

REQUEST FOR QUALIFICATIONS  
FOR  
**ENGINEERING SERVICES FOR THE  
RUNWAY 9/27 DECOMMISSIONING/RECLASSIFICATION PROJECT  
AT THE NEW ORLEANS LAKEFRONT AIRPORT (KNEW)**

NOVEMBER 2020

PREPARED BY:



**LAKEFRONT MANAGEMENT AUTHORITY**  
6001 STARS AND STRIPES BLVD.  
NEW ORLEANS, LA 70126

**ADVERTISEMENT  
PUBLIC NOTICE  
LAKEFRONT MANAGEMENT AUTHORITY  
REQUEST FOR QUALIFICATIONS**

The Lakefront Management Authority (Authority) invites interested engineering firms to submit Statements of Qualifications (SOQ) for the **RUNWAY 9/27 DECOMMISSIONING/RECLASSIFICATION PROJECT** at the New Orleans Lakefront Airport (KNEW). The Authority intends to award a single contract for services outlined in this Request for Qualifications (RFQ).

The Lakefront Management Authority is an Equal Opportunity Employer. We encourage participation of Small and Minority/Women Owned Businesses as prime consultants or as sub-consultants on projects under the jurisdiction of the Authority.

Additional information pertaining to this RFQ can be found on the Authority's web site at [www.nolalakefront.com](http://www.nolalakefront.com).

Questions regarding this RFQ should be submitted in writing to Mr. Daniel P. Hill, P.E. at [dhill@nolalakefront.com](mailto:dhill@nolalakefront.com) no later than 2:00 pm on **Friday, December 11, 2020**. All submitted questions along with the Authority's responses will be posted on the Authority's website no later than **2:00 PM on Tuesday, December 15, 2020**.

The submittal documents must be delivered in a sealed envelope or box that must be clearly identified on the outside as **"STATEMENT OF QUALIFICATIONS – RUNWAY 9/27 DECOMMISSIONING/RECLASSIFICATION PROJECT"**

As required in RFQ, provide submittal documents **prior to 2:00 pm CDT on Friday, December 18, 2020** by hand delivery or mail to:

Lakefront Management Authority  
ATTN: Louis Capo, Executive Director  
6001 Stars and Stripes Blvd., Suite 219  
New Orleans, LA 70126

The New Orleans Advocate to run:  
Tuesday, **November 24, 2020**  
Tuesday, **December 1, 2020**  
Tuesday, **December 8, 2020**

## **I. INTRODUCTION**

The Lakefront Management Authority (formerly Non-Flood Protection Asset Management Authority) (LMA) is requesting submittal of qualification statements from engineering firms interested in performing engineering services per FAA Advisory Circular 150/5100-14E ([https://www.faa.gov/documentLibrary/media/Advisory\\_Circular/150-5100-14E.pdf](https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5100-14E.pdf)) for the New Orleans Lakefront Airport, for the **RUNWAY 9/27 DECOMMISSIONING/RECLASSIFICATION PROJECT** in cooperation with the Federal Aviation Administration (FAA) and the Louisiana Department of Transportation and Development (DOTD) Aviation Section.

## **II. SCOPE OF SERVICES**

Scope of services may include, but are not limited to, civil, geotechnical, structural, mechanical, environmental and electrical engineering. Basic services for all projects may be provided but not limited to the following:

- Engineering Design
- Survey
- Environmental
- Construction Safety and Phasing Plan (CSPP)
- Update ALP and Signage and Marking Plan
- Notice of Proposed Construction or Alteration (7460-1/7460-2)
- Notice of Landing Area Proposal (7480-1)
- Construction Management
- Resident inspection

## **III. PROJECT DESCRIPTION**

As determined through the Airport Master Plan process, the Lakefront Airport would like to decommission Runway 9/27, convert Taxiway Foxtrot into additional ramp space and designate the decommissioned Runway 9/27 as Taxiway Foxtrot.

Expected construction scope of work includes removal of existing airfield lighting, removal of airfield striping and signage, incidental pavement removal and installation of lighting, signage and striping required for decommissioning and reclassification of Runway 9/27.

## **IV. QUALIFICATION STATEMENT REQUIREMENTS**

This RFQ incorporates specific requirements to which Respondents must comply. The submittal must include a cover sheet, a signed transmittal letter and fully completed Standard Form 330.

- Cover Sheet

The following information shall be included on a cover sheet:

- I. Name of Respondent;
- II. Respondent address;

- III. Respondent telephone number;
- IV. Respondent federal tax identification number; and
- V. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

- Transmittal Letter

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The letter shall include:

- I. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- II. A confirmation that the Respondent meets the qualification requirements as set forth herein. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Louisiana.
- III. A confirmation that the Respondent has not had a record of substandard work within the last five years;
- IV. A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
- V. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- VI. Any other information that the Respondent feels appropriate; and
- VII. The signature of an individual who is authorized to make offers of this nature in the name of the Respondent submitting the proposal.

- Standard Form 330

Respondents must include a fully completed and signed SF 330. A link to electronic versions of SF 330 is provided below: <http://www.gsa.gov/portal/forms/download/116486>

The SF 330 must include pertinent information for the prime contractor and all key subcontractors that make up the proposed team. An Organizational Chart of the proposed team must be included as an attachment after Section C. It shall show the names and roles of all key personnel listed in Section E (limited to 20 personnel) and the firm they are associated with as listed in Section C.

The brief description provided for key personnel in Section E shall include information describing the individual's specific roles and responsibilities on the projects listed. If roles and responsibilities are not clearly and accurately presented, then the individual will not be given credit for experience on the referenced project.

Example / Relevant Projects (limited to 13 projects maximum) listed in Section F shall be for work performed within the last ten years and must also include information on Firm's specific role (also specify Prime or Subcontractor) and design responsibility (Civil, Structural, Mechanical, etc.) on each project listed. If role and responsibility are not clearly and accurately presented, then the project will not be considered or evaluated as part of relevant experience.

Use Section H of the SF330 (limit of 12 pages) to provide information demonstrating past performance on contracts with Government agencies and private industry, and any other pertinent information you wish to include with the submittal.

Team should include a detailed description of the Firm's proven understanding and work on a project that has taken into account the restrictions set forth by the FAA.

- Format of the submittal
  - Font size (minimum 11 point), 1 inch margins
  - Maximum number of pages for each section
  - Organization of the submittal – coincident with the RFQ format
  - SOQ submitted in 3-ring binders or other appropriate and secure binding and as PDF(s) on a USB flash drive.
  - Tabbing of the sections within the binders for ease of navigating through each RFQ response
- Material to be submitted with each section – responses to section requirements as outlined herein.
- Submittal of all forms, to include copies of required licenses, insurance certificates, legal certifications, and verifications of Respondent's status – e.g., no conflicts of interest, etc.

If interested, Respondents shall submit a Statement of Qualifications (SOQ) that highlights the experience record of the *prime firm, complimented by their respective sub-consultants*, on past airport projects and related civil works projects. The Authority will review the SOQs in an effort to select firms/teams that displays a thorough understanding of the airport development processes with a proven track record of success.

#### V. QUALIFICATIONS STATEMENT SUBMITTAL

**One (1) original (stamped "original") and five (5) copies of the consultant's response to this advertisement must be submitted to LMA along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (PDF).** All proposals must be in accordance with the requirements of this RFQ. Unless otherwise stated in this RFQ, copies of licenses and certificates are not required to be submitted with the proposal.

Since only one (1) consultant IDIQ contract will be selected based on this advertisement, no prime consultant is allowed to be a sub-consultant on any other consultant's Standard Form 330. If a prime consultant is submitted as a sub-consultant on another consultant's Standard Form 330, its proposal as a prime consultant may be deemed non-responsive.

Any consultant failing to submit any of the information required on the Standard Form 330, or providing inaccurate information on the Standard Form 330, may be considered nonresponsive.

Any sub-consultants to be used in performance of this contract, must also submit a Standard Form 330, which is completely filled out and contains all information pertinent to the work to be performed. The sub-consultant's Standard Form 330 must be firmly bound to the prime consultant's Standard Form 330.

The submittal documents must be delivered in a sealed envelope or box that must be clearly identified on the outside as **“REQUEST FOR STATEMENT OF QUALIFICATIONS – RUNWAY 9/27 DECOMMISSIONING/RECLASSIFICATION PROJECT”**

Provide response to this RFQ **prior to 2:00 pm CDT on Friday, December 18, 2020** by hand delivery or mail to:

Lakefront Management Authority  
ATTN: Louis Capo, Executive Director  
6001 Stars and Stripes Blvd., Suite 219  
New Orleans, LA 70126  
Phone: 504-355-5990

Responses to this RFQ received after **2:00 pm CDT on Friday, December 18, 2020**, will be rejected and returned to the Respondent unopened.

VI. SELECTION CRITERIA

Criteria to be utilized by the LMA selection committee:

<b>CRITERIA</b>	<b>MAXIMUM POINT SCORE</b>
Proposed Project Team	25
Relevant Airport Project Experience	25
Performance on Past Projects	15
Capacity to Complete Work	25
DBE Participation	10
<b>TOTAL</b>	<b>100 POINTS</b>

Criteria Descriptions

- A. Proposed Project Team (25 Points) - In Section C of the SF 330 The Respondent’s team should be listed. Resumes for key team professionals (1-page maximum length per professional and maximum of 20 resumes) from the prime and sub-consultants should be submitted in Section E of the SF 330. Resumes can be included for team members other than discipline leads, particularly to display experience, capabilities and depth of team. Resumes should be organized by discipline. The key team professionals are to be presented with respect to their qualifications and roles and responsibilities within the firm / team. Discipline leads should be clearly identified throughout. Sub-consultants that hold key professional roles in the firm/team are to be also identified herein. The submittal shall include a justification for each sub-consultant being proposed as part of the team as well as a breakdown showing the anticipated percentage of work the sub-consultant will perform. Overlap of responsibilities and redundancy between prime and multiple sub-consultant’s functions are discouraged. An organizational chart should be provided depicting the firm / team structure and roles of the Prime and each sub-consultant team firm in Section D of the SF 330.
- B. Relevant Airport Project Experience (25 Points) - In Section F of the SF 330 Relevant project experience (maximum of 10 projects completed within the last ten years) is to be provided with particular emphasis on airport related projects. Project experience is not limited to, but should

include those projects within Louisiana and the Gulf Coast Region and emphasize the primary goal and features listed in Section 2.0 and the team member disciplines and experience listed in Section 3.0 of this RSOQ. Respondent sub-consultants' project experience can be included as applicable to the above considerations within the Respondent's submittal. Firm/Team shall have at least 10 years of experience in design of airport features. A minimum of 5 and a maximum of 10 relevant projects completed within the past ten years are to be submitted. The project information should clearly demonstrate the project team members who were involved and their role. The role of each firm on the team should be clearly identified for each project.

- C. Performance on Past Projects (15 Points) - In Section F of the SF 330 Relevant project experience (maximum of 3 additional projects completed within the last ten years) is to be provided with particular emphasis on projects completed with the Lakefront Management Authority (formerly known as "Non-Flood Protection Assets Management Authority"). The project information should clearly demonstrate the project team members who were involved with past LMA and their roles. For firms that have not performed work for LMA in the past, three non-LMA project may be included if supporting client reference letter included with RFQ submittal.
- D. Capacity to Complete Work (25 Points) - Capability to meet schedules or deadlines. Capacity of firm to provide site visits and meet at Airport facilities for standard project meetings and construction activities. Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office. Ability to furnish qualified inspectors for construction inspection if applicable.
- E. DBE Participation (10 Points) - **The goal for participation is 18%.** In meeting the Disadvantaged Business Enterprise (DBE) contract goal, evidence documenting that the consultant met the DBE goal, or by documenting that it made adequate good faith efforts to meet the DBE goal. It is the established policy of the Management Authority to provide reasonable opportunities for Disadvantaged Business Enterprises to compete for or perform on contracts by the Management Authority. Toward this end, the Management Authority encourages, to the extent feasible, the structuring of major projects into categories which may be commensurate with the capabilities of Disadvantaged Business Enterprises and actively encourages major prime consultants to provide opportunities for these businesses to become involved as subconsultants. The prime consultant is requested to submit a statement to the Owner detailing its efforts to comply with the DBE goal.

## VII. SELECTION

Following the evaluation of the Statement of Qualifications received by LMA's selection committee, the qualified applicants will be placed on a short list based on scoring of the qualifications.

The Sponsor will then enter fee negotiations with the top-ranked firm for the subject contract, with the unsuccessful firm(s) being notified accordingly. Should these negotiations be unsuccessful, the Sponsor shall enter negotiations with the next-highest ranked firm, (or firm's) and so on.

The Sponsor reserves the right to reject all applicants and re-advertise for the contract.

## VIII. CONTRACT TIME

Following the successful negotiation of fees with the Sponsor, the successful firms will enter a contract with LMA for an expected term of 9 months.

#### VIII. COMPENSATION

Compensation for this project will be negotiated. When the compensation is negotiated, it will be determined by LMA based on work hours negotiated between LMA and the consultant. After notification of selection, a kickoff meeting will be held with the selected consultant and appropriate LMA personnel. The selected consultant will be required to submit a work hour and compensation proposal.

#### IX. DIRECT EXPENSES

To the extent that the consultant is allowed to claim reimbursement for direct expenses, all direct expense items which are not paid for in the firm's indirect cost rate and which are needed and will be consumed during the life of the contract must be identified by the consultant during task order development. Standard equipment or resources to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses.

To the extent that direct expenses are authorized to be compensated pursuant to a particular TO, all travel related expenses will be compensated under direct expenses, and will be in accordance with the most current Louisiana Office of State Travel regulations as promulgated in the Louisiana Administrative Code, with the exception that compensation for vehicle usage will be based on actual miles traveled directly and exclusively related to project needs. Vehicle rental rates will require prior approval from the LMA.

#### X. CONTRACT EXECUTION REQUIREMENTS

The selected consultant will be required to execute the contract within ten (10) days after receipt of the contract.

#### XI. DISADVANTAGED BUSINESS ENTERPRISE

The Lakefront Management Authority is an Equal Opportunity Employer. We encourage participation of Small and Minority/Women Owned Businesses as prime consultants or as sub-consultants on projects under the jurisdiction of the Authority. We rely on the Louisiana Department of Transportation and Development's list of DBE firms in determining whether a firm meets DBE requirements. We rely on the Louisiana Department of Economic Development's list of certified Hudson Initiative firms in determining whether a firm meets small business requirements.

The selected consultant shall have a Disadvantaged Business Enterprise (DBE) goal of **18%** of the contract fees.

DBE participation will be limited to the firms certified pursuant to the Louisiana Unified Certification Program. For convenience, DOTD provides a list on its website (<http://www8.dotd.la.gov/UCP/UCPSearch.aspx>) of firms that have been certified as eligible to participate as DBEs on US DOT assisted contracts. This list is not an endorsement of the quality of performance of any firm but is simply an acknowledgment of the listed firms' eligibility as a DBE. LMA



makes no representations of the accuracy or completeness of this list on any particular date or time. Prime consultants considering the use of a particular DBE sub-consultant are advised to obtain documentation of certification status from that sub-consultant. Credit will only be given for use of DBEs that are certified by the Louisiana Unified Certification Program.

## **XII. REVISIONS TO THE ADVERTISEMENT**

LMA reserves the right to revise any part of the advertisement by issuing addenda to the advertisement at any time. Issuance of this advertisement in no way constitutes a commitment by LMA to award a contract. LMA reserves the right to accept or reject, in whole or part, all responses submitted, and/or cancel this consultant services procurement if it is determined to be in LMA's best interest. All materials submitted in response to this advertisement become the property of LMA, and selection or rejection of a proposal does not affect this right. LMA also reserves the right, at its sole discretion, to waive administrative informalities contained in the advertisement.

## **XIII. CLARIFICATIONS**

LMA reserves the right to request clarification of ambiguities or apparent inconsistencies found within any proposal, if it is determined to be in LMA's best interest.

## **XIV. QUESTIONS**

Questions regarding this RFQ should be submitted in writing to Mr. Daniel P. Hill, P.E. at [dhill@nolalakefront.com](mailto:dhill@nolalakefront.com) no later than 2:00 pm on **Friday, December 11, 2020**. All submitted questions along with the Authority's responses will be posted on the Authority's website no later than **2:00 PM on Tuesday, December 15, 2020**.