

**REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR THE  
PROFESSIONAL HAZARDOUS MATERIALS CONSULTING SERVICES  
OF  
RESIDENTIAL DWELLINGS AND OTHER STRUCTURES  
ASSOCIATED WITH  
BIRMINGHAM - SHUTTLESWORTH INTERNATIONAL AIRPORT**

**Issued August 8, 2016**

**I. PROJECT**

The Birmingham Airport Authority (the "Authority") is seeking a highly qualified firm or team of firms (each, a "Respondent"), to provide Professional Consulting Services associated with the preparation of the hazardous materials testing and abatement monitoring firm, or team of firms to provide these testing services in conjunction with the development of a Rental Car Quick Turn Around (QTA) Project for dwellings situated in the Eastwood Manor Subdivision near the Birmingham-Shuttlesworth International Airport, Birmingham, Alabama.

**II. PROJECT INTENT AND PURPOSE**

The Authority is interested in procurement of services to facilitate the abatement of hazardous materials from residential and other dwellings purchased by the Authority for the future development of a Rental Car Quick Turn Around (QTA) facility. Firms should be highly experienced and proficient in these hazardous environmental evacuation projects. The project scope of services shall include all work associated with providing a complete and full range of hazardous (specifically asbestos) surveys to confirm the presence of hazardous materials by careful examination of each structure.

**III. PROJECT SCOPE/DESCRIPTION**

Special attention will be given to those lead firms having demonstrated substantial experience in all work associated with providing the following:

Hazardous Materials Survey:

- A. The survey services shall test for the presence of asbestos in each structure within the designated project limits.

- B. Facility Survey - Bulk Sampling via PLM method for Report
- C. Preparation of the hazardous materials surveys reports and technical specifications containing the following:
  - 1. Description and Photograph of the Structure Surveyed
  - 2. Description/List of Sampled Materials
  - 3. Table of Sampling Results and Estimated Quantities
  - 4. Figure Indicating Sample Locations Results Including Photographs
  - 5. Conclusions, Recommendations, and Limitations
  - 6. Site Figure with Sample Locations
  - 7. Asbestos Laboratory Analysis Result
- D. Preparation of a detailed Project Manual and technical report/specifications for the removal of hazardous containing materials discovered in the survey.
- E. Preparation of Hazardous Materials Abatement/Demolition in Place and Clearing, Grubbing, and Improvements contract documents.
- F. Technical Consultation Services and Bid Administration.
- G. Assist in conducting a pre-bid conference with potential bidders in securing bids for abatement contractors and review bids for accuracy and completeness.
- H. These above mention tasks will end upon issuance of a Notice of Intent to Award to a Contractor.
- I. Contract Administration and Worksite Monitoring.
- J. The consulting engineering firm will assist in the critical portion of this project through the following tasks such as, the Pre-Construction Meeting.
- K. Daily observation, air monitoring/clearance and documentation procedures by provided On Site Authorized Representative (OAR), of which shall also be expected to oblige an act as the owner's agent for the entire project. This agent shall also provide services insuring total compliance with local, State, and Federal agencies including assurances of proper disposal of hazardous material waste.

- L. The OAR will be directed and supervised by the Owner's Representative/Project Manager who will make visits to the site as necessary and review all project activities.
- M. The Project OAR shall maintain daily work progress records with special emphasis on items on items of conformance relative to the project specifications and/or accepted hazardous removal practices. The reports will be submitted to the Authority at predetermined intervals.

#### **IV. PRE-SUBMITTAL REQUIREMENTS**

A pre-submittal conference will be held on Thursday, August 18, 2016 at 2:00 p.m. local time in Meeting Room A located in the Airport's Terminal Building lower level, adjacent to the Birmingham Police Department Airport Substation. The purpose of the meeting is to provide an opportunity for those interested parties to present their questions regarding this Request for Statements (RFQ). If you have questions regarding this RFQ and the project, you must submit them in email form to [ltaylor@flybirmingham.com](mailto:ltaylor@flybirmingham.com) no later than 12:00 noon local time Thursday, August 25<sup>th</sup>, 2016. No other questions will be answered after August 25<sup>th</sup>, 2016, 12:00 noon.

Ten (10) copies of the Statement of Qualifications (RFQ) are required, containing not more than 10 pages (20 pages both sides), and placed in a seal container(s) labeled Statement of Qualifications for Professional Hazardous Materials Consulting Services, for the development of a Quick Turn Around (QTA) facility , Birmingham Shuttlesworth International Airport, Birmingham, Alabama 35212. Responses to this solicitation are due on or before 12:00 noon local time, Thursday, September 1, 2016. Responses received after this time will be returned un-opened. Submittals not conforming to the published criteria shall be determined non-responsive and returned unopened.

#### **V. STATEMENT OF QUALIFICATION REQUIREMENTS**

Each prospective participant is required to submit Ten (10) copies of the Statement of Qualifications. These statements are to be contained in a spiral ring laminated booklet, consisting of not more than twenty pages total.

Those consulting services for the testing of asbestos materials prerequisite to the development, monitoring, implementation of cost controls, and those controls associated with the efforts required to bring about the successful completion of the project on time and within budget.

Furthermore, the scope shall not be limited to the stated items included in this document, but shall govern all accomplishments to provide budgeting, cost models, project schedule, budget tracking, coordinating and assisting in

meetings, report assembly and update, plan review, monitoring, and generally assisting the Owner in the administering of the project.

Then create a punch list of any deficient items and satisfactory correction of any such items within 30-day period. Then retainage amounts will be deducted from the prime contractor's retainage on the next invoice, per the E&D Project Managers.

The Scope of Services for this project is to act on the owner's behalf during the various phases of this project. The work will include the following list of principle features of work:

- Produce a master schedule of events, updated monthly
- Assist owner in the review of contract documents for workability of the Abatement Project.
- Assist owner in establishing criteria for assembling potential bidders to ensure maximum use of dollars.
- Assist owner in the coordination with the project's Abatement Contracting team to assure project approval by the appropriate governmental agencies.
- Assist owner in coordinating to qualify bidders and bid the project
- Coordinate any and all Hazardous Materials Abatement submittals
- Review and recommend for approval any and all hazardous materials contract.
- Document Hazardous Materials Abatement/Clearance activities
- Review and recommend all payments to the Abatement/Demolition Contractor.
- Hold meetings when necessary to keep abreast of abatement activities.
- Coordinate project closeout activities

The above principle features of work shall not limit the Consultant to the above list of services. The Consultant and/or Consultant's Team shall provide a full range of services as required to produce this project in a timely fashion and within the BAA's approved and established budget.

Statement of qualifications shall include the following information presented in sections as listed below:

**Section A.                    Prior experience on similar projects                    (0 to 55 Pts.)**

Experience of firm and team having performed within the past five years, or currently performing similar type Hazardous Materials Testing – Abatement Monitoring Service work for property at airports of similar size and complexity.

Experience of firm and team having performed within the past five years, or currently performing similar type work for Hazardous Materials Testing –Abatement Monitoring Services on property at airports of a larger size and complexity.

Experience of firm and team having performed within five years, or currently performing similar type work for municipal, institutional, academic, private, military or federal agencies, companies and/or organizations.

Experience within past five years on projects with demonstrated success in coordinating and involving multiple Stakeholders for the project.

Demonstrated experience within five years on similar projects resulting in the success in meeting, factoring in, and complying with all local, state and federal agencies.

Cite experience within past five years of firm and teams success in fulfilling the requirement of this RFQ's scope of services in concurrence with all time constraints.

Indicate firm /team's previous experience in the developments of a comprehensive budget model for the project, and the success such models when utilized by the client.

Firm/team's history of maintaining a stable and dependable workforce for the duration of the project.

History of firm/team's commitment to keeping contract escalations and modifications to a minimum.

Cite firm and teams history in assembling professional engineering, environmental, and architectural team on previous similar type engineering projects.

**Section B.**

**Availability of key Personnel**

**(0 to 10 pts.)**

Indicate experience of Key personnel in managing similar projects for airport, municipalities, and other institutions and/or organizations for the past five years.

Indicate communications skills and ability to effectively relate and present to a vast complexity of audience.

Indicate the level of knowledge of Key Personnel related to the involvement of multiple Stakeholders (City, County, Federal, Community, Regulatory, and grass roots) in matters related to incorporated and enfranchising ideas and recommendations for the project.

Cite the number of successful projects Key Personnel have been involved over the past five years.

Commitment of firm and team to maintaining Key Personnel for the duration of the project.

**Section C. Area of participation of team (Select One Only)  
(0 to 5 pts)**

If 50% or more of the work will be performed within the City of Birmingham.

If 30% to 49% of the work will be performed within the Metropolitan area of the City of Birmingham.

If 16 to 29% of the work will be performed within the State of Alabama.

If less than 15% of the work will be performed within the Southern Region of the United States

**Section D. DBE Participation (Select Only One)  
(0 to 20 pts)**

If 70% or more of the funds will be received by DBE firms for work performed.

If 50 to 69% of the funds will be receive by DBE firms for work performed.

If 30% to 49% of the funds to be received by DBE firms for work performed.

If 0 to 29% of the funds will be received by DBE firms for work performed.

Section E. Previous working relationship of firms (Select Only One)  
(0 to 6 pts)

Joint Venture on similar projects

Joint Venture on other non-similar projects

Consultant/sub-consultant on more than one project

Consultant/Sub-consultant one project

Key members of more than one firm have previously worked with second firm.

Section F. Computer Capabilities of the Firm/Team (Select Only One)  
(0 to 4 pts)

For Auto-Cad System with most current Release capability.

For any other CAD System.

The firm selected by the Birmingham Airport Authority to perform these Professional services will enter into a non-exclusive agreement with the Authority, and the Authority shall have the right to contract for all or any portion of the project with the selected firm or team of firms, contingent upon availability of funds.

The Authority intends to certify from those firms or team of firms submitting a response to this solicitation, a list of those firms, which it considers, qualified. The Authority, pursuant to its procedures and consistent with prevailing legal statute, will then select from the list of qualified firms, or team of firms; a shortlist of firms from which the Birmingham Airport Authority will make a final selection.

Under no circumstances, however, is the Authority obligated to award this project to any of the firms or team of firms responding to this Request for Qualifications; and further, the Birmingham Airport Authority reserves the right to reject any and all responses to this solicitation.

A progress report and project photo file will be submitted at the project conclusion.

## VI. Work Observation

The BAA Project Manager will supervise the on-site representative to the Authority. A unit cost proposal for each structure affected on a per house basis with a total representing a lump sum not exceed amount.

The cost of services shall be broken down as per the following:

TASK A. – Hazardous Materials (Asbestos) Survey  
(Minimum Six (6) Bulk Samples and/or Samples on any and all Asbestos Containing Materials (ACM) suspected materials) Lump Sum (Per House/Parcel)

TASK B - 1. Project Specifications/Technical-----Lump Sum

2. Technical Consulting Services  
an Bid Administration-----Lump Sum

TASK C - Contract Administration and Worksite Monitoring

1. Pre-construction Meeting -----Lump Sum

2. Contract Administration /Project Management/Reporting  
Lump Sum (Per House/Parcel)

3. Work Site Observation /Abatement  
& Air Monitoring/Clearance Sampling -----  
Lump Sum (Per House/Parcel)



## Disadvantaged Business Enterprise (DBE) Program

- A. **Policy:** It is the policy of the Birmingham Airport Authority (Authority) that DBEs as defined in 49 CFR Part 26 will have an opportunity to participate in the performance of all Authority projects and the Proposer will take all necessary and reasonable steps to ensure that DBEs have the opportunity to compete for and perform subcontracts. Proposers will demonstrate that they will subcontract with certified DBEs, or clearly demonstrate in a manner acceptable to the Authority its good faith efforts to obtain DBE subcontractors. The successful Proposer's DBE commitment as stated on their Letter(s) of Intent will be incorporated into the contract and will be enforceable under the terms of the contract.

Proposers are encouraged to refer to the Authority's DBE Program and Policy which is posted on the Authority's website: [www.flybirmingham.com](http://www.flybirmingham.com). Proposers should refer to the directory of DBE companies certified and located at [www.flybirmingham.com](http://www.flybirmingham.com). Additional assistance may be obtained by calling the Authority's Properties and Senior DBE Manager at 205-599-0522.

- B. **DBE Obligation:** Each contract the Authority executes with the Proposer and each subcontract the Proposer executes with a subcontractor, must include the following clause:

"The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR parts 26 in the award. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the *Birmingham Airport Authority* deems appropriate, which may include, but is not limited to: (1) Withholding monthly progress payments; (2) Assessing sanctions; (3) Liquidated damages; and/or (4) Disqualifying the contractor from future bidding as non-responsible".

- C. **Certification of Eligible DBEs:** To ensure the eligibility of DBEs proposed to participate on the contract, all DBEs must be certified by the Authority or another agency within the Alabama Unified Certification Program at the time of the bid opening date. Certification applications may be found on the Authority's website at [www.flybirmingham.com](http://www.flybirmingham.com), under the DBE information section or at the Authority's office. ***DBEs must be certified with the Authority at the time Proposals are received.***

Any firm having questions regarding its eligibility as a DBE should contact the Properties and Senior DBE Manager regarding certification requirements at 205-599-0522.

**D. DBE Goals:** DBE Goals are established for each specific prime contract with subcontracting opportunities.

The Proposer will subcontract with DBE's certified by the Authority at least **16%** of the dollar value of the Prime Contract. Only DBEs certified with the Authority will count toward the Contract Goal. In accordance with the Authority's policy, "A recipient may count expenditures of materials and supplies obtained from a DBE Manufacturer at 100% of the cost of the materials or supplies toward DBE Goal." In accordance with the Authority's policy, "A recipient or Contractor may count toward its DBE Goal 60% of its expenditures for materials and supplies required under a Contract and obtained from a DBE regular dealer."

In the event that the Proposer for this solicitation qualifies as an eligible DBE, the Contract Goal will be deemed to have been met, if the Proposer performs at least the prescribed DBE Contract Goal percentage of (16%) the Work with its own forces. The Proposer will be required to submit information concerning those DBEs that will participate in this Contract at the time its Proposal is submitted to the Authority.

The information will include the names and addresses of each DBE, description of the Work to be performed by each named DBE firm, Sub Contract the dollar amount of said Work and percent of the Contract, written documentation of the Proposer's commitment to use a DBE subcontractor whose participation it submits to meet a contract Goal, and written confirmation from the DBE subcontractor that it will be participating in the Contract provided in the Prime Proposer's Proposal. Failure of the Proposer to submit the required DBE information in its Proposal may render the Proposal non-responsive. If the Proposer fails to achieve the Goal stated herein, the Proposer will be required to provide documentation demonstrating that the Proposer made "Good Faith Efforts" in attempting to do so.

**E. Proposer Efforts to Meet DBE Subcontract Goals:**

1. In all contracts, the successful Proposer will satisfy the Authority that it has made "Good Faith Efforts" to utilize DBEs in meeting the established DBE Goal. "Good Faith Efforts" are those efforts that could reasonably be expected to result in DBE Goal attainment by a Proposer who aggressively and actively seeks to obtain DBE participation. Efforts that are merely "Pro Forma" are not "Good Faith Efforts" to meet DBE Goals.
2. The Authority will require Proposers to submit documents that show that they obtained enough participation from certified DBEs to meet the DBE

Goals. Failure to provide such information may render the Proposal non-responsive. However, the Authority reserves the right to require such additional and supplemental information solely for the purpose of clarifying the DBE information submitted by the Proposer. The initial good faith determinations for the Authority will be the Properties and Senior DBE Manager.

- F. **Proposer's DBE Assurance:** Each Proposer will submit written assurance of its ability to meet the prescribed Goal in its Proposal. Proposers may be considered non-responsive and may be ineligible for award of Contract if their Proposal does not contain this Assurance. The Proposer agrees to indemnify the Authority from the loss of any funds or other damages that may result from Proposer's failure to achieve the DBE Goal set forth herein or to establish a good faith effort to do so, including attorney's fees and costs associated with said failure by Proposer or good faith investigation by Authority. Failure of Proposer to achieve the DBE Goal as Proposal without showing a "Good Faith Effort" to do so will be considered a material breach of the Contract. The determination of whether Proposer's efforts were made in "Good Faith" will be made by Authority.

# ATTACHMENT 1

**\*\*\*\*\* DBE LETTER OF INTENT \*\*\*\*\***

Failure to complete this statement may be grounds for rejection of Bid.

Name of Prime Bidder's Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Prime Bidder's Contract Amount: \$ \_\_\_\_\_

Percentage of Contract Amount performed by Prime Bidder: \_\_\_\_\_ %

Name of DBE Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Prime Bidder's Contract Amount: \$ \_\_\_\_\_

Identity of DBE (e.g. Hispanic, American Indian, Black, Female, etc.) \_\_\_\_\_

Check the appropriate box if the DBE is a material supplier:

Materials and supplies obtained from a DBE Manufacturer (counts as 100% towards goal)

Materials and supplies obtained from a DBE Regular Dealer (counts as 60% towards goal)

Description of work to be performed by DBE firm:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of Subcontract: \$ \_\_\_\_\_

Subcontract Percentage of Prime Bidder's Contract Amount: \_\_\_\_\_ %

### COMMITMENT

The Prime Bidder is committed to utilizing the above-named DBE firm for the work described above:

By: Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Authorized Representative) (Title) (Name of DBE Firm)

### AFFIRMATION

The above-named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By: Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

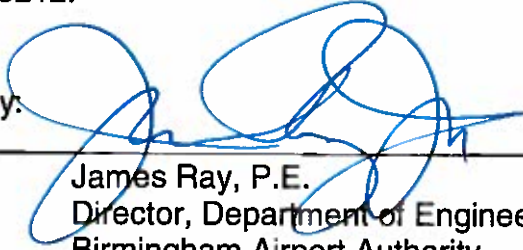
\_\_\_\_\_  
(Signature of Authorized DBE Representative) (Title) (Name of DBE Firm)

If the Prime Bidder does not receive award of the prime contract, any and all representations in this Letter of Intent will be null and void.

All Statements of Qualifications shall become the property of the Authority. Only those firms responding to this solicitation and having tendered their Statement of Qualifications which meet the requirements herein specified will be considered for the service contemplated regardless of prior contact with the Birmingham Airport Authority, the City of Birmingham or other agencies, departments or personnel.

All questions concerning this project should be directed via email to the attention of Mr. Lowrenzo Taylor, Project Manager, [ltaylor@flybirmingham.com](mailto:ltaylor@flybirmingham.com), for the Birmingham Airport Authority, 5900 Airport Highway, Birmingham, Alabama 35212.

By: \_\_\_\_\_



James Ray, P.E.  
Director, Department of Engineering and Development  
Birmingham Airport Authority

Date: \_\_\_\_\_

8/5/2016