

REQUEST FOR QUALIFICATIONS  
FOR  
**MASTER SERVICES AGREEMENT FOR ENGINEERING SERVICES FOR THE NEW ORLEANS  
LAKEFRONT AIRPORT (KNEW)**

JANUARY 2021

**ADDENDUM #1, FEBRUARY 4, 2021**

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 firms to submit Statements of Qualifications (SOQ) for a **MASTER SERVICES AGREEMENT FOR ENGINEERING SERVICES FOR THE NEW ORLEANS LAKEFRONT AIRPORT (KNEW)**. The Authority intends to award multiple contracts 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 **Tuesday, February 9, 2021**. All submitted questions along with the Authority's responses will be posted on the Authority's website no later than **2:00 PM on Friday, February 12, 2021**.

The submittal documents must be delivered in a sealed envelope or box that must be clearly identified on the outside as **"STATEMENT OF QUALIFICATIONS – MASTER SERVICES AGREEMENT FOR ENGINEERING SERVICES FOR THE NEW ORLEANS LAKEFRONT AIRPORT (KNEW)"**

As required in RFQ, provide submittal documents **prior to 2:00 pm CDT on Friday, February 19, 2021** by hand delivery or mail to:

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

The New Orleans Advocate to run:  
Wednesday, January 20, 2021  
Wednesday, January 27, 2021  
Wednesday, February 3, 2021

## **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, including, but not limited to projects, provided in the capital improvement program with the Federal Aviation Administration (FAA) and the Louisiana Department of Transportation and Development (DOTD) Aviation Section.

The selected consultants will perform engineering and related services for projects covered by a Master Services Agreement under separate Task Orders. The Consultant will be required to execute Task Orders which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Master Services Agreement.

## **II. SCOPE OF SERVICES**

Services may include, but are not limited to, architectural, civil, geotechnical, structural, mechanical, and electrical engineering. Basic services for all projects may be provided but not limited to preliminary phase, design phase, bidding and negotiation phase, construction phase, and project closeout phase. Services for individual project phases may be assigned to separate firms at the discretion of LMA.

Special Services as outlined in FAA Advisory Circular 150/5100-14E may also be included.

## **III. CAPITAL IMPROVEMENT PROGRAM PROJECTS**

**Prospective** Projects included in the 2020 Capital Improvement Program that may, **depending on funding**, be included for engineering services as part of this contract **are listed below**. Consultants should be advised that the work on these projects may be accomplished during the course of multiple grants **the funding for some of which may not be known at this time**. Some of the services may not be required and LMA reserves the right to initiate additional procurement action for any of the services included in the initial procurement.

Required services for these projects include, but are not limited to, services identified in Section II of this RFQ. Capital Improvement Projects include:

### Runway/Taxiway/Apron Rehabilitation and/or Reconstruction:

- Taxiway 'B' Rehabilitation - Phase I: Design
- Taxilane 'East' Reconstruction - Phase I: Design
- Terminal Apron Expansion - Phase I: Design
- Runway 18L/36R Rehabilitation/Extension - Phase I: Design
- Runway 18R/36L Connector Taxiway Removal
- Runway 9/27 Pavement Removal (West of Taxiway 'B')

### Environmental:

- Runway 18L/36R Rehabilitation/Extension - Phase II: Environmental

Airport Drainage Repairs/Improvements/Flood Protection:

- Airport Drainage Repairs - Phase II: Design
- Airport Drainage Repairs - Phase III: Design
- Airport Drainage Repairs - Phase IV: Design
- Airport Drainage Repairs - Phase V: Design
- Airport Floodwall Upgrade/Replacement- Phase II: Design

Architectural:

- Multi-Purpose ARFF Station - Design

Airfield Lighting and Signage:

- Airfield Lighting Vault- Upgrade CCR Regulators (NAVAID)
- ALCMS Upgrade (NAVAID)
- Airfield Signage Rehabilitation - Phase I: Design
- Airfield Lighting Rehabilitation - Phase I: Design

Construction Engineering and Inspection:

- Taxiway 'B' Rehabilitation - Phase II: Construction
- Taxiway 'East' Reconstruction - Phase II: Construction
- Terminal Apron Expansion - Phase II: Construction
- Multi-Purpose ARFF Station - Construction
- Runway 9/27 Decommissioning/Reclassification - Construction
- Airfield Signage Rehabilitation - Phase II: Construction
- Airfield Lighting Rehabilitation - Phase II: Construction
- Airport Drainage Repairs - Phase II: Construction
- Airport Drainage Repairs - Phase III: Construction
- Airport Drainage Repairs - Phase IV: Construction
- Airport Drainage Repairs - Phase V: Construction
- Airport Floodwall Upgrade/Replacement - Phase III: Construction
- Airport Floodwall Upgrade/Replacement - Phase III: Construction

Projects listed above have been placed under respective specializations for scoring as per Section VI – Selection Criteria. Full details concerning the Airport Capital Improvement Plan can be found at the following location: [http://lakefrontairport.com/pdf/NEW\\_2020\\_CIP\\_2021-2026\\_Package\\_FINAL\\_10-2020.pdf](http://lakefrontairport.com/pdf/NEW_2020_CIP_2021-2026_Package_FINAL_10-2020.pdf)

**The CIP referenced is for informational purpose only. The CIP is planning document developed based on conceptual scopes of work. Costs and scope identified may not represent actual costs and scope of projects. Estimates of cost are not a guarantee of funding.**

#### 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>

Standard SF 330 form may be adjusted to accommodate number of projects and personnel as allowed in this RFQ.

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 20 projects maximum for prime consultant, limited to 10 projects maximum per subconsultants) 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), design responsibility (Civil, Structural, Mechanical, etc.) and Specialty Project Classification (if applicable) 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 20 pages) to provide information demonstrating past performance on contracts with Government agencies and private industry, specialty project summaries 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.

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 more than one (1) consultant Master Services Agreement may be awarded 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 Part I Sections E thru I and Part II, 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 – MASTER SERVICES AGREEMENT FOR ENGINEERING SERVICES FOR THE NEW ORLEANS LAKEFRONT AIRPORT (KNEW)”**.

Provide response to this RFQ **prior to 2:00 pm CDT on Friday, February 19, 2021** by hand delivery or mail to:

Lakefront Management Authority  
 Attn: 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, February 19, 2021**, will be rejected and returned to the respondent unopened.

VI. SELECTION CRITERIA

Criteria to be utilized by the LMA selection committee:

<b>BASE CRITERIA</b>	<b>MAXIMUM POINT SCORE</b>
Proposed Project Team	20
Airport Project Experience	20
Performance on Past Projects	15
Capacity to Complete Work	15
DBE/Women Owned/Veteran Owned Participation	10
<b>BASE CRITERIA SCORE TOTAL</b>	<b>80 POINTS</b>

<b>SPECIALTY CRITERIA</b>	<b>MAXIMUM POINT SCORE</b>
Expertise on Select Specialty Projects	20
<b><u>Specialty Project Classifications</u></b> <ul style="list-style-type: none"> <li>• Runway/Taxiway/Apron Rehabilitation and/or Reconstruction</li> <li>• Environmental</li> <li>• Drainage Repairs/Drainage Improvements/Flood Protection</li> <li>• Architectural</li> <li>• Airfield Lighting and Signage</li> <li>• Construction Engineering and Inspection</li> </ul>	
<b>SPECIALTY CRITERIA SCORE TOTAL</b>	<b>20 POINTS</b>

Final score will be Base Criteria Score Total + Specialty Criteria Score Total for a maximum total of 100 points for each Specialty Project Classification. Firms with a zero (0) point score in an individual classification will not be shortlisted for that classification, but can be shortlisted for other specialty project classifications as applicable. Firms are not required to submit for all Specialty Project Classifications, but teams that can provide complete services for all specialty project classifications are encouraged.

## Criteria Descriptions

- A. Proposed Project Team (20 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 Prime, maximum of 10 resumes from sub-consultant) from the consultant 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 (20 Points) - In Section F of the SF 330 Relevant project experience (maximum of 20 projects completed within the last ten years by prime, maximum of 10 projects completed within the last ten years by sub-consultants) 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 related to airport features. 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 is to be provided with 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 prime firms that have not performed work for LMA in the past 10 years, three (3) non-LMA projects may be included if supporting client reference is attached as a supplement to the RFQ submittal.
- D. Capacity to Complete Work (15 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/Women Owned/Veteran Owned Participation (10 Points) - It is the established policy of the Management Authority to provide reasonable opportunities for Disadvantaged Business Enterprises/Women Owned/Veteran Owned Businesses 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/Women Owned/Veteran Owned Businesses and actively encourages major prime consultants to provide opportunities for these businesses to become involved as subconsultants. **LMA's goal for DBE participation is 18%.** The prime consultant is requested to submit a statement to the Owner detailing its efforts to comply with the DBE goal.

F. Expertise on Select Specialty Projects (20 Points per Specialty Project Classification) – As part of Section C and Section F, firm/team should demonstrate project experience with particular emphasis on the following Specialty Project Classifications:

- Runway/Taxiway/Apron Rehabilitation and/or Reconstruction
- Environmental
- Drainage Repairs/Drainage Improvements/Flood Protection
- Architectural
- Airfield Lighting and Signage
- Construction Engineering and Inspection

Firm/Team shall have at least 5 years of experience related to specialty project classification, as applicable. Respondent sub-consultants' experience can be included as applicable to the above considerations within the Respondent's submittal. Section H of the SF330 can be used to provide summaries of firm/team experience on select specialty projects.

## VII. SELECTION

Following the evaluation of the Statement of Qualifications received by LMA's selection committee, the top five (5) applicants for each Specialty Project Classification will be placed on short lists.

If the selection committee feels further evaluation of the qualified short list applicants is necessary in order to determine the top-ranked firm (or firm's), to issue a Request for Proposals (RFP) to all short listed applicants. The RFP issued to all short-listed applicants shall contain instructions on the format (such as written proposal, interview, presentation, etc.) to be used in submitting proposals and information on how the proposals will be evaluated.

Following the final evaluation of qualified applicants, the selection committee will place the applicants in a final ranking based on qualifications. Upon project authorization, the Sponsor will then enter fee negotiations with the top-ranked firms for the subject projects, with the unsuccessful firm(s) being notified accordingly. Should these negotiations with the selected firm 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 make multiple awards from this solicitation and/or reject all applicants and re-advertise for the contract/project.

## VIII. CONTRACT TIME

Following the successful negotiation of fees with the Sponsor, the successful firms will enter a contract (Master Services Agreement) with LMA for a term of 3 years with the option of two 1-year extensions. All TOs must be issued by the termination date of the Master Services Agreement. Work on TOs issued prior to the termination date of the Master Services Agreement will continue to completion.

## VIII. COMPENSATION

Compensation to the consultant for services rendered in connection with each Task Order may be made on the basis of lump sum, actual cost plus a fixed fee, cost per unit of work, or specific rates of compensation, as specified in each Task Order, subject to the limitation set forth in the Master Services Agreement.

Compensation may be either negotiated or non-negotiated as determined by LMA for each individual TO. 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 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 fourteen (14) days after receipt of the contract.

## XI. DISADVANTAGED BUSINESS ENTERPRISE

The Lakefront Management Authority is an Equal Opportunity Employer. We encourage participation of DBE firms 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. RULES OF CONTACT UPON ADVERTISEMENT**

LMA is the single source of information regarding this RFQ and contract selection. Any official correspondence will be in writing, and any official information regarding the contract will be disseminated by LMA's designated representative via the LMA website ([www.nolalakefront.com](http://www.nolalakefront.com)). The following rules of contact will apply during the contract selection process, commencing on the advertisement posting date and ceasing at the time of final contract selection. Contact includes face-to-face communication, the use of a telephone, facsimile, electronic mail (email), or formal or informal written communications with LMA. Any contact determined to be improper, at the sole discretion of LMA, may result in the rejection of the firm's response to this RFQ.

Consultants and consultant organizations shall correspond with LMA regarding this advertisement only through the email address designated herein (Daniel Hill, PE, Director of Operations and Engineering, [dhill@nolalakefront.com](mailto:dhill@nolalakefront.com)) and during LMA sponsored one-on-one meetings.

No consultant, or any other party on behalf of a consultant, shall contact any LMA employee, other than as specified herein or as it pertains to previously authorized LMA projects. This prohibition includes, but is not limited to, the contacting of department directors, members of the evaluation teams, and any official who may participate in the decision to award the contract resulting from this advertisement.

LMA will not be responsible for any information or exchange that occurs outside the official process specified above.

By submission of a qualifications statement to perform services pursuant to this advertisement, the consultant agrees to the communication protocol herein.

## **XIII. 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.

## **XIV. 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.

## **XV. 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 **Tuesday, February 9, 2021**. All submitted questions along with the Authority's responses will be posted on the Authority's website no later than **2:00 PM on Friday, February 12, 2021**.