

**DATE: May 12, 2021**  
**ADDENDUM #1, May 24, 2021**

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

MAY 2021

PREPARED BY:



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

**REQUEST FOR QUALIFICATIONS FOR AVIATION PLANNING SERVICES FOR THE NEW ORLEANS  
LAKEFRONT AIRPORT**

**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 AVIATION PLANNING SERVICES FOR THE NEW ORLEANS LAKEFRONT AIRPORT (KNEW)**. The Authority intends to award a 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. Bruce L.A. Martin, at [bmartin@lakefrontairport.com](mailto:bmartin@lakefrontairport.com) no later than 2:00 pm on **Tuesday, June 8, 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, June 11, 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 PLANNING SERVICES FOR THE NEW ORLEANS LAKEFRONT AIRPORT (KNEW)"**

**One (1) original (stamped "original") and five (4) 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.**

As required in RFQ, provide submittal documents **prior to 2:00 pm CDT on Friday, June 18, 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, May 19, 2021  
Wednesday, May 26, 2021  
Wednesday, June 2, 2021

# REQUEST FOR QUALIFICATIONS FOR AVIATION PLANNING SERVICES FOR THE NEW ORLEANS LAKEFRONT AIRPORT

## SCOPE OF CONTRACT

The Lakefront Management Authority (LMA/Sponsor) is requesting submittal of qualification statements from planning firms interested in performing aviation planning services per FAA Advisory Circular 150/5100-14E 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 Louisiana Department of Transportation and Development (DOTD) Aviation Section.

## SCOPE OF SERVICES

Services may include the following:

1. Aeronautical activity forecasts and demand/capacity analysis
2. Land-use planning/studies
3. Planning and Development of Hangars
4. Capital Improvement Program planning and detailed implementation planning for the airport's Capital Improvement Program
5. Development of Airport Master Plan with AGIS Survey
6. Airport noise studies
7. Preparation of Cost/Benefit Analysis for capital projects
8. DBE Program implementation and management
  
9. Environmental Assessments (EA), Environmental Impact Statements (EIS), and other studies
10. Preparation of or updating of the Airport Layout Plan
11. Airspace Analysis
12. GIS data collection, entry and analysis and other electronic graphical/mapping efforts
13. Assistance with FAA Grant Assurances and Necessary Documentation and Compliance, including airport rules and regulations and minimum standards.
14. Miscellaneous planning studies related to any of the previous activities.

## CAPITAL PROJECTS

Prospective projects included in the 2020 Capital Improvement Plan (CIP) that may, depend on funding, be included for planning 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.

1. Drainage Repairs per Drainage Analysis
2. Drainage Design per Drainage Analysis
3. Hot Spot #1 – Pavement Removal & Lighting Installation
4. Hot Spot #2 – Pavement Removal & Lighting Installation
5. Hot Spot #3 – Pavement Removal & Lighting Installation

**REQUEST FOR QUALIFICATIONS FOR AVIATION PLANNING SERVICES FOR THE NEW ORLEANS  
LAKEFRONT AIRPORT**

6. Drainage Construction
7. Rehabilitation and Expansion of terminal apron
8. Taxiway Foxtrot Relocation/Realignment
9. Rehabilitate East Taxi lane
10. Rehabilitate Taxiway B & C
11. Rehabilitate and extend Runway 36R/18L
12. Update Airport Minimum Standards
13. Taxiway C realignment
14. Perimeter Fence and Access Control Improvements
15. Floodwall Removal at Runway 36L Approach End
16. Airfield Lighting & Signs Rehabilitation
17. Airfield Signage and Marking Plan
18. Airfield Marking Improvements
19. Update to Airports ARFF Station
20. Assist in re-attaining FAR Part 139 certification for the airport.
21. Assistance with creating and submitting the Airports CIP.
22. Any other projects or tasks deemed necessary by LMA.

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

**GENERAL**

Firms interested in performing these services shall furnish statement of qualifications on a Standard Form 330 (SF 330). Interested firms may obtain SF 330 from the Sponsor or from the LA DOTD Aviation Section.. and weighting factors to be used by the sponsor in evaluating responses will be as follows:

- Resumes of key personnel for this contract (25 Points)
- Examples of previous airport experience that illustrate the proposed team's qualifications for this contract (25 Points)
- Capacity for timely completion of projects (20 Points)
- Key personnel's participation in past projects (15 Points)
- Location of Firm to Sponsor (15 Points)

Scoring of the selection criteria shall be on a numerical scale between 1 and 25 with 25 being the highest possible score and 1 being the lowest possible score. The above criteria have been placed in order of importance to this project.

## REQUEST FOR QUALIFICATIONS FOR AVIATION PLANNING SERVICES FOR THE NEW ORLEANS LAKEFRONT AIRPORT

### CRITERIA DESCRIPTIONS

- A. Resumes of Key Personnel for this contract. Within section C of the SF 330 the respondents team should be listed. The resumes or those that will have key roles on this project should be listed within this area (1-page maximum length per professional.) should be submitted in Section E of the SF 330. Resumes can be submitted for members other than discipline leads, particularly to display experience, capabilities and depth of the team.
- B. Examples of Previous Airport Experience. Within section F of the SF 330 you may list up to 15 projects that have been completed within the last 10 years on airports. Special consideration will be given to work that has been done at airports within the Gulf Coast Region with similar environments that we face here at New Orleans Lakefront Airport.
- C. Capacity for timely completion of projects. Team should demonstrate within package the capability to meet schedules or deadlines. The ability for the team to meet at the Airports Facilities when needed for standard meetings and construction.
- D. Key Personnel's participation in past projects. Within Section F of the SF330, relevant project experience should be provided. Any work done with the LMA in the past should also be listed within this section and highlighted with your submission.
- E. Location of Firm to Sponsor. This portion of your submittal will be graded on your ability to be at any and all meetings needed here at the airport. Any work done for other airports in the past as an on call planning provider should also be listed to demonstrate your ability and understanding of the unique needs an airport may have compared to other industries.

Following the evaluation of the Statement of Qualifications received by the Sponsor's selection committee, the top three (3) applicants will be placed on a short list. It shall be the option of the Sponsor, if the sponsor or 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

**REQUEST FOR QUALIFICATIONS FOR AVIATION PLANNING SERVICES FOR THE NEW ORLEANS  
LAKEFRONT AIRPORT**

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 Sponsor will place the applicants in a final ranking based on qualifications. The Sponsor will then enter fee negotiations with the top-ranked firm for the subject contract, with the unsuccessful firm 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 make multiple awards from this solicitation and/or reject all applicants and re-advertise for the contract.

Following the successful negotiation of fees with the Sponsor, the successful firm (or firms) will enter a contract (Master Services Contract) with the Sponsor for a term of 3 years with the option of two 1-year extensions.

The State of Qualification form, SF 330, shall be mailed or delivered to **6001 Stars and Stripes Blvd., Suite 219 New Orleans, LA 70124**. Statement of Qualifications will be accepted until **18 June , 2021 at 3PM**.

**Questions regarding this contract should be addressed to Bruce Martin at BMartin@Lakefrontairport.com. Firms wishing to apply must submit a fully completed SF 330. Failure to provide all information requested may result in the submission being considered non-responsive and the firm will not be given a total score in the valuation process.**

**Lakefront Management Authority 6001 Stars and  
Stripes Blvd. Suite 219 , New Orleans, LA 70126**