REQUEST FOR QUALIFICATIONS
ADDENDUM NUMBER: ONE (1)
DATE: February 22, 2021

PROJECT: On-Call As-Needed Professional Services
Birmingham-Shuttlesworth International Airport
Birmingham, Alabama

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

TO: All RFQ Participants

GENERAL:

This Addendum will form a part of the Contract Documents and modifies the original Request for Qualifications (RFQ) Documents dated January 2021. The following Conditions, Drawings, Specification changes, etc. take precedence over items in the Drawings and Specifications of the RFQ Documents. Portions of the RFQ Documents not changed by this Addendum remain in effect. Recipients of this Addendum are advised to provide this Addendum to anyone to whom they further distribute without the BAA’s knowledge.

Participants in this RFQ are required to acknowledge receipt of this Addendum in their Statement of Qualifications (SOQ) Cover Letter. Failure to do so may subject the Respondent to disqualification.

ADDITIONAL INFORMATION / CLARIFICATIONS / ATTACHMENTS DESCRIBED BELOW:

1. The following questions have been asked:

   Question: Section III C of the SOQ states that “Respondent’s Statement of Qualifications shall be no longer than twenty (20) pages…”. Is that to say that the front and back of 20 pages may be used in the SOQ (40 total)?

   Answer: This includes the front and back pages for twenty (20) pages of content.

   Question: In the RFQ there is a note saying “Prepare a proposed project schedule including major tasks and target completion dates” without a specific project to talk to is that something you are requiring at this time?! Pg. 4 item II under “D”

   Answer: We are no longer requiring a proposed project schedule.

   Question: If submitting for several categories is it expected that the project management / communication plan section for each proposal would be the same?

   Answer: You may employ the same text, if needed.
**Question:** Can you please provide any more additional insight on the scope of environmental work? Are you looking primarily for NEPA and permitting experience, or other experience, such as sustainability, etc.?

**Answer:** The primary focus of our environmental scope of work is National Environmental Policy Act (NEPA) and permitting experience. Sustainability is not a focus of this procurement effort.

**Question:** Under Environmental Planning/Permitting/Field Studies, what might that include specifically? Does this include air quality permits, wetland delineations, noise impacts analyses, sustainability, hazardous materials, etc.?

**Answer:** We specifically would include NEPA analysis, air quality permits, wetland delineations, biological assessments, cultural / historical resource surveys, and hazardous materials. Items such as, but not limited to, sustainability and noise impact analyses, would likely be procured under separate efforts.

**Question:** We are [redacted] and we provide very specific engineering services related to PBB, GSE, aircraft parking/planning, AVDGS, Fueling, PCA, GPU, etc. Basically all engineering related to parking the aircraft at the gate and all of the systems and equipment that connect to the aircraft at the gate. Should we submit as a prime to a particular category or categories and if so which ones would be the correct categories. If not, should we submit as part of a team only? Do you think there will be any work associated with the scopes of work we provide that would come out of this procurement or would they most likely be in a separate individual procurement?

**Answer:** We cannot comment specifically if a firm should submit as a prime or subconsultant role. A firm can submit as both a prime and on a team as a subconsultant for any professional service category and will not be disqualified. At this time, there is no guarantee of work for any of these categories or for the services specified in the inquiry.

**Question:** Can you clarify the page limit? Does a double-sided page count as 1 or 2 pages? And if we are submitting for one professional services category, are we allotted 20 pages + 5 pages (25 total) or is the total still 20 pages?

**Answer:** A double-sided page counts as two (2) pages. If a firm is only submitting for one professional service category, they would be allotted twenty (20) pages for the Statement of Qualification and five (5) pages for the project proposal for a total of twenty-five (25) pages.

**Question:** Will the prebid attendee list be provided or posted somewhere for us to use as a reference for potential bidders/teaming?

**Answer:** Yes, the RSVP list for the meeting is included as an attachment.

2. The following attachments are included:
   - Pre-Submittal Meeting Presentation
   - Meeting RSVP List

END OF ADDENDUM NUMBER ONE (1)
PRE-SUBMITTAL MEETING
RSVP LIST
DATE: February 18, 2021

PROJECT: On-Call As-Needed Professional Services
Birmingham-Shuttlesworth International Airport
Birmingham, Alabama

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

TO: All RFQ Participants

GENERAL:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
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<th>LISTED ON ALUCP AS DBE CERTIFIED</th>
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On-Call As-Needed Professional Services

Pre-Submittal Meeting

February 18, 2021
Overview

- Airport Staff Introductions
- BHM Background
- Scope of Work
- Selection Process
- SOQ and Project Proposal Format
- SOQ and Project Proposal Evaluation Criteria
- Tentative Selection Schedule
- DBE
- Questions
BHM Background

- Birmingham-Shuttlesworth International Airport is the most active airport in the state of Alabama
  - 1.2 Million passengers as of November 2020
  - 21,168 aircraft operations as of November 2020

- Tenants Include:
  - Four (4) Airlines
  - Two (2) Cargo Operators
  - Two (2) FBO Locations
  - Alabama Air National Guard
  - 24 Corporate Hangars
  - Kaiser Facility (MRO)
Scope of Work

1. Provide professional services on an on-call, as-needed basis for:
   - Appraisal
   - Architectural
   - Aviation / Land Use Planning
   - Civil Engineering
   - Electrical Engineering
   - Environmental Planning / Permitting / Field Studies
   - Geotechnical / Materials Testing
   - Mechanical Engineering
   - Structural Engineering
   - Survey / Mapping
Scope of Work

• Issue Master Services Agreements (MSA) with a three-year term.
  • Renewals may be executed for up to an addition two years for a maximum total term of five years.
• Any tasks initiated would be non-federally funded and not to exceed $50,000.
• Tasks may range from cost estimation, brief analyses, to small-scale design / bid administration.
• Firms selected for a professional service category task may use their own subconsultant(s) or utilize a firm selected by BAA.
• Up to three firms may be selected for each category.
• Award of any of these categories does not preclude firm from award of any other category or any subsequent federal or non-federal professional service contracts with BAA.
Selection Process

• Interested firms will submit a single document with a Statement of Qualifications and a project proposal for each submitted professional service category.

• BAA’s selection committee will then review SOQs and create a short-list of up to three consultants who are highest ranked for each category separately. BAA will notify both short-listed and unsuccessful firms at that time.

• The BAA selection committee will then enter into MSA contract negotiations with up to the three highest ranked firms per category in June 2021.

• Once the MSA is executed, task orders will be awarded on an as-needed basis.

• Entering into a MSA does not guarantee tasks or projects to occur over the contract term.
SOQ Format

• Page Limits:
  • 20 pages for Statement of Qualifications
  • Does not include back / front cover, tabs / dividers, cover letter, or table of contents. Each page must not be larger than 8.5” x 11”.

• Must Include:
  • Cover Letter (Must indicate category or categories the firm wishes to be considered for selection)
  • Firm Overview and Capability to Perform All Aspects of the Project
  • Recent Company Experience in Relevant Projects
  • Personnel Qualifications
  • Project Partners and DBE Goal Requirements
Project Proposal Format

• Page Limits:
  • Five pages per professional service category submitted
  • Must be included with the SOQ document
  • Does not include back / front cover, tabs / dividers, cover letter, or table of contents. Each page must not be larger than 8.5" x 11".

• Project Proposals Must Include:
  • Project Approach
  • Project Management / Communication Plan
SOQ / Proposal Evaluation Criteria

- Firm’s capability to perform all aspects of the project (30 / 100)
- Firm’s recent experience in relevant projects (20 / 100)
- Firm’s demonstration of personal qualifications (15 / 100)
- Firm’s commitment to the DBE goal (5 / 100)
- Firm’s proposed approach to the professional service category (15 / 100)
- Firm’s proposed project management plan (10 / 100)
- Firm’s proposed communication plan (5 / 100)

In the event proposals alone are not sufficient to determine highest ranked firm for either project, interviews may be conducted.
# Tentative Selection Schedule

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<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 / MSA Date</td>
<td>June 2021</td>
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</table>
Disadvantaged Business Enterprise (DBE) Program

• The overall DBE goal for this selection is 10 percent

• Tanja Turner Bell, Manager of Acquisition & DBE
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