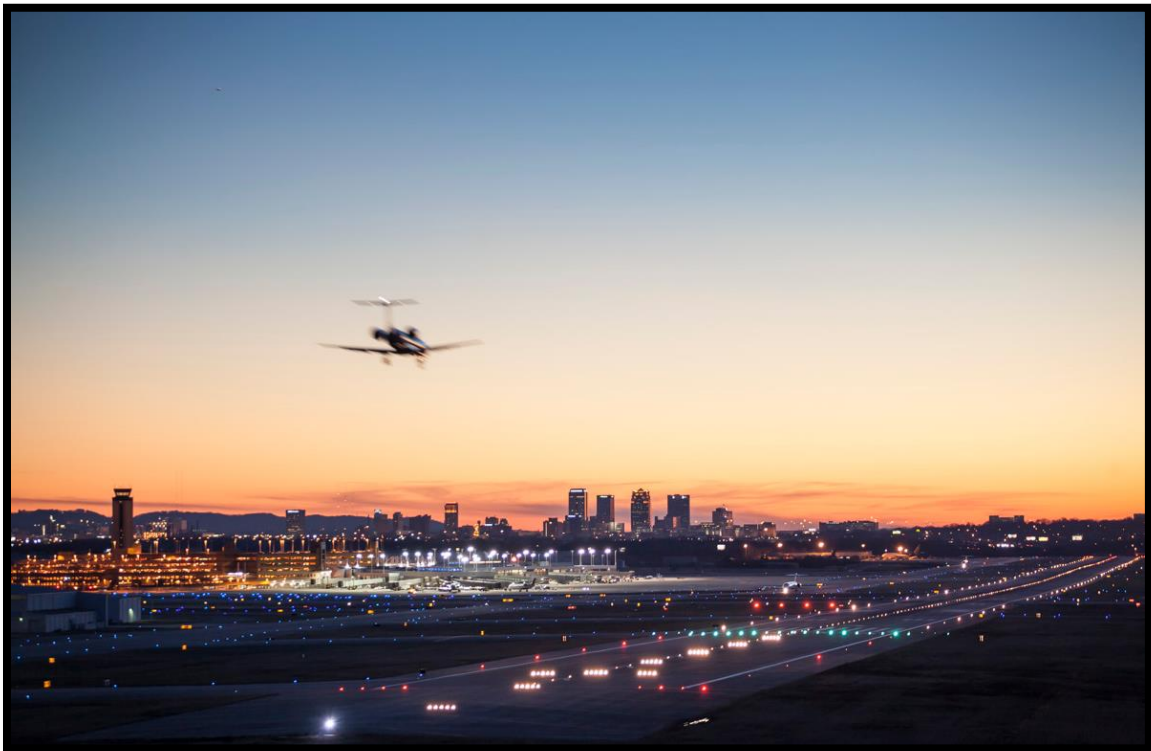


Request for Qualifications (RFQ) Professional Services for Project Management



**Birmingham Airport Authority
May 23, 2023**

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 professional services at the Birmingham-Shuttlesworth International Airport (BHM) for the follow projects:

- Project management service (extension of staff)

II. Scope of Services

A. Goals

- i. To enter into a contract with the most qualified firm(s) for professional services to perform the scope of work.

B. Scope of Work.

The contract will be for one year with an option for a second year. Expected 40-hour work week.

The contracted individual must have the following qualifications:

- Bachelor's degree required. Degree in Construction Management, Architecture, Engineering, Planning, Aviation Management, or a closely related field is preferred.
- Six (6) to eight (8) years' experience related to construction or engineering as a project manager in the aviation industry is preferred.
- Experience related to design and construction of airport facilities, terminals, hangars, parking structures, airfield lighting is preferred.
- Proficiency with computer software to calculate cost/benefit analysis, cost estimation, schedule and track information and technical proficiency with Auto-cad.
- Demonstrated ability to plan, coordinate, and analyze situations and make appropriate decisions.
- Proven ability to communicate effectively and professionally with other professionals, co-workers, airport staff, tenant personnel, consultants, contractors, and the public.

- Survey of existing conditions
- Development of Plans and Specifications/Technical Specifications
- Safety and Phasing Plan
- Tenant Coordination Plan
- Development of Bid Tabulation Form
- Staging and Hauling Route Determination
- Determining quantities of materials needed

Capable of performing the Job tasks outlined below:

- Responsible for managing project activities to ensure that all project goals are accomplished on time, within budget, and according to specifications.
- Preparing and assisting in preparation of contract documents and Front-End documents for projects.
- Coordinates with airport management (Airport Operations, Facilities, etc.) personnel to coordinate project elements and requirements.
- Provide daily and weekly project progress reports, including updates on project schedule impacts, budget, milestones, and critical path items.
- Responds to inquiries for information on projects and procedures.
- Manage project construction activities, ensuring Quality, Schedule, Cost, Safety, and Environmental requirements are met or exceeded.
- Reviews airport tenant projects, assuring compliance with Authority standards and operational requirements.
- Coordinate and communicate effectively with contractors, suppliers, and consultants.
- Coordinate project activities with airport tenants on potential impacts to leased spaces and airfield access.
- Monitor the preparation of project procedures.
- Monitor the preparation of the project budget.
- Monitor the preparation of the project schedule.
- Review plans and procedures to ensure that work is executed in accordance with the approved contract.
- Reviews project related Pay Applications and invoices for concurrence with work and progress.
- Assist in resolution of differences or problems.
- Anticipate or minimize potential problems by maintaining current knowledge of overall site project status.
- Review project activities for conformity to all Code and Standard provisions

III. Submittal Requirements

A. Selection Process

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

A Statement of Qualifications (SOQ) and Project Proposal will be solicited from all interested firms. The SOQ will allow the firm an opportunity to provide data relating to the experience and qualifications 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 qualified consultant based solely upon submittals if sufficient information is included in the SOQ and project proposals. In such case, BAA will determine the most qualified firm on the criteria listed in this RFQ and engage in negotiations for the project.

B. Statement of Qualifications / Project Proposal

Please submit one (1) electronic copy of your SOQ and Project Proposal submittal to the email below.

Contact: Ed Seoane, Vice President of Purchasing

E-mail: eseoane@flybhm.com

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.

For the purpose of this solicitation, all communication must be directed to Ed Seoane, VP of Purchasing (eseoane@flybhm.com). The BAA has imposed an absolute prohibition against any communication or contact with any other BAA personnel, commission member, or consultant regarding solicitation, general referred to as "Cone of Silence." The prohibition begins with the publication of the solicitation document and remains in place through Commission selection. It ends only after successful negotiations with the selected Company has concluded in an executed agreement. The prohibition is suspended only during BAA sponsored publicly announced meetings conducted for the purpose of clarifying the solicitation. **A violation of this provision may result in a rejection of submission of the offending Company.**

C. 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.

D. [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

E. [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 unopened. There will be no deadline extensions in the event of inclement weather delays.

RFQ Posted	May 23, 2023
Deadline for SOQ Questions/Clarifications 2:00 PM	June 9, 2023
SOQ Deadline 2:00 PM	June 16, 2023
Notification of Intent to Award	June 30, 2023
Target Award Date	August 2023