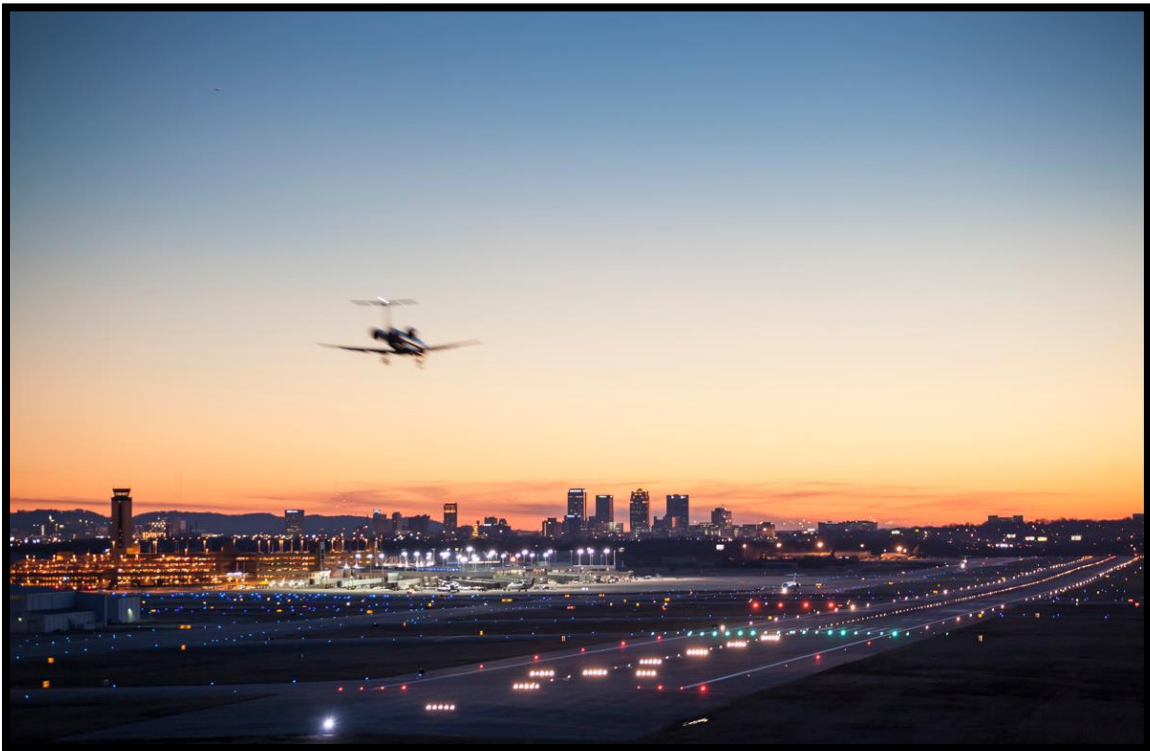


**Request for Qualifications (RFQ)
Professional Services for
Taxiway A Relocation Program Planning and Environmental**



**Birmingham Airport Authority
December 2020**

I. Introduction

A. Project Description

The Birmingham Airport Authority (BAA), is soliciting Statements of Qualifications (SOQ) from qualified planning, engineering, and / or environmental consulting firm(s) (firm(s)) to complete a program definition study and / or an Environmental Assessment (EA) for the proposed relocation of Taxiway A at the Birmingham-Shuttlesworth International Airport (BHM).

The selected firm(s) shall be obligated to perform the necessary work through final report (or environmental determination for the EA) and the closeout process for the project. The projects are anticipated to receive an Airport Improvement Program (AIP) grant from the Federal Aviation Administration (FAA).

B. Project Background

BHM is a small hub commercial service airport serving the City of Birmingham and central Alabama region. The Airport served approximately 105,000 total annual operations in 2019 including approximately 54,000 air carrier and air taxi operations.

BHM has two intersecting runways: Runway 6-24 and Runway 18-36. Runway 6-24 (12,007' x 150') is the primary runway. Runway 18-36 (7,099' x 150') is the crosswind runway. Taxiway A, a full-length parallel taxiway, serves Runway 6-24. The southwest portion of the existing Runway 6-24 centerline to Taxiway A centerline separation is 350 feet which does not meet the design standards outlined in FAA Advisory Circular 150/5300-13A, *Airport Design* for most air carrier aircraft. The FAA approved 2018 Airport Layout Plan identified the relocation of Taxiway A to a runway centerline to taxiway centerline separation of 500 feet to accommodate the existing and future fleet mix. In doing so, the relocation would enhance the overall safe and efficient operating environment at the airport. Access to the 2018 FAA approved Airport Layout Plan, Airport Master Plan, a previously completed analysis of the Taxiway A Relocation, and U.S. Army Corps of Engineers Flood Risk Management Study overview, are available at: <https://www.flybirmingham.com/about-bhm/doing-business-at-bhm/>. Proposed overall development objective elements for the relocation program may include:

- i. Environmental Clearance:
 - a. It is expected the program would conduct an Environmental Assessment for National Environmental Policy Act compliance.
- ii. Runway 6-24 Improvements:
 - a. Remove and replace approximately 8,020 L.F. of Taxiway A to a runway centerline to taxiway centerline separation of 500 feet
 - b. Widen or adjust all connector taxiway fillets to meet Aircraft Design Group (ADG) 5 standards
 - c. Increase Runway 6-24 shoulder width from 25 feet to 35 feet
 - d. Expand Runway 6 blast pad length from 195 feet to 400 feet and width from 200 feet to 220 feet
 - e. Realign air cargo access road to remove Runway 6 end Runway Object Free Area penetration
 - f. Correct Runway 6 Runway Object Free Area to meet ADG 5 standards
 - g. Removal of non-standard Runway 6 end hold bay

- iii. Runway Incursion Mitigation Improvements:
 - a. Convert Taxiway A3 into one 90-degree entry taxiway
 - b. Remove Taxiway A4 due to non 90-degree entry
 - c. Remove Taxiway A5 to eliminate non 90-degree entry, pavement expanse, and direct apron to runway access
 - d. Removal of pavement north of Building 305 within the Taxiway A Taxiway Object Free Area
 - e. Eliminate direct access from between Air Cargo Apron and Runway 6-24
- iv. Direct Taxiway Relocation Impacts:
 - a. Remove and replace portions of Taxiway H to meet ADG 4 object free areas to support taxiway circulation to Runway 6 ahead of Taxiway A construction
 - b. Realign or culvert Village Creek per Master Plan including drainage outlet improvements by Overflow Apron
 - c. Realign airport service road per Master Plan
 - d. Reconfigure air cargo area parking and building per Master Plan
 - e. Realignment of 36-inch diameter water main, 48-inch to 60-inch diameter sanitary sewer trunk line, and gas line
- v. Instrument Landing System (ILS) Upgrade Improvements:
 - a. Install taxiway lighting to support future Instrument Landing System Category IIIa RVR minima including:
 - i. Medium intensity in-pavement taxiway centerline lights for entire length of Taxiway A
 - ii. Elevated Runway Guard Lights at each connector taxiway and ILS Critical Areas
 - iii. In-pavement stop bar lights at each connector taxiway and ILS Critical Areas
 - iv. Any associated lighting improvements on Runway 6-24 which directly corresponds to taxiway centerlines such as lead-in and lead-off lights.
 - b. Updated taxiway markings and signage to meet or support Low Visibility Operation requirements including:
 - i. Geographic position markings
 - ii. 12-inch taxiway centerline with black borders and glass beads
 - iii. Additional location signs at far side of complex intersection for pilot confirmation of correct turn
 - c. Upgrade Runway 6 Instrument Landing System to meet Category IIIa capabilities including standby power with a one-second transfer
- vi. General Taxiway Improvements:
 - a. ADG 5 Taxiway Safety Area grading, as necessary
 - b. Remarketing of standard taxiway markings including:
 - i. Taxiway edge and shoulder, runway holding position (including enhanced taxiway centerline), non-movement area, ILS Critical Area, and surface painted direction signs
 - c. Replacement of standard taxiway signage including:
 - i. Mandatory holding position signs for runways and ILS Critical Areas, taxiway location, runway location, directional, destination, and informational.

II. Scope of Services

A. Goals

- i. To enter into a contract with the most qualified planning/engineering consulting firm for professional services pertaining to the Taxiway A Relocation Program Definition Study.
- ii. To complete the program definition study which will help BAA identify anticipated funding needs and phase projects with minimal operational impact to accomplish the Taxiway A Relocation.
- iii. To enter into a contract with the most qualified planning/environmental consulting firm for professional services pertaining to the Taxiway A Relocation Environmental Assessment.
- iv. To undertake the necessary steps to complete an acceptable document which meets the requirements to obtain an environmental determination for the Taxiway A Relocation Program.

It is anticipated the Taxiway A Program Definition Study would occur in Federal Fiscal Year (FY) 2021 and be completed by May 2022. The EA would be initiated in FY 2022 once the aforementioned study is complete and with an anticipated environmental determination in 2023.

B. Anticipated Project Elements

The Taxiway A Relocation Program Definition Study will be used primarily for programming purposes including, but not limited to, the Airport Capital Improvement Plan and further FAA coordination. Anticipated elements of the Study may include, but are not limited to:

- i. Administration and management of the study, and
- ii. The Taxiway A Program Definition Study:
 - a. Comprehensive review of previous planning studies related to the Taxiway A Relocation
 - b. Identify and evaluate potential development alternatives for the overall development objective
 - c. Estimate probable costs for the proposed elements listed in the Project Background including item, quantity, unit, description, unit price, and total price
 - d. Establish a phasing plan for implementation of the overall development objective
 - e. Identify root causes of potential risks (e.g. cost overruns, delays, funding deficiencies) throughout the full project cycle and develop conceptual mitigation plans

The EA is expected to conform to the guidance listed in FAA Order 1050.1F, *Environmental Impacts, Policies and Procedures* and FAA Order 5050.4B, *National Environmental Policy Act (NEPA) and Implementing Instructions for Airport Actions*. Anticipated elements of the EA project may include, but are not limited to:

- i. Administration and management of the study,
- ii. The Environmental Assessment:
 - a. Purpose and Need
 - b. The Proposed Action
 - c. Alternatives
 - d. Affected Environment
 - e. Environmental Consequences
 - f. Mitigation
 - g. Additional studies to support environmental findings, as necessary (e.g. cultural resource surveying, biological assessments or evaluations, wetland delineation, noise modeling, air quality studies, etc.), and
- iii. Public Involvement Program

This list is representative of the general project elements and will be further defined during scope of work development with the selected firm(s).

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*.

Firms may be considered for the program definition study, the EA, or both projects. Firms will have the option to note which project(s) they wish to be considered for selection in their SOQ. While BAA intends to award each project separately; firms may be selected for the program definition study, the EA, or both depending on qualifications. Being awarded one project does not preclude the same firm from being awarded the other project listed in this RFQ.

A Statement of Qualifications (SOQ) will first 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(s). The selection committee will review all responsive SOQs based on the criteria listed in this RFQ and create a short-list of the consultants who are highest ranked for each project separately. The selection committee will create a short-list of the consultants who are best qualified for each project.

BAA will notify consultants if they will be included on the short-list. Only firms selected for the short-list will then submit a separate project proposal(s). The submittal will include information to illustrate the firm's category understanding, approach, project management / communication plan, and for EA proposals only, public involvement program approach.

Short-listed 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 proposal(s). In such case, BAA will create a final ranking based on the criteria listed in this RFQ to determine the highest ranked consultant and engage in negotiations for each project.

B. Statement of Qualifications

Please submit five (5) hard copies and one (1) electronic copy of your SOQ to the address below.

Contact: John Rostas, Planning Manager

E-mail: jroostas@flybirmingham.com

Address: Birmingham Airport Authority
5900 Messer Airport Highway
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.). Electronic copies 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). Adherence to face mask protocols in the Terminal Building is required.

All questions associated with this RFQ must be submitted in writing via e-mail to John Rostas, Planning Manager, at jroostas@flybirmingham.com by the deadline identified for questions/clarifications (see timeline).

C. Statement of Qualifications Format

Respondent's SOQs shall be no longer than twenty (20) pages if submitting for a single project or twenty-eight (28) pages if submitting for both projects (not including back / front cover, tabs / dividers, cover letter, or table of contents). Each page must not be larger than 8.5" x 11". Each SOQ must include the following sections:

- i. **Cover Letter:** The cover letter must clearly indicate which project(s) the firm wishes to be considered for selection.
- ii. **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.
- iii. **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(s). 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.
- iv. **Personnel Qualifications:** Discuss the professional qualifications and relevant experience for key members of the project(s) 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.
- v. **Project Partners and DBE Goal Requirements:** Discuss any subconsultants intended to be included on the project(s) team, if any. Detail their expected

contribution to the project(s) and, if applicable, 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.

D. **Statement of Qualifications Evaluation Criteria**

SOQs will be evaluated and scored on a scale of 0 (lowest) to 100 (highest). The five (5) highest ranked firms will be included on the short-list. Each criterion and its portion of the maximum scoring value is listed below:

1.	Firm's capability to perform all aspects of the project	40/100
2.	Firm's recent experience in relevant projects	30/100
3.	Firm's demonstration of personnel qualifications	20/100
4.	Firm's commitment to the DBE Goal	10/100

E. **Project Proposal**

Upon notification of inclusion on the short-list, please submit five (5) hard copies and one (1) electronic copy of your SOQ to the address below.

Contact: John Rostas, Planning Manager

E-mail: jrosta@flybirmingham.com

Address: Birmingham Airport Authority
5900 Messer Airport Highway
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.). Electronic copies 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). Adherence to face mask protocols in the Terminal Building is required.

If a firm has been short-listed for both projects, each project proposal would need to be prepared separately due to different page length requirements and scoring criteria but may be shipped / delivered in the same package.

F. **Project Proposal Format**

The respondent's project proposal shall no longer than ten (10) pages for the program definition study and twelve (12) additional pages for the EA (not including back / front cover, tabs / dividers, cover letter, or table of contents). Each page must not be larger than 8.5" x 11". Each project proposal must include the following sections:

- i. **Project Approach:** Discuss the Scope of Services and how to the firm will provide the desired services. Identify any potential technical challenges the firm anticipates during the project and how the firm intends to provide a successful outcome.
- 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, project budget / schedule preparation, and quality control measures. Prepare a proposed project schedule including major tasks and target completion dates. Additionally, identify the firm’s plan for communication throughout the project to stakeholders including BAA, the FAA, other Federal, State, and Local governmental agencies, and project stakeholders.

- iii. **Public Involvement Program Approach:** Note: this is for EA proposals only. Discuss how the firm will implement an effective public involvement program and what strategies may be implemented to ensure a transparent project for the community.

G. **Project Proposal Evaluation Criteria**

Each submittal will be evaluated and scored on a scale of 0 (lowest) to 100 (highest). An additional ten (10) points will be included in the scoring criteria of EA proposals to account for the public involvement program. This would not affect firms only submitting on the program definition study.

In the event 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 proposed approach to the project | 50/100 |
| 2. | Firm’s proposed project management plan | 30/100 |
| 3. | Firm’s proposed communication plan | 20/100 |
| 4. | Firm’s proposal public involvement program (EA only) | 10/10 |

H. **Tentative RFQ Timeline**

All deadlines are by 2:00 P.M. Central Time on each respective date.

RFQ Posted	December 11, 2020
Pre-Submittal Meeting	January 8, 2021
Deadline for SOQ Questions/Clarifications	January 15, 2021
SOQ Deadline	January 29, 2021
Shortlist Notification	February 10, 2021
Project Proposal Deadline	March 1, 2021
Consultant Recommendations	March 12, 2021
Scope of Work (SOW) Deadline	March 31, 2021
Recommendation to Award	May 2021

I. **Pre-Submittal Meeting**

A **non-mandatory** pre-submittal meeting is scheduled for **Friday, January 8, 2021 at 10:00 A.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 John Rostas at jroostas@flybirmingham.com by 4:30 P.M. Central Time Wednesday, January 6, 2021. Access to the Zoom meeting will be provided upon receipt of RSVP.

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 **six (6) percent** for the program definition study and **twelve (12) percent** for the EA. 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 Engineer 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 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 Owner to terminate this AGREEMENT or exercise any such other remedy, as the Owner deems appropriate.

V. Civil Rights Assurances

During the performance of this Agreement, the Respondent/Engineer, for itself, its assignees and successors in interest (for this section only referred to as the Engineer) agrees as follows:

A. Compliance with Regulations

The Engineer shall comply with the regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this contract.

B. **Nondiscrimination**

The Engineer, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of race, color or national origin, in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Engineer shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including practices when the Agreement covers a program set forth in Appendix A of the Regulations.

C. **Solicitations for Subcontractors**

Including Procurement of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the Engineer for work to be performed under a subcontract, including procurement of materials or leases of equipment, either potential subcontractor or supplier shall be notified by the Engineer of the Engineer's obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, color or national origin.

D. **Information and Reports**

The Engineer shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by Owner or the FAA to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Engineer is in the exclusive possession of another who fails or refuses to furnish this information the Engineer shall so certify to Owner or the FAA as appropriate, and shall set forth what efforts it has made to obtain the information.

E. **Sanctions for Noncompliance**

In the event of the Engineer's noncompliance with the nondiscrimination provisions of this Agreement, Owner shall impose such contract sanctions, as it or the FAA may determine to be appropriate, including, but not limited to:

- i. Withholding of payments to the Engineer under the Agreement until the Engineer complies, and/or
- ii. Cancellation, termination, or suspension of the Agreement, in whole or in part.

F. Incorporation of Provisions

The Engineer shall include the provisions of paragraphs A through E in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Engineer shall take such action with respect to any subcontract or procurement as Owner or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event the Engineer becomes involved in, or is threatened with litigation with a subcontractor or supplier as a result of such direction, the Engineer may request Owner to enter into such litigation to protect the interests of Owner and, in addition, the Engineer may request the United States to enter into such litigation to protect the interest of the United States.

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 or project proposal 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 each project.

BAA is not liable for any cost incurred by the consultant for the preparation of the SOQ, project proposal, or, if deemed necessary, interview.

Additionally, the BAA reserves the right to pursue or not pursue the project 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

Airport Layout Plan

Appendix B

Taxiway A Relocation Analysis

Appendix C

Federal Provisions