

APPENDIX A

**Consultant Selection Procedure
Documents**

CONSULTANT SELECTION COMMITTEE FORM

I accept my appointment by the _____ to its Consultant Selection Committee.
(airport sponsor)

As a member of the Consultant Selection Committee, I will adhere to the principles of a fair and open consultant selection process based on the competence and qualifications of firms.

Neither I nor my employer will directly or indirectly compete for the services or perform the services required under this consultant selection process.

I am aware of the Federal, State, and Local requirements for the selection of consultant services and will conduct this committee's work according to its procedures.

Signed: _____

Print Name: _____

Employed by: _____

Title: _____

Date: _____

STATEMENT OF QUALIFICATIONS (SOQ) RATING SHEET

APPLICABILITY: to be used by the Consultant Selection Committee in evaluating the qualifications received via the submittal of a Standard Form 330. A rating sheet should be completed for each SF 330 received by the committee.

Name of Committee Member: _____

Name of Firm Being Rated: _____

PART I				
SECTION A		CONTRACT INFORMATION		
Criteria	Yes	No		
1. Title and Location				
2. Public Notice Date			TOTAL SCORE (Pass/Fail)	
3. Solicitation or Project Number				

SECTION B		ARCHITECT-ENGINEER POINT OF CONTACT		
Criteria	Yes	No		
4. Name and Title				
5. Name of Firm				
6. Telephone Number				
7. Fax Number			TOTAL SCORE (Pass/Fail)	
8. Email Address				

SECTION C		PROPOSED TEAM		
Criteria	Yes	No		
Prime Firm				
Joint-Venture Firm <i>(Use N/A if not applicable)</i>				
Subconsultant(s) <i>(Use N/A if not applicable)</i>			TOTAL SCORE (Pass/Fail)	

SECTION D		ORGANIZATION CHART OF PROPOSED TEAM		
Criteria	Yes	No		
Attached organization chart			TOTAL SCORE (Pass/Fail)	

SECTION E RESUMES OF KEY PERSONNEL FOR THIS PROJECT				
Criteria	Rating		Weight	TOTAL SCORE
Overall Experience of Key Personnel Proposed for This Contract		x		=

SECTION F EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT				
Criteria	Rating		Weight	TOTAL SCORE
Project #1				
Project #2				
Project #3				
Project #4				
Project #5				
Project #6				
Project #7				
Project #8				
Project #9				
Project #10				
Average Rating		x		=

SECTION G KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS				
Criteria	Score		Weight	TOTAL SCORE
Project #1				
Project #2				
Project #3				
Project #4				
Project #5				
Project #6				
Project #7				
Project #8				
Project #9				
Project #10				
Average Rating		x		=

SECTION H		ADDITIONAL INFORMATION			
Criteria	Rating		Weight		Score
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
TOTAL SCORE (sum of all scores in Section H)					

PART II			
ALL INFORMATION			
Yes	No		TOTAL SCORE (Pass/Fail)

OVERALL SCORE OF FIRM	
------------------------------	--

Statement of Qualifications Rating Worksheet

Applicability: to be used in conjunction with the LA DOTD Statement of Qualifications Rating Sheet and the Standard Form 330 (SF 330) Part I for the selection of consultants by a Qualifications Based Selection process. This worksheet provides guidance to the Consultant Selection Committee (CSC) on evaluating the qualifications received in the SF 330 and will aid the CSC in completing the Statement of Qualifications (SOQ) Rating Sheet.

Adherence to the LA DOTD Aviation Consultant Selection Process will ensure compliance with all applicable Federal Aviation Administration regulations and requirements regarding procurement of professional services, and is required for any proposed contracts with LA DOTD receiving funding from the Aviation Trust Fund.

Key Terms:

- **Consultant Selection Committee (CSC):** a committee formed by the airport sponsor, in accordance with LADOTD policy, for the purpose of selecting a consultant firm when the airport sponsor is seeking FAA or LADOTD Aviation funding for eligible airport projects.
- **Qualifications Based Selection (QBS) Process:** a process by which a firm is selected according to its qualifications as opposed to a fee-based selection process. In the QBS process, fees are only discussed after the top firm is selected and is done through a fee negotiation process.
- **Rating:** how well a firm rates for a particular data item on a scale of 1 to 5, with 1 being the lowest and 5 being highest.
- **Standard Form 330 (SF 330):** a form used by Federal agencies to receive statements of qualifications when procuring professional services, which is authorized for local reproduction. LADOTD Aviation Section has chosen this form for use by airport sponsors when selecting consultant firms for projects eligible for FAA or LADOTD Aviation funding.
- **Statement of Qualifications (SOQ) Rating Sheet:** a rating sheet developed by LADOTD Aviation Section to enable the CSC to rate the qualifications of each firm submitting a SF 330 for a proposed contract. This SOQ Rating Sheet is to be used to develop a short list of firms from which the CSC will receive proposals through the Request for Proposals (RFP) process.
- **Weight Factor:** a factor of importance assigned to each Section of the SOQ Rating Sheet. The average rating for each Section is multiplied by that Section's Weight Factor in order to determine the firm's score for that Section (i.e., if the average rating for a Section is 7, and the Weight Factor for that Section is 3, then the Overall Score is 21 ($7 \times 3 = 21$)).

PART I

The qualifications provided in Part I of the SF 330 are specific to the contract(s) that the sponsor is seeking to procure.

SECTION A CONTRACT INFORMATION

The evaluator should check for the completeness, general accuracy and reasonableness of all information provided. Each data item must be fully completed in order to be marked “yes”. Any incomplete data items must be marked “no”. If an evaluator indicates “no” to any of the data items requested, the deficiencies must be discussed by the CSC as a whole to determine if the firm is considered satisfactory or not.

The information in this Section is scored as pass or fail. Any data items receiving a “no” mark may be considered incomplete and may cause a firm to receive an overall score of “Fail” for this Section.

SECTION B ARCHITECT-ENGINEER POINT OF CONTACT

The evaluator should check for the completeness, general accuracy and reasonableness of all information provided. Each data item must be fully completed in order to be marked “yes”. Any incomplete data items must be marked “no”. If an evaluator indicates “no” to any of the data items requested, the deficiencies must be discussed by the CSC as a whole to determine if the firm is considered satisfactory or not.

The information in this Section is scored as pass or fail. Any data items receiving a “no” mark may be considered incomplete and may cause a firm to receive an overall score of “Fail” for this Section.

SECTION C PROPOSED TEAM

The evaluator should check for the completeness, general accuracy and reasonableness of all information provided. Each data item must be fully completed in order to be marked “yes”. Any incomplete data items must be marked “no”. If an evaluator indicates “no” to any of the data items requested, the deficiencies must be discussed by the CSC as a whole to determine if the firm is considered satisfactory or not.

Joint-venture firms and sub-consultants may or may not be required, depending on whether or not the prime firm can meet all of the requirements for the technical disciplines established in the criteria. If no information is received for Joint-Venture or Sub-Consultant firms, those items may be marked as “N/A”; however, Section C of the SF 330 should be reviewed carefully by the evaluator to ensure all key personnel meet the technical discipline requirements of the Selection Criteria. If

not all technical disciplines are met by the Prime Firm, then the absence of information for Joint-Venture or Sub-Consultants may result in those data items being marked “no”.

The information in this Section is scored as pass or fail. Any data items receiving a “no” mark may be considered incomplete and may cause a firm to receive an overall score of “Fail” for this Section.

SECTION D ORGANIZATIONAL CHART OF PROPOSED TEAM

The evaluator should check to ensure the firm has provided an organization chart showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C. The chart should provide a clear picture of the working relationship between all key personnel on the proposed team.

SECTION E RESUMES OF KEY PERSONNEL FOR THIS PROJECT

12 – 18. The evaluator should check for the completeness, general accuracy and reasonableness of all information provided. The evaluator should then review the experience, education, and professional qualifications provided for each key personnel proposed for the contract to ensure that the individuals listed are qualified for the project(s) planned by the airport.

19. The evaluator should review the projects listed, which should contain projects in which the individual had a significant role and demonstrates the individual’s capabilities in providing the required level of service for the airport’s proposed projects. These projects do not necessarily have to correspond to the projects listed in Section F, but it should be noted in the appropriate check box if the project was done with the firm to which the individual currently belongs.

Section E is the first Section of the SOQ Rating Sheet that is scored by a numerical value. An overall score of 1-5 (5 being the highest, 1 being the lowest) should be assigned to Section E after the evaluator has reviewed all resumes of key personnel and determined the value of the experience of the proposed team as a whole.

SECTION F EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM’S QUALIFICATIONS FOR THIS CONTRACT

21-23. The evaluator should check for the completeness, general accuracy and reasonableness of all information provided. The CSC should contact the owner of each project listed at this point in the selection process for a brief evaluation of the firm’s performance.

24. The evaluator should review the project description to determine its relevance to the projects being planned by the airport.

25. For each project, the evaluator should review the list of firms and the information provided with each and compare to firms listed in Section C. While it is not necessary for all firms listed for a project to correspond to Section C, the most important roles in each project should have been performed by firms in the proposed team listed in Section C.

Each project should be scored individually, with the overall score being derived from the average of all project scores in Section F. This score should be based on how well the example project demonstrates the firm's ability to perform the projects being proposed by the airport in the Request for Qualifications.

****NOTE:** if the firm has not provided the number of example projects requested by the CSC in the Request for Qualifications, then a score of 0 (zero) will be assigned to each project line left blank up to the requested amount of projects (i.e. if 7 projects are requested and only 4 provided, then projects #5 through #7 shall receive a score of 0)

SECTION G **KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS**

26-29. The evaluator should check for the completeness, general accuracy and reasonableness of all information provided. The evaluator should then review the list of key personnel listed for each project as well as the role each individual performed in the project.

29. The evaluator should score each project based on the participation of key personnel, and by comparing key personnel's role in that contract with their role in the proposed contract.

****NOTE:** If the firm has not provided the number of example projects requested by the CSC in the Request for Qualifications, then a score of 0 (zero) will be assigned to each project line left blank up to the requested amount of projects (i.e. if 7 projects are requested and only 4 provided, then projects #5-#7 shall receive a score of 0).

SECTION H **ADDITIONAL INFORMATION**

30. The evaluator should check for the completeness, general accuracy and reasonableness of all information provided. Section H of the SOQ Rating Sheet provides for the CSC to list additional criteria not mentioned in Sections A through G of the SOQ Rating Worksheet.

The data items listed in Section H should consist of additional criteria that the CSC feels are necessary for the proposed contract and reflect a particular need or needs not addressed by the Standard Form 330 Part I. Information on a firm's principal, business licenses and permits, information typically requested by auditors, and other pertinent info are examples of items to include in this Section. The CSC may use either a "Pass/Fail" or numerical rating scale for Special Criteria. A weighing factor should be applied to each separate Special Criteria.

Detailed criteria, such as proposed scope of services, technical approach descriptions, proposed schedules, presentations, and detailed proposals in general should be requested in the Request for Proposals stage of the Consultant Selection process rather than in Section H of the State of Qualifications

In order to include Special Criteria in the Request for Qualifications, the CSC must first complete the LA DOTD Aviation Special Criteria form and include it in the First Document Transmittal.

PART II

The qualifications provided in Part II of the SF 330 are the general qualifications of each firm/branch office that will be part of the team for the specific contract(s). As stated in the instructions, each separate firm on the team should provide a separate Part II as well as the different branch offices of a firm that will be involved (if applicable).

The evaluator should check for the completeness, general accuracy and reasonableness of all information provided.

This Part must be fully completed in order to be marked “yes”. If there are any incomplete Sections in this Part, then this Part must be marked “no”. If an evaluator gives a “no” indication to this Part, the deficiencies must be discussed by the CSC as a whole to determine if the firm is considered satisfactory or not.

The information for this Part is scored as pass or fail. If this Part receives a “no” mark it may be considered incomplete and may cause a firm to receive an overall score of “Fail” for this Part.

SPECIAL CRITERIA FORM

Applicability: this form must be used by the Consultant Selection Committee when adding any additional criteria to a Request for Qualifications advertisement. This completed form should be sent to LA DOTD Aviation as part of the Pre-advertisement Document Transmittal.

We the designated Consultant Selection Committee for the _____,
have agreed to include the following criteria in our Request for Qualifications.

Criteria

The criteria have been included in Advertisement for the Request of Consultant Qualifications. It has also been included on the SOQ Rating Worksheet in the space provided and will be appropriately scored according to the evaluation process.

Signed: _____

Print Name: _____

Signed: _____

Print Name: _____

Signed: _____

Print Name: _____

Date: _____

SAMPLE REQUEST FOR QUALIFICATIONS

Applicability: This document contains a sample Request for Qualifications that should be used by the Consultant Selection Committee in advertising to receive Statements of Qualifications from interested firms. The sample advertisement 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 advertisement must list the criteria to be used for selection, as well as the weight to be applied to each selection criteria. Mention should also be made as to where interested firms may obtain the appropriate forms to be using in submitting Statements of Qualifications.

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.)

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 LADOTD Aviation Section. The criteria and weighting factors to be used by the Sponsor in evaluating responses will be as follows:

- Resumes of the proposed project team (weight value of ****insert value****)
- Example projects which best illustrate the proposed team’s qualifications (weight value of ****insert value****)
- Key personnel’s participation in past projects (weight value of ****insert value****)
- Firm size as related to project magnitude (weight value of ****insert value****)
- **Any additional criteria unique to the project (added by sponsor with LADOTD approval) (weight value of ****insert value****)**

Scoring of the selection criteria shall be 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 criterion 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 Statements 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, to issue a Request for Proposals (RFP) to all short list applicants. The RFP issued to all short list 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 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 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 Statement of Qualification form, SF 330, shall be mailed or delivered to **(Sponsor’s Address)**. Statements of Qualifications 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 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 evaluation process.

(Name and Address of Sponsor)

PRE-ADVERTISEMENT DOCUMENTATION TRANSMITTAL FORM

Applicability: This document is to be used by the Consultant Selection Committee in transmitting required documents to LA DOTD Aviation Section as part of the Louisiana Airport Consultant Selection Process. This completed form, along with the documents listed below, must be transmitted to LA DOTD Aviation Section for review and comment prior to the Selection Committee proceeding to advertise for a Request for Qualifications from interested firms.

TO: _____ (Designated DOTD Contact)

FROM: _____ (Designated Selection Committee Contact)

RE: Documentation Transmittal for Consultant Selection Process

Enclosed for your file are the following items concerning our Consultant Selection Process associated with the Request for Qualifications to be advertised in the Baton Rouge The Advocate and _____.

___ Completed Consultant Selection Committee Member Forms

___ Additional Criteria, if any (Use Special Criteria Form)

___ SOQ Rating Sheet w/ Selection Criteria Weights Completed

___ Proposed Advertisement for Statements of Qualifications

Please contact me at _____ if you have any questions concerning these enclosures.

REQUEST FOR PROPOSALS (RFP) RATING SHEET

APPLICABILITY: to be used by the Consultant Selection Committee in evaluating the proposals received. A rating sheet should be completed for each proposal received by the committee. When the Committee elects to create its own Rating System, a rating sheet based on the Committee's Rating System should be provided.

Name of Committee Member: _____

Name of Firm Being Rated: _____

PROPOSAL RATINGS					
Criteria	Rating		Weight		TOTAL SCORE
Proposed Project Phasing		x			
Proposed Project Timeline					
Proposed Funding Approach		x			
Technical Approach		x			
Additional Criteria		x			
Average Rating		x		=	

OVERALL SCORE OF FIRM	
------------------------------	--

Request for Proposals Rating Worksheet

Applicability: to be used in conjunction with the LA DOTD Request for Proposals Rating Sheet and the firms' proposals for the selection of consultants by a Qualifications Based Selection process. This worksheet provides guidance to the Consultant Selection Committee (CSC) on evaluating the proposals received in response to the Request for Proposals and will aid the Consultant Selection Committee in completing the Request for Proposals (Request for Proposals) Rating Sheet.

While the CSC should use this worksheet and corresponding rating sheet as a basic minimum set of standards to structure the Request for Proposals, the CSC is free to expand upon the items set forth in this worksheet in developing its own Request for Proposals and Rating System. LA DOTD Aviation will review the CSC's Request for Proposals and Rating System prior to the Committee sending it to firms on the pre-selection short-list to ensure compliance with basic standards.

Whatever method is chosen by the CSC in requesting proposals from the firms on the pre-selection short-list, the Committee must ensure that the process is conducted in a uniform manner for all firms involved in the process. Every firm must be provided with all selection criteria, along with the corresponding importance of each, to be used in evaluations. All firms must also be given the same opportunities to present their qualifications and experience to the CSC as well.

Adherence to the LA DOTD Aviation Consultant Selection Process will ensure compliance with all applicable Federal Aviation Administration regulations and requirements regarding procurement of professional services, and is required for any proposed contracts with LA DOTD receiving funding from the Aviation Trust Fund.

Key Terms:

- **Standard Form 330 (SF 330):** a form used by Federal agencies to receive statements of qualifications when procuring professional services, which is authorized for local reproduction. LADOTD Aviation Section has chosen this form for use by airport sponsors when selecting consultant firms for projects eligible for FAA or LADOTD Aviation funding.
- **Consultant Selection Committee (CSC):** a committee formed by the airport sponsor, in accordance with LADOTD policy, for the purpose of selecting a consultant firm when the airport sponsor is seeking FAA or LADOTD Aviation funding for eligible airport projects.
- **Request for Proposals (RFP) Rating Sheet:** a rating sheet developed by LADOTD Aviation Section to enable the CSC to rate the proposals of each firm submitting a Proposal for a proposed contract.

- Qualifications Based Selection (QBS) Process: a process by which a firm is selected according to its qualifications as opposed to a fee-based selection process. In the QBS process, fees are only discussed after the top firm is selected and is done through a fee negotiation process.

RATING OF PROJECT PROPOSALS

The rating of the proposals received in response to the Request for Proposals should be focused on the reviewers' evaluations of firms' proposals for the completion of the advertised projects.

The RFP should request, at minimum, the following information:

- Proposed phasing of project(s)
- Proposed timeline for project(s) development
- Proposed funding approach to project development
- Proposed technical approach
- Any other pertinent information

As with the Statements of Qualifications, the different criteria to be scored in the proposals should be given a weight reflecting its importance.

Scoring: The score for each criterion should reflect the firm's effectiveness at demonstrating its effectiveness at accomplishing the sponsor's goals for each project. Each score will be multiplied by the appropriate weight, and the resulting total scores will be added to arrive at a final overall score.

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.)

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)

PRE-RFP DOCUMENTATION TRANSMITTAL FORM

Applicability: This document is to be used by the Consultant Selection Committee in transmitting required documents to LA DOTD Aviation Section as part of the Louisiana Airport Consultant Selection Process. This completed form, along with the documents listed below, must be transmitted to LA DOTD Aviation Section for review and comment prior to the Selection Committee proceeding to advertise for a Request for Proposals from interested firms.

TO: _____ (Designated DOTD Contact)

FROM: _____ (Designated Selection Committee Contact)

RE: Documentation Transmittal for Consultant Selection Process

Enclosed for your file are the following items concerning our Consultant Selection Process associated with the Request for Qualifications first advertised in the Baton Rouge The Advocate and _____.

___ Completed Statement of Qualifications Rating Sheets

___ Completed Consultant Qualifications Ranking Sheet

___ Short List of Qualified Firms (at least three)

___ Notification Letters to Unsuccessful Firms

___ Request for Proposals

Please contact me at _____ if you have any questions concerning these enclosures.

Enclosures

CONSULTANT PROPOSALS RANKING WORKSHEET
Scores (By Committee Member)

EVALUATOR:						
CONSULTANT	RFP SCORE	RFP SCORE	RFP SCORE	QUALIFICATIONS SCORE	TOTAL SCORE	FINAL RANK

SAMPLE NOTIFICATION LETTER TO OTHER FIRMS*****(FOR FIRMS NOT SELECTED TO ENTER THE RFP PROCESS)**

Re: Consultant Selection Process
(Name of Project)

Dear _____:

We are writing to advise you that your firm was not selected to submit a proposal to _____ (sponsor name or the DOTD) for _____ (name of advertised project).

Following a qualifications-based selection process, the firms selected to the Pre-Application Short-List (in no particular order) are as follows:

1. _____ (FIRM #1)
2. _____ (FIRM #2)
3. _____ (FIRM #3)

We appreciate your firm's interest in our airport and in this project.

Very truly yours,

Consultant Selection Committee

cc: LDOTD

SAMPLE NOTIFICATION LETTER TO OTHER

*****(FOR FIRMS NOT SELECTED AS TOP FIRM FOR EVALUATIONS AFTER QUALIFICATIONS AND/OR RFP IS EVALUATED)**

Re: Consultant Selection Process
(Name of Project)

Dear _____:

We are writing to advise you that your firm was not selected to enter into negotiations with (sponsor name or the DOTD) for (name of advertised project).

Following a qualifications-based selection process, the top three firms, ranked in descending order, are as follows:

1. (FIRM #1)
2. (FIRM #2)
3. (FIRM #3)

Should negotiations fail with the top ranked firm, the #2-ranked firm will be invited to negotiate, then if needed, the #3-ranked firm, until negotiations can be satisfactorily concluded.

We appreciate your firm's interest in our airport and in this project.

Very truly yours,

Consultant Selection Committee

cc: LDOTD

SAMPLE NOTIFICATION LETTER TO SHORT LIST FIRMS (RFP)*****(FOR FIRMS SELECTED TO THE PRE-APPLICATION SHORT LIST)**

Re: Consultant Selection Process
(Name of Project)

Dear _____:

We are pleased to advise you that your firm has been selected to submit a proposal to _____ (sponsor name or the DOTD) _____ for _____ (name of advertised project) _____.

Your firm was one of _____ firms selected to the Pre-Selection Short-List from a field of respondents. This selection was based upon evaluation scores of the Statement of Qualifications. The firms selected to the Pre-Selection Short-List, in no particular order, are as follows:

1. _____ (FIRM #1) _____
2. _____ (FIRM #2) _____
3. _____ (FIRM #3) _____

We will be contacting you shortly regarding preparation of a proposal for this project. Thank you for your interest in this project.

Very truly yours,

Consultant Selection Committee

cc:DOTD

SAMPLE NOTIFICATION LETTER TO TOP RANKED FIRM FOR NEGOTIATIONS*****(FOR TOP FIRM AFTER QUALIFICATIONS AND/OR RFP ARE EVALUATED)**

Re: Consultant Selection Process
(Name of Project)

Dear _____:

We are pleased to advise you that your firm has been selected to enter into negotiations with (sponsor name or the DOTD) for (name of advertised project).

Your firm was ranked first from a field of _____ respondents. The top three firms, ranked by their evaluation scored in descending order are as follows:

1. (FIRM #1)
2. (FIRM #2)
3. (FIRM #3)

We will be contacting you shortly regarding preparation of a fee proposal for this project. Thank you for your interest in this project.

Very truly yours,

Consultant Selection Committee

cc:DOTD

PRE-CONTRACT DOCUMENTATION TRANSMITTAL FORM

Applicability: This document is to be used by the Consultant Selection Committee in transmitting required documents to LA DOTD Aviation Section as part of the LA DOTD Aviation Section Consultant Selection Policy. This completed form, along with the documents listed below, must be transmitted to LA DOTD Aviation Section for review and comment prior to the Airport Sponsor awarding a contract to the successful firm.

TO: _____ (Designated DOTD Contact)

FROM: _____ (Designated Selection Committee Contact)

RE: Documentation Transmittal for Consultant Selection Process

Enclosed for your file are the following items concerning our Consultant Selection Process associated with the Request for Qualifications first advertised in the Baton Rouge The Advocate dated _____.

- ___ Proof of Advertisement
- ___ Completed Statement of Qualifications Rating Sheets (if not previously submitted)
- ___ Completed Consultant Qualifications Ranking Sheet (if not previously submitted)
- ___ Completed RFP Rating Sheets (if applicable)
- ___ Completed Consultant Proposal Ranking Sheet (if applicable)
- ___ Notification Letters (as applicable)
- ___ Notification to Top-Ranked Firm to Prepare Fee Estimate
- ___ Independent Fee Estimate (if applicable)
- ___ Record of Negotiations
- ___ Letter of Recommendation to Award to Selected Firm
- ___ Draft Engineering Services Agreement (ESA)

Please contact me at _____ if you have any questions concerning these enclosures.

GENERAL CHECKLIST

Applicability: This checklist is to be used by the Consultant Selection Committee in proceeding through the Louisiana Airport Consultant Selection Process. Adherence to the steps contained in this document is vital to ensuring that the LA DOTD Aviation Section will remain informed and can offer proper guidance throughout the process and ensure the Airport Sponsor's compliance with all applicable regulations and policies.

<u>DONE</u>	<u>N/A</u>	
_____	_____	Step 1. Establish contact with the LA DOTD Aviation Section
_____	_____	Step 2. Determine if your proposed project is included in a current engineering services agreement with a consultant selected in accordance with LA DOTD Aviation policy
_____	_____	Step 3. Determine if the procurement for professional services will be for single or multiple projects (i.e. Master Services Agreement)
_____	_____	Step 4. If advertising for multiple projects, identify first anticipated projects
_____	_____	Step 5. Form Your Consultant Selection Committee
_____	_____	Step 6. Establish your Selection Criteria and Criteria Value
_____	_____	Step 7. Create Request for Qualifications
_____	_____	Step 8. Submit Pre-Advertisement Document Transmittal Form with supporting documentation
<hr/>		
_____	_____	Step 9. Receive LA DOTD review of Pre-Advertisement Document Transmittal
_____	_____	Step 10. Begin advertising to receive Statements of Qualifications (minimum 14 days, preferably 30 days. MUST appear in Baton Rouge Advocate)
_____	_____	Step 11. Review and rate Statements of Qualifications
_____	_____	Step 12. Create Pre-Selection Short-List of qualified firms
_____	_____	Step 13. If selecting based on SOQ's only go to Step. If not go to step 14.
_____	_____	Step 14. Create RFP to send to firms on short list
_____	_____	Step 15. Submit Pre-RFP Document Transmittal Form with supporting documents
<hr/>		
_____	_____	Step 16. Receive LA DOTD review of Pre-RFP Document Transmittal
_____	_____	Step 17. Notify all non-short list firms they were unsuccessful
_____	_____	Step 18. Request and receive proposals from firms on short list

-
- | | | | |
|-------|-------|-----------------|---|
| _____ | _____ | Step 19. | Review proposals and identify top-ranked firm |
| _____ | _____ | Step 20. | Enter discussions with top-ranked firm to develop scope |
| _____ | _____ | Step 21. | Direct top-ranked firm to prepare fee proposal (based on first anticipated project if procuring for multiple projects) |
| _____ | _____ | Step 22. | Conduct fee negotiations (based on first anticipated project if procuring for MSA) |
| _____ | _____ | Step 23. | Prepare draft contract and record of negotiations |
| _____ | _____ | Step 24. | If contract will exceed \$100,000, or if otherwise required by LA DOTD and/or FAA, prepare and submit fee analysis in accordance with current standards |
| _____ | _____ | Step 25. | Submit Pre-Contract Document Transmittal Form with supporting documents |
-
- | | | | |
|-------|-------|----------|---|
| _____ | _____ | Step 26. | Receive LA DOTD review of Pre-Contract Document Transmittal |
| _____ | _____ | Step 26. | Execute the Contract |