Request for Qualifications (RFQ)
On-Call As-Needed Professional Services

Birmingham-Shuttlesworth
International Airport

Birmingham Airport Authority
January 2021
I. Introduction

A. Project Description

The Birmingham Airport Authority (BAA) is soliciting Statements of Qualifications (SOQ) from firms to provide professional services for various landside, terminal, and airside projects at the Birmingham-Shuttlesworth International Airport (BHM) on an as-needed basis.

These potential projects would be funded by the BAA with a value not to exceed $50,000 per project. No projects anticipated to receive funding under the Federal Aviation Administration’s Airport Improvement Program will be included in this RFQ. As these projects would occur only on an as-needed basis, entering into the Master Services Agreement does not guarantee any task order will be issued for any individual firm.

II. Scope of Services

A. Goals

i. To enter into a Master Services Agreement (MSA) with up to three (3) firms per professional service category. The MSA will be issued for a three (3) year term and may be extended for up to additional two (2) years on a yearly term for a total maximum term of five (5) years.

ii. Execute task orders with the selected firms on an as-needed basis to address any potential BAA need within the listed professional services category for projects not greater than $50,000 in value.

B. Professional Service Categories

Firms may request to be considered on an as-needed basis for a single category, multiple categories, or all categories. Firms may be selected for a single category, multiple category, or all categories. Being awarded one category does not preclude the firm from winning multiple other or all categories. The professional service categories are:

A. Appraisal Services
B. Architectural Services (including cost estimation)
C. Aviation / Land Use Planning
D. Civil Engineering (including cost estimation)
E. Electrical Engineering (including cost estimation)
F. Environmental Planning / Permitting / Field Studies
G. Geotechnical / Materials Testing
H. Mechanical Engineering (including cost estimation)
I. Structural Engineering (including cost estimation)
J. Survey / Mapping

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

C. Anticipated Level of Effort

It is anticipated that the level of effort for the individual task orders will vary and may range from items requiring less than eight hours up to small project design and construction oversight. Representative examples of potential tasks may include but is not limited to: design/bid/administration of small construction projects, cost estimation for
budgeting / capital planning, focused graphics and exhibits, and brief analysis reports. If certain projects require support from other professional service categories than your firm’s selected services (e.g. a civil engineering firm requiring geotechnical testing for design services), firms may hire a firm that is not on the list of selected firms to perform the work or they utilize a firm selected by BAA.

Construction contractor services are not included in this RFQ and will be bid separately.

Individual task order values are not to exceed $50,000. However, there is no maximum number of task orders that may be issued per firm per year.

III. Submittal Requirements

A. Selection Process

This is a qualification-based selection process. A Statement of Qualifications (SOQ) will 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. To be included as an extension of the SOQ, will be a proposal for each professional service category the firm wishes to be considered for selection. The proposal(s) will include information to illustrate the firm’s category understanding, approach, and project management / communication plan. The selection committee will review all responsive SOQs based on the criteria listed in this RFQ and create a ranking of firms for each professional service category. Up to the three (3) highest ranked firms will be selected for further negotiations for each category. BAA reserves the right to hold interviews with up to the five (5) highest ranked firms if submittals alone do not clearly establish three (3) highest ranked firms per category.

B. Statement of Qualifications (SOQ)

Please submit three (3) hard copies and one (1) electronic copy of your SOQ to the address below.

Contact: John Rostas, Planning Manager
E-mail: jrostas@flybirmingham.com
Address: Birmingham Airport Authority
5900 Messer Airport Highway
Birmingham, AL 35212

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 jrostas@flybirmingham.com by the deadline identified for questions/clarifications (see timeline).

C. Statement of Qualifications (SOQ) Format

Respondent’s Statement of Qualifications shall be no longer than twenty (20) pages (not including back / front cover, tabs / dividers, cover letter, or table of contents), each page must not be larger than 8.5” x 11” and must include the following sections:
i. **Cover Letter:** The cover letter must clearly indicate which professional service category / categories 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 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 the proposed professional service category. 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 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 Goals:** Discuss any subconsultants intended to be included on the project team, if any. Detail their expected contribution to the project 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 the aspirational DBE goals.

vi. **Proposal for Professional Service Category:** See requirements listed in Part D.

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D. **Professional Service Category / Categories Proposal**

For each professional service the Firm desires to be considered for selection, up to five (5) additional pages per category may be added to the SOQ. Each category 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.

E. **SOQ Selection Criteria**

SOQs will be evaluated and scored on a scale of 0 (lowest) to 100 (highest). Up to the three (3) highest ranked firms per category will be selected to move forward with a MSA. As previously mentioned, in the event proposals are not considered sufficient to
determine the three (3) highest ranked firms per category, interviews will be conducted with up to the five (5) 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 capability to perform all aspects of the project 30/100
2. Firm’s recent experience in relevant projects 20/100
3. Firm’s demonstration of personnel qualifications 15/100
4. Firm’s commitment to the aspirational DBE Goal 5/100
5. Firm’s proposed approach to the professional service category 15/100
6. Firm’s proposed project management plan 10/100
7. Firm’s proposed communication plan 5/100

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

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFQ Posted</td>
<td>January 25, 2021</td>
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<tr>
<td>Pre-Submittal Meeting</td>
<td>February 18, 2021</td>
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<tr>
<td>Deadline for SOQ Questions/Clarifications</td>
<td>February 26, 2021</td>
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<tr>
<td>SOQ Deadline</td>
<td>March 25, 2021</td>
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<tr>
<td>Interviews (if necessary)</td>
<td>May 2021</td>
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<tr>
<td>Firm Recommendations / Master Service Agreement Date</td>
<td>June 2021</td>
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G. Pre-Submittal Meeting
A non-mandatory pre-submittal meeting is scheduled for Thursday, February 18, 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 jrostas@flybirmingham.com by 4:30 P.M. Central Time, Tuesday, February 16, 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 aspirational goal for DBE participation is **10 percent**. 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 or 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 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. Project fees will be negotiated with the highest ranked consultant following selection.
BAA is not liable for any cost incurred by the consultant for the preparation of the SOQ 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.

BAA reserves the right to separately procure for any of the services included in this procurement.