

## **\*SAMPLE REQUEST FOR PROPOSALS\***

**Applicability:** This document contains a sample Request for Proposals (RFP) that should be used by the Consultant Selection Committee in requesting proposals from firms on the pre-selection short list. The sample proposal is formatted so that the text may simply be copied and revised to fit a particular airport. If the Selection Committee chooses to use its own format, then the sample should be used as a basis for ensuring that the advertisement addresses the appropriate items.

The RFP must clearly state the required format of the proposals, and must do so specifically rather than generally so that the request produces proposals that can be uniformly evaluated. The format of proposal can be an interview (formal or informal), presentation (formal or informal), or written.

### REQUEST FOR QUALIFICATIONS

(Date)

Notice is hereby given that the (**Sponsor's Name**) is requesting submittal of qualification statements from engineering firms interested in performing engineering services for the following project.

**(Project Name, Location and estimated construction cost)**

### SCOPE OF PROJECT

**(Brief description of the project including any unique features)**

### SCOPE OF SERVICES

**(Include a description of the services involved. For example, this could include topographic surveys and preliminary investigations, preparation of preliminary and final construction plans and specifications, cost estimates, grant management, construction administration, resident inspection and other special services.)**

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**GENERAL**

Firms interested in performing these services shall submit proposals detailing the following:  
follows:

- Proposed phasing of the project(s)
- Proposed timeline of project(s) completion
- Proposed funding approach for the project(s)
- Proposed technical approach to completing the project
- **Any additional criteria unique to the project (added by sponsor with LADOTD approval) (weight value of \*\*insert value\*\*)**

**Scoring of the proposals shall be in the areas previously mentioned and on a numerical scale of 1 to 5, with 5 being the highest possible score and 1 being the lowest possible score. The score for each area of evaluation will be multiplied by its weight factor, which indicates the importance of each criterion as it relates to this contract.**

**For selection criteria without an assigned weight value, the score shall be “pass/fail”, with a “fail” rating possibly resulting in the disqualification of the applicant prior to the rating process.**

Following the evaluation of the Proposals received by the Sponsor’s selection committee, the applicant firms will be placed in a ranking based on the combined final score of a firm’s qualifications and proposal.

Following the recommendation and acceptance of the top-ranked firm the Sponsor will then enter fee negotiations with the top-ranked firm for the contract, with the unsuccessful firms being notified accordingly. Should these negotiations be unsuccessful, the Sponsor shall enter negotiations with the next-highest ranked firm, and so on. The Sponsor reserves the right to reject all applicants and re-advertise for the contract.

Following the successful negotiation of fees with the Sponsor, the successful firm will be required to execute the standard LADOTD Aviation Section contract.

The Proposals shall be mailed or delivered to **(Sponsor's Address)**. Proposals will be accepted until **(provide time and date)**.

**Questions regarding this project should be addressed to (include name and phone number of person familiar with the project). Firms wishing to apply must submit a Proposal in accordance with the sponsor’s instructions. 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 evaluation process.**

**(Name and Address of Sponsor)**