



REQUEST FOR PROPOSALS

ADDENDUM NUMBER: **FOUR (4)**

**DATE:** July 16, 2018

**PROJECT:** REQUEST FOR PROPOSAL (RFP) FOR  
PROFESSIONAL LAND ACQUISITION SERVICES  
Birmingham-Shuttlesworth International Airport  
Birmingham, Alabama

**FROM:** Birmingham Airport Authority (BAA)  
5900 Messer Airport Highway  
Birmingham, Alabama 35212

**TO:** All RFP RECIPIENTS & PARTICIPANTS

**GENERAL:**

This Addendum will revise/change portions of the requirements of original RFP Documents dated June 13, 2018. The following revisions/changes take precedence over items in the original RFP Documents. Portions of the RFP Documents not changed by this Addendum remain in effect. Recipients of this Addendum are advised to provide this Addendum to anyone they distribute the RFP to without the BAA's knowledge.

Respondents are required to acknowledge receipt of this Addendum by submitting it enclosed with their Proposal Statements (PS). Failure to do so may subject the Respondent's submission of their PS to disqualification.

**ADDITIONAL INFORMATION / CLARIFICATIONS / ATTACHMENTS DESCRIBED BELOW:**

1. Submitters are responsible for ensuring that they are in receipt of this Addendum No. Four (4), and specifications prior to submitting their PS. **Please email a confirmation of receipt of this addendum.**
2. The information and / or clarifications below are being issued under this Addendum and shall become a binding requirement of this RFP package:
  - A. The Vacant Land will be appraised by the Primary Appraiser. The Appraisal is then reviewed by the Secondary Appraiser. After the Appraisal process is completed then thru the successful Respondent the BAA will send an offer letter. Upon acceptance of an offer letter, the Owner (Persons, Entity, Etc., Estate Owning the Vacant Lot) will sign and agree to the purchasing terms. The Owner will then be contacted by an attorney, who will verify all legal documents to set a closing date for the purchase of the land. If the Owner chooses to reject the Offer, he/she can have an appraisal submitted to the BAA for review and consideration, at the Owner's own expense. The BAA will then discuss the appraisal with the Owner and a final offer will be made.

B. Other expectations of the successful Respondent include:

1. Preparation of an Acquisition Plan
2. Development of a Cost Estimate
3. Initiate an internal Project and Owner tracking spreadsheet
4. Create File Folders
5. Secure Title Attorney, Appraisals, Legal Consultant and/or Closing Attorney
6. Prioritize appraisal time -line for the vacant lots.
7. Order preliminary title search
8. Research property deeds
9. Review preliminary title searched for ownership and encumbrances on the property title along with the deed and confer with Attorney regarding parcels with tax issues
10. Notice to the Owners (Interest to Acquire)
11. Appraisers notice of intent to proceed
12. Perform an administrative appraisals review on Primary and review appraisals
13. Establish just Compensation
14. Provide Owners with a written offer letter (including statement of the basis for the offer, just compensation, description and location of the lots) and purchase agreement
15. Make every reasonable effort to acquire the real property expeditiously (negotiate purchase price if necessary).
16. Coordinate closing requirements and date with the attorney.

Questions and Answers

- Question: 1. Why is the requirement in the Proposal that all work must be performed within the last five years?
- Answer: *The question referencing, "Cite experience of firm and team having performed similar work within the last five years", is one of the BAA approved weighted questions in Section A under the approved Evaluation Criteria. It's simply a way to measure the experience of the Respondent.*
- Question: 2. Under Purpose of Solicitation on page 1, the first sentence says that the Authority is soliciting proposals from "qualified licensed Real Estate Agencies/Agent". Can a Prime Consultant sub out services to qualified staff/personnel to serve on his/her team for this project?
- Answer: *Yes, you can be the Prime Consultant and sub-consult services out directly to qualified staff/personnel.*
- Question: 3. There are two (2) RFPs on the Airport Authority's website. One was issued on 6/15/2018 for Vacant Land Proposal and one was issued on 6/13/2018 for Professional Land Acquisition Services Associated with the Birmingham-Shuttlesworth International Airport. Are these two separate proposals to be responded to by July 20, 2018?
- Answer: *Both are the same project. Only one response is due for the entire project.*
- Question: 4. In statement G-Review Appraiser's review.... Should there be two (2) Appraisers, one for the report and one for the review? Will the review forms shall be provided by the BAA to ensure the standards of 49CFR 24.203 are all met?

**Answer:** See Section 2A **ADDITIONAL INFORMATION / CLARIFICATIONS**

**Question:** 5. Has the Birmingham Land Bank Authority accepted applications to clear the titles on any of the targeted properties?

**Answer:** *No. To the best of our knowledge none of these properties had been targeted.*

**Question:** 6. Will the BAA provide a copy of its State approved list of surveyors and appraisers?

**Answer:** *No, the BAA doesn't have any type list for State approved Surveyors and/or Appraisers. The Authority is a member of the Alabama Unified Certification Program (ALUCP) with ALDOT.*

**Question:** 7. Does the BAA have a property status report on all targeted properties (ownership, tax status, environmental, etc.)?

**Answer:** *The charge of this project is for the Acquisition of the targeted properties for the BAA. All this information, i.e. Current Ownership, Tax Status, Environmental, etc. is part of the task of services for this project.*

**Question:** 8. Should the cover page of the Attachment B Cost Proposal Form be filled out and signed by only the Prime responder or should any sub-proposers also fill out and sign the cover page?

**Answer:** *The signature requested on the Attachment B Cost Proposal should be supplied by the Prime Respondent.*

**Question:** 9. Should any sub-proposer need to provide the Per Lot Cost form as well as the Prime Responder?

**Answer:** *No, only the Prime of which his final cost per lot is an accumulation of any and all charges related to the final Not to Exceed amount.*

**Question:** 10. Please advise on the desired time frame to acquire all 282 lots.

**Answer:** *We are looking at an average of eighteen (18) to twenty-four (24) months with numerous possible variables.*

**Question:** 11. May we obtain a comprehensive list of the vacant parcels to be acquired?

**Answer:** *At this point we've only supplied a map with the lot locations. Detailed addresses will be supplied to the Successful Respondent.*

**Question:** 12. Will the Submitting Firm be required to conduct all title clearing tasks?

**Answer:** *The Successful Respondent will be charged with any and all task required to successfully acquire these 282 lots for the Authority.*

**END OF ADDENDUM NUMBER Four (4)**

If you have any questions, please contact Mr. Lowrenzo Taylor, Project Manager, at 205-599-0529 or via email [ltaylor@flybirmingham.com](mailto:ltaylor@flybirmingham.com)