



To Prospective Proposers:

Pursuant to the Birmingham Airport Authority's desire to generate additional revenues and to establish a viable long-term tenant for a 0.456 acre parcel improved with an 8,500 square foot office/hangar building identified as Hangar 7 and located at 4128 65th Street North within the southeast quadrant of the Airport, the following Request for Proposals is being issued. It should be noted that the Authority intends to select the proposal that provides the greatest long-term value to the Authority in accordance with Airport goals. The Authority reserves the right to reject any or all proposals, to advertise for new proposals, or not to proceed at all with this project. Receipt of proposals shall not in any way obligate the Authority to later invite a firm or corporation for an interview. Nor shall the Authority be responsible for any cost associated with the submission of proposals.

All proposals submitted shall become the property of the Authority upon receipt by the Authority and the Authority shall have the right to copy, reproduce, publicize, or otherwise dispose of each proposal in any way that the Authority selects. Proprietary financial data shall be marked Confidential & Proprietary and shall be treated as such. The Authority shall be free to use as it own, without payment of any kind or liability, any idea, scheme, technique, suggestion, layout or plan received during the review and proposal process.

Thank you for taking the time to review and respond to this request. We look forward to receipt of your proposals.

Respectfully,

Diane Gillam
Properties and Senior DBE Manager
Birmingham Airport Authority
5900 Messer Airport Highway
Birmingham, AL 35212

*Request for Proposals
General Aviation Office/Hangar Complex
Birmingham-Shuttlesworth International Airport*



TABLE OF CONTENTS

i. General Information

1. Request for Proposals - Issuing Entity
2. Request for Proposals - Description (Non-Commercial Property)
3. Due Date/Time
4. Time-Line of Proposal Process
5. Point of Receipt – Recipient
6. Pre Proposal Conference
7. Instructions for Written Questions & Deadline

I. Background Information

1. Purpose
2. Miscellaneous Provisions
3. Selection of Successful Proposer
4. Property Description

II. Instructions for Proposers

1. General Instructions
2. Proposal Format

III. Financial Capability/Requirements

IV. Relevant Experience Requirements

V. Bonding and Insurance Requirements

VI. Appendix Attachments

i. General Information

1. Request for Proposals - Issuing Entity

Birmingham Airport Authority
Attn: Diane Gillam
Properties and Senior DBE Manager
5900 Messer Airport Highway
Birmingham, AL 35212
Phone: 205-599-0522
dgillam@flybirmingham.com



2. Request for Proposals - Description

The Birmingham Airport Authority is requesting proposals for the long-term lease of Hangar 7, a corporate/general aviation hangar complex at 4128 65th Street North at the Birmingham-Shuttlesworth International Airport. The complex includes an 8,500 square foot metal office/hangar building situated on a 0.456 acre site (19,856 square feet). The facility was originally built in 1976. Additional improvements include a paved ramp/apron area and a 10,000 gallon jet fuel storage tank.

3. Due Date/Time

Proposals must be received at the Airport Authority office no later than: 2:00 PM Central (local) Time - March 12, 2019

4. Timeline of Proposal Process

Issuance/Advertisement RFP	February 5, 2019
Pre-Proposal Conference	February 19, 2019
Written Questions Accepted	February 25, 2019
Due Date for RFP Response	March 12, 2019
Announcement of Final Selection	TBD
Commencement of Lease	TBD

*Request for Proposals
General Aviation Office/Hangar Complex
Birmingham-Shuttlesworth International Airport*



5. Point of Receipt - Recipient

Diane Gillam
Properties and Senior DBE Manager
Birmingham Airport Authority
Birmingham-Shuttlesworth International Airport
5900 Messer Airport Highway
Birmingham, AL 35212
e-mail: dgillam@flybirmingham.com

6. Pre-Proposal Conference

A non-mandatory pre-proposal conference will be held at the Airport Authority offices, 5900 Messer Airport Highway, Birmingham, Alabama 35212 on February 19, 2019 at 2:00 PM local time (CDT) in Meeting Room A.

7. Instructions for Written Questions & Deadline

The Point of Contact for questions regarding this RFP is Diane Gillam. Any and all questions must be submitted in writing and must be directed to at the address identified above or via e-mail to dgillam@flybirmingham.com. All written questions must be received by 2:00 PM local time on February 25, 2019. Written questions and responses, and questions raised at the Pre-Proposal conference will be identified via Addendum, which will be posted on the Authority web-site.



I. Background Information

1. Purpose

a. Airport/County Goals

In order to continue to improve the financial base of the Birmingham-Shuttlesworth International Airport and to meet the needs of aviation users and tenants, the Authority has developed a leasing strategy that includes maximization of revenues from land and facility rents on the Field. This plan includes certain non-commercial, aeronautical parcels, including the +/-0.456-acre parcel improved with an 8,500 square foot office/hangar building and miscellaneous associated improvements, that is the subject of this Request for Proposals (RFP). For improved financial stability for Airport operations, it is suggested that certain aeronautically land be utilized as non-commercial parcels, and be independent from direct FBO or other commercial aeronautical activities.

b. General Airport Data General Airport summary statistics are as follows:

Airport Elevation - 650 feet MSL

Two All Weather (ILS/DME) Runways – Longest is 11,998 Feet in Length

Controlled Field - FAA Air Traffic Control Tower

Based Aircraft – 242 +/-

Aircraft Operations - Approximately 102,000 Per Year

c. Compatible Development

The future plans for the continued financial viability of the Airport call for all possible parcels on the field to be compatible with the operational goals of the Airport. As stated, to achieve this objective, the non-commercial parcels, including the subject site, must be independent of the commercial aviation businesses of the Airport. As such, at the discretion of the Authority, in addition to the financial proposal of a respondent, selection of the successful proposer will take into consideration the compatibility of the proposing entity relative to existing airport operations and businesses, surrounding commercial business and service providers, noise and land use recommendations, proposed investment and improvement of the facilities, and the financial ability/strength of the proposer. The following criteria will also be used to determine the compatibility of the proposing entity:

- Preserving the quality of life of the surrounding community and residents
- Maintaining safety zones and discouraging the encroachment of incompatible land uses

*Request for Proposals
General Aviation Office/Hangar Complex
Birmingham-Shuttlesworth International Airport*



- Meeting the needs of the aviation community and users of the airfield

2. Miscellaneous Provisions

a. Lease Term & Provisions

It is anticipated that the Birmingham Airport Authority will enter into a lease agreement with the successful proposer for a maximum term of ten (10) years. The following items should be considered by a proposer.

- A single lease will be issued for entire parcel.
- No commercial service will be allowed at this site
- No subletting of the property or hangar, in whole or in part, will be allowed
- The ramp/apron is being/has been replaced by the Authority
- Fuel farm is included, but is permitted for dispensing into the signatory lease tenant's aircraft only
- The existing structure exhibits some deferred maintenance

b. Minimum Rent Requirements

The minimal rent requirement for the subject property in Year 1 shall be \$4.25 per square foot for hangar space and \$0.50 per square foot for the land. Rent shall be subject to adjustments by changes in the Consumer Price Index for the Birmingham area or in the amount of 4%, whichever is greater, and which occurs on years ending in five (5) and zero (0).

c. Rejection of Proposals

The Birmingham Airport Authority reserves the right to reject any and all proposals that do not meet the requirements of this RFP and the minimum standards or rules and regulations of the City of Birmingham and the Birmingham-Shuttlesworth International Airport.



Grounds for Denial/Rejection of Proposal:

- Proposer fails to deliver completed proposal to the identified person and address prior to the closing date and time identified herein.
- The Proposer, for any reason, does not fully meet the qualifications, standards, and requirements established herein. The burden of proof of compliance shall be on the prospective Proposer and the standard of proof shall be by clear and convincing evidence.
- Proposer has either intentionally or unintentionally misrepresented or omitted material facts in the proposal and supporting documents.
- Proposer has failed to make full disclosure in the proposal or supporting documents.
- The Proposer or an officer, agent, director, shareholder or employee of Proposer has a record of violating the rules, regulations, statutes, ordinances, laws, or orders of any airport.
- The Proposer's activities, operation and/or construction will create a safety hazard.
- The acceptance/selection of the Proposer will require the City of Birmingham or the Birmingham Airport Authority to expend funds or supply labor or materials in connection with proposed activities, operation, and construction that the City and the Authority are unwilling to spend or if the operation will result in a financial loss to the Airport.
- The proposed business, operation or construction does not comply with the Master Plan of the Airport or Airport Layout Plan in effect or anticipated to be in effect within the time frame offered by the Proposer.
- The proposer or an officer, director, agent, representative, shareholder, or employee of proposer has defaulted in the performance of any lease or other operating agreement.
- On the basis of current financial information, the Proposer does not, in the sole discretion of the Authority, exhibit adequate financial responsibility or capability to meet the requirements of the lease.
- The Proposer fails to provide a bid bond in the amount specified or if the Proposer is unable to substantiate its ability to acquire a performance bond for any construction.
- The Proposer or an officer, director, agent, representative, shareholder or employee of Proposer has been convicted of any felony.
- Proposer's activities or operations have been or could be detrimental to the Airport or community.



d. Dispute Resolution & Conflicts of Interest

The successful proposer will be required to agree and comply with all City, County and Airport provisions and laws related to conflicts of interest and dispute resolution.

e. Freedom of Information Act & Proprietary Information

Under the Freedom of Information Act, all proposals should be considered public information once submitted. However, proprietary and confidential financial information shall be deemed as such and will be kept confidential within the Authority and Selection Committee as allowed, but not guaranteed. All financial information must be clearly marked Confidential & Proprietary.

f. Environmental Indemnification

The successful proposer must agree to lease provisions that will indemnify and hold harmless the City of Birmingham, and the Birmingham Airport Authority of any environmental claims or damages as a result of proposer’s construction or operations on the subject parcel at the Airport.

3. Selection of Successful Proposer

a. Selection Committee

The selection committee will be made up of the Airport Authority staff.

b. Evaluation Criteria

All proposals shall be reviewed in detail and selection will be based on the following criteria.

➤ Proposal / Offer	30%
➤ Financial Strength of Proposer	20%
➤ Ownership/Aviation Experience	20%
➤ Planned Facility Development /	
➤ Updates and/or Upgrades	<u>30%</u>
Total	100%

c. Short List

The selection committee, at its discretion may select a list of three (3) top qualifying proposers to be interviewed on-site. However, the Board of Directors reserves the right to waive all interviews and make a final selection from the written proposals or reject all proposals if they are determined to be non-responsive.

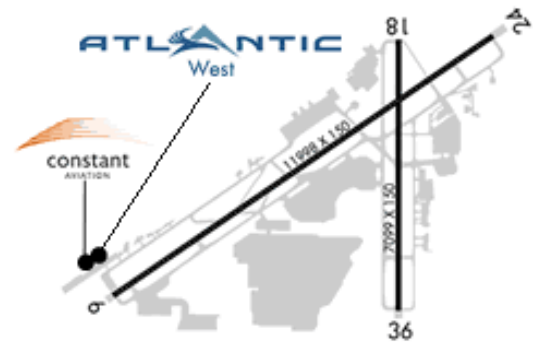
d. Interviews & Final Selection

If it is determined that further information is desired from the top three (3) finalist proposers, each finalist will be contacted and interviews scheduled. All interviews will be completed on a single calendar day and interview start times will be determined at random. Interviews are estimated to be one (1) hour in length, allowing twenty (20) minutes for presentations and forty (40) minutes for questions/clarification items from the Board of Directors.

4. Property Description

a. Layout and Location

The subject property is located in the southeastern quadrant of the Birmingham-Shuttlesworth International Airport. The property is identified as Hangar 7 and lies on the west side of 65th Street North with a street address of 4128 65th Street North.



Community

Birmingham-Shuttlesworth International Airport is located within Jefferson County, and is only 4 miles northeast of the City center. The immediate subject neighborhood reflects commercial development commonly found surrounding commercial service airports. To date, the Authority has sustained compatible land uses around the Airport. The surrounding community appears to be primarily airport friendly, with noise and or environmental issues typical of an air carrier airport, but not a major threat to continuing operations.



The Airport was established in 1931, and has steadily grown to its present land area of over 2,006 acres. The general configuration of the Airport calls for several key areas to support the various segments of the industry that use the field. Air carrier facilities, including air cargo, are generally to be located and expanded within the center field area between the two intersecting runways. Air cargo operations are generally in the southwest quadrant of the field near the approach end of Runway 6, while general aviation is located on both the east and west sides of the field. There is a large area to the north of Runway 6/24 that houses the Alabama Air National Guard and the Army Reserve.



Airport

Birmingham-Shuttlesworth International Airport (FAA Identifier BHM), encompasses approximately 2,006 acres and has a control tower operated and manned by the FAA. The Airport serves as a commercial service, military and general aviation airport to the six county MSA area that surrounds Birmingham. The Airport is publicly owned and operated by the Birmingham Airport Authority (Authority). BHM is a small hub commercial facility and is served by American, Delta, Southwest, and United. Currently, there is an average of over 100 daily passenger flights at BHM with over 25 airport destinations across the country. In addition to the belly freight transported into and out of BHM by the passenger airlines, United Parcel Service and FedEx also have all-cargo aircraft operations on the field.

The airfield at BHM contains two active runways in an intersecting pattern. The two primary runways are 6/24 and 18/36. The longest landing facility is Runway 6/24, which is approximately 12,000 feet in length and 150 feet wide. This runway is grooved asphalt and rated in good condition by the FAA. The Runway 24 approach has a precision ILS/DME landing system and there are 4-light precision PAPI approach light systems on both runway ends. This runway is capable of handling aircraft weights of 175,000 pounds single wheel, 205,000 pounds double wheel, and 350,000 pounds double tandem wheel configurations. Runway 6/24 has high intensity runway edge lighting and precision markings. Runway 18/36 is the north-south facility, which is 7,099 feet in length and 150 feet wide. Runway 18/36 is grooved asphalt in good condition with a LOC/DME approach on runway 18. This facility is capable of handling aircraft weights of 75,000 pounds single wheel, 170,000 pounds double wheel, and 240,000 pounds double tandem wheel configurations. 18/36 also has a 4-light PAPI system on the approach end of runway 18. This runway has medium intensity edge lighting

*Request for Proposals
General Aviation Office/Hangar Complex
Birmingham-Shuttlesworth International Airport*



with non-precision markings. The entire runway system is served by several active taxiways that are strategically designed to maximize safety and provide easy access to all areas on the Airport.



II. Instructions for Proposers

1. General Instructions

a. Number of Copies

Proposers must provide one (1) original proposal and six (6) copies. In addition, an electronic copy of the proposal in PDF format shall be provided in a CD-Rom or thumb drive.

b. Presentation Parameters (Single Sided - 3 Ring Binders)

For consideration, all original proposal documents and copies must be presented in three ring binders identified with the title and number of the RFP, the entity submitting proposal, and contact individual and contact information located on the outside cover of each binder. The main text of the proposals shall be double spaced and is limited to twenty (20) single-sided pages, excluding any Appendix items. The minimum font size shall be 12 point.

2. Proposal Format

The written presentation format for all proposals shall follow the same document format and numbering system as utilized in this Request for Proposals.

a. Legal Name of Filing Entity

Proposer to provide the legal name of the proposing entity and its business name if operating under a different name or d/b/a. The name should be presented exactly as it is to appear in the Lease Agreement. Also provide the website address for the proposing entity, if available. Please identify if the proposing entity is a Corporation, Individual, Partnership, Joint Venture, Limited Liability Company or Other (with explanation).

b. Contact Individual

List the name, address, e-mail address and telephone number of the primary contact individual responsible for the proposal.



c. Statement of Accuracy

The following statement must accompany this Section of the proposal and be signed by the approved contact individual identified above. Contact individual shall be an authorized principal or owner of the proposing entity.

The undersigned is an authorized representative of the Proposer and that all information submitted by Proposer in this RFP response is complete, accurate and truthful.

Signature of Proposer

Title

Printed Name

Date

d. Ownership

Identify the names, addresses, e-mail addresses, and telephone numbers of all partners or owners of the proposing entity, or management control in the proposing entity.

e. Financial Offer (Rent & Other Considerations)

The proposing entity must present its financial offer, including the annual rent payment and proposed capital investment, as identified in the requirements stated in Section I of this RFP. The amount proposed must be equal to the minimum, plus any future CPI or other increases as identified in the sample lease document located in the Appendix.

f. Activities Proposed

Provide a detailed listing of all aviation activities proposed, the number of type of aircraft to be based at the facility, and the estimated number of personnel to be employed at the BHM location by department and job function.



g. Intended Commencement of Activities

Include the proposed commencement date of intended activities including a proposed start-up date for construction or any proposed redevelopment of the site.

h. Description of Proposed Development

Proposer shall provide a detailed development plan for the site including all improvements. Listing must include a description of size, configuration, and layout of all structures. Proposer must acknowledge that proposed improvements will meet all the land use and development requirements as prescribed by City, County and Airport Authority Guidelines.

Airport design standards must be acknowledged and followed including runway and approach path clear zones, height restrictions/obstructions, lighting concerns and adherence to 14 CFR Part 77 requirements of the Federal Aviation Administration.

Proposers shall be solely responsible for acquisition and acknowledgment of all City, County, and Airport Authority construction and/or development documents, requirements, and land use planning information.

i. Development Timeline

Proposer shall provide a preliminary development time schedule including all elements from time of lease signing to start-up of operations. The schedule must include design, acquisition of funding, permitting, site prep, utilities, construction plans, move in after certificate of occupancy and final start-up.

j. Funding Plan

Provide a brief discussion of the source of funding for the proposed construction.

k. Bid Bond/Proposal Guarantee

Proposer shall provide a bid bond in the amount of \$10,000.00 payable to the Birmingham Airport Authority as identified in the bonding requirement Section, V.



I. Insurance Information

Provide evidence of insurability, to include all insurance coverage required by the Birmingham Airport Authority, and a letter of proposed coverage from an insurance entity acceptable to the Authority. All final insurance coverage shall include the City and Airport Authority, as named insured.



III. Financial Capability/Requirements

a. Letter of Capability & Business References

The proposing entity must demonstrate the financial capability to initiate the activities, construct the improvements proposed, and if applicable, provide the working capital necessary to carry on the contemplated development activities once initiated.

This section of the proposal shall include a letter of capability from the principal proposing individual or entity. Information shall include the past history of financial capability of the proposing entity and included three (3) business references currently doing business with the proposing entity.

b. Historical Financial Data

To demonstrate the financial capability to improve or redevelop the property, the proposing entity shall provide evidence of financial performance to support the proposed activities within the facility. All financial data must be clearly marked Confidential & Proprietary.



IV. Relevant Experience Requirements

a. Experience With Similar Development & Operations

Proposer shall provide a statement of its past experience in the specified activities proposed including resumes of individuals who will be directly responsible for the proposing entity's activities at the Airport. Proposer shall provide a listing of the design and development entities that will be utilized or contracted to improve or redevelop the property.

b. Standards and Practices

Proposer shall indicate their aviation operating standards and best practices for safe workplace environments, as well as its management philosophy.

c. Non-Discrimination Policies

The successful proposer must agree to abide by all City, County and Birmingham-Shuttlesworth International Airport requirements, laws, provisions and regulations regarding non-discrimination of employees, vendors and development contractors. Proposer must describe its past employment history of non-discrimination and plans for hiring of minorities and women in the proposed operation. Proposer must provide a non-discrimination statement that describes the proposer's policies on hiring practices and use of minorities/women for vendors, suppliers and design/construction projects.



V. Bonding and Insurance Requirements

a. Bonding

The prospective business operator, proposer, shall provide a bid bond in the amount of \$10,000.00 at the time of presentation of the proposal. Cash may be deposited in lieu of a bid bond.

Proposer shall also provide evidence of its ability to supply a construction performance bond in an amount equal to the cost of constructing the proposed improvements submitted to the Authority.

b. Insurance

Proposer shall provide evidence of ability to acquire the necessary liability and appropriate coverage to meet the requirements of the City, County, and the Birmingham Airport Authority. A letter of coverage and applicability shall be provided from a local insurance/bonding entity deemed acceptable to the Authority.



VI. Appendix Attachments

- a. Sample Lease Document



[BLANK LEASE 2018 UPDATED RFP.pdf](#)

*Request for Proposals
General Aviation Office/Hangar Complex
Birmingham-Shuttlesworth International Airport*



b. Legal Description of Property

[PLANEWORKS HANGAR 7\HANGAR 7 DESCRIPTION.pdf](#)