

**INSTRUCTIONS TO PROPONENTS
STATEMENT OF QUALIFICATIONS**

GENERAL ENGINEERING SERVICES

TO THE

**Port of South Louisiana Executive Regional Airport
(KAPS)**

AND

**THE PORT OF SOUTH LOUISIANA
GRANT PROJECTS**

September 30, 2020

REQUEST FOR QUALIFICATIONS

Notice is hereby given that the Port of South Louisiana is requesting submittal of qualification statements from engineering firms interested in performing engineering services for one or more of the following projects for the Port of South Louisiana Executive Regional Airport located in Reserve, Louisiana:

Airport Master Plan

Obstruction mitigation Runway 17

New 12,000 gallon AvGas tank/dispenser

Drainage Improvements

Taxiway/Apron Reseal

Crossover Culverts

Parking Lot Expansion

Airport Road Improvements

Airport Security and Wildlife Fencing

Environmental Assessment for Drainage and Levee Relocation

East Parallel Taxiway Relocation

Taxiway Marker and Lighting Improvement

Airport Lighting Improvements

Runway 17/35 Widening

New FBO Terminal

Terminal Apron Construction

General Aviation Hangar Development, Design and Construction

T-Hangar Development, Design and Construction

Apron Lighting

Taxiway Extension and Access Improvements

Obstruction Removal Runway 17/35

Terminal Apron and Taxiway Pavement Rehabilitation

and other tasks and projects as deemed necessary by the Port of South Louisiana.

SCOPE OF PROJECT: The proposed design and construction of the above projects at Port of South Louisiana Executive Regional Airport performed as funds become available.

TERM: 3 Years

RENEWAL: Port shall have the option to extend professional service agreement for two (2) additional one (1) year period.

SCOPE OF SERVICES: The scope of services could include planning, topographic surveys and preliminary investigations, preparation of preliminary and final construction plans,

specifications, cost estimates, construction administration and management, resident inspection and other special services.

GENERAL: Firms interested in performing these services shall furnish statements of qualifications on Standard Form 330. Interested firms may obtain Form 330 from the Port of South Louisiana, LADOTD Aviation, or online. The criteria and weighting factors to be used by the Selection Committee in evaluating responses will be as follows:

1. Having the necessary airport experience, organization, technical and managerial staff, and the facilities to carry out the anticipated work (30%).
2. Having an adequate past record of performance on similar airport projects, verifiable through references (25%).
3. Having familiarity with the Port of South Louisiana Executive Regional Airport and the surrounding area (20%).
4. Having the financial and personnel resources for the performance of the Contract, or the ability to obtain such resources (15%).
5. Being an Equal Opportunity Employer and otherwise qualified by law to enter into a contract such as this (5%).
6. Having familiarity with both Federal and State rules and regulations as it pertains to Disadvantage Business Enterprise (DBE) (5%)

The successful firm will be required to execute a standard contract. The statement of qualifications Form 330 shall be submitted electronically to www.centralbidding.com or mailed or delivered to the Port of South Louisiana, 171 Belle Terre Boulevard, LaPlace, Louisiana 70068, no later than November 2, 2020 at 11 AM. The Port of South Louisiana assumes no liability in late or lost delivery of qualification packages.

Questions regarding this project should be addressed to Lisa Braud, Director, Port of South Louisiana Executive Airport 985-212-1712. Firms wishing to apply must submit a fully completed SF330 Form. Failure to provide all information requested might result in the submission being considered nonresponsive and the firm will not be given a final score in the evaluation process. The Port of South Louisiana assumes no liability in late or lost delivery of qualification packages.

Paul G. Aucoin, Executive Director
Port of South Louisiana

PUBLIC NOTICE

REQUEST FOR QUALIFICATIONS CONCERNING THE PROVISION OF AIRPORT GENERAL ENGINEERING SERVICES TO THE PORT OF SOUTH LOUISIANA BOARD OF COMMISSIONERS FOR VARIOUS PROJECTS AT PORT OF SOUTH LOUISIANA EXECUTIVE REGIONAL AIRPORT

The Port of South Louisiana is seeking Statements of Qualifications from highly qualified engineering firms interested in providing professional engineering services at the Port of South Louisiana Executive Regional Airport for a period of three (3) years beginning on or about November 12, 2020 for developments funded by any combination of sources including the FAA's AIP Program 2021-2026, the LADOTD-Aviation Section, aviation interests and any other Federal, State or Local sources.

Engineering services may include all but are not limited to the following:

**Airport Master Plan
Obstruction mitigation Runway 17
New 12,000 gallon AvGas tank/dispenser
Drainage Improvements
Taxiway/Apron Reseal
Crossover Culverts
Parking Lot Expansion
Airport Road Improvements
Airport Security and Wildlife Fencing
Environmental Assessment for Drainage and Levee Relocation
East Parallel Taxiway Relocation
Taxiway Marker and Lighting Improvement
Airport Lighting Improvements
Runway 17/35 Widening
New FBO Terminal
Terminal Apron Construction
General Aviation Hangar Development, Design and Construction
T-Hangar Development, Design and Construction
Apron Lighting
Taxiway Extension and Access Improvements
Obstruction Removal Runway 17/35
Terminal Apron and Taxiway Pavement Rehabilitation
and other tasks and projects as deemed necessary by the Port of South Louisiana**

The Port of South Louisiana is the recipient, from time to time, of discretionary funding from the Federal Aviation Administration (FAA), the Louisiana Department of Transportation and Development Aviation, as well as funding from the Louisiana Economic Development Cooperation, and the Economic Development Administration. These funds are project specific

and because they are discretionary, they vary in amounts and timing, i.e., they are not formulated nor period-specific amounts.

The project/work contemplated under the Request for Qualifications requires an engineering firm, working independently or possibly as lead professional firm in a consortium, which will be actively involved with the Port of South Louisiana in providing all professional services required to accomplish these projects and possibly others.

The FAA, the Port of South Louisiana Executive Regional Airport's most frequent grantor, requires grant recipients to conform to the selection process detailed in their Advisory Circular 150/5100-14C, "Architectural, Engineering, and Planning Consultant Services for the Airport Grant Projects", which process will be utilized by the Port of South Louisiana to select the most qualified respondent to this solicitation for Statements of Qualifications.

Additionally, the Port of South Louisiana, hereby notifies all proposers that the Port of South Louisiana will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit proposed in response to the invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration of this award.

All proponents are hereby advised that: 1) Some services may not be required and that the Port of South Louisiana reserves the right to initiate additional procurement action for any of the services included in the initial procurement/Contract; 2) The services are limited to those projects which are expected to be initiated within 3 years of the date the Contract is signed by the engineering firm selected; 3) The initial Contract fee is limited to the services to be performed under the initial project/grant and shall be limited to the services covered by the fee; and 4) The negotiation of the fee for subsequent projects/services, those included in the procurement action but not in the initial contract, shall occur at the time those services are needed – furthermore, a cost analysis must be performed for each of these negotiations, and if a contract price cannot be agreed upon between the Port of South Louisiana and the selected engineering firm, negotiations are formally terminated and new procurement (Statement of Qualifications) action will be initiated.

The Port of South Louisiana reserves the right to reject any or all Statements of Qualifications, or to waive any informality in the qualifications process. Any/all Statements of Qualifications may be held for a period of not more than **sixty (60) days** from the day of opening of any Proposal(s) for the purpose of reviewing the statements and investigating the qualifications of the proponent(s) prior to awarding of any Contract. The selected proponent will be required to have a business license to practice within St. John the Baptist Parish, Louisiana.

Sealed Statements of Qualifications shall be submitted to the Port of South Louisiana, on or before 11:00 a.m. local time, November 2, 2020, at which time they will be publicly opened

and read. Statement of qualifications may be submitted electronically at www.centralbidding.com or may be hand delivered or mailed to the following address:

**Port of South Louisiana
P.O. Box 909
171 Belle Terre Boulevard
Laplace, LA 70069**

Statements must be sealed and marked Airport Engineering Consulting Services Statement of Qualification. To be considered, proposals must include all information as outlined in the Port of South Louisiana's "Instructions to Proponents" document, available upon request to all interested parties.

Complete proposal packages may be downloaded from the Port of South Louisiana Website www.portsl.com. For further information please contact Lisa Braud, Airport Director, at (985) 652-9278 or via email lbraud@portsl.com

**Notice
Engineering Services
Statements of Qualifications Requested**

The Port of South Louisiana is seeking a qualified consultant to provide professional engineering services required for the next three years for Port of South Louisiana Executive Regional Airport in St. John the Baptist Parish, Louisiana.

Engineering services may include, but are not limited to the following: improvements to runways, taxiways, NAVAIDs, primary utilities, access roads, sub-surface drainage and other tasks and projects as deemed necessary by the Port of South Louisiana. Please limit the qualification statements to 25 pages.

The final recommendation for selection will be made following the review and ranking of the submittals and interviews, should interviews be held. After selection, a contract will be prepared by the firm selected as number one, based upon a negotiated Scope of Services and final cost, and submitted to the Port of South Louisiana. Should the negotiation be unsuccessful with the number one ranked firm, negotiations will cease, and negotiations will begin with the number two ranked firm. This process will continue until a satisfactory contract is obtained.

The Port of South Louisiana, hereby notifies all proposers that the Port of South Louisiana will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration of this award.

The Port of South Louisiana reserves the right to reject any or all proposals or to waive any informality in the qualifications process. Proposal(s) may be held for a period of not more than sixty (60) days from the day of the opening of Proposal(s) for the purpose of reviewing the Proposal(s) and investigating the qualifications of the proponent(s) prior to awarding of any Contract. The selected proponent will be required to obtain (if the company does not already have one) a business license to practice within St. John the Baptist Parish.

Sealed Proposals shall be submitted electronically at www.centralbidding.com or must be received by the Port of South Louisiana at the physical address below on or before 11 a.m. local time, November 2, 2020, at which time they will be publicly opened and read. The Port of South Louisiana and Port of South Louisiana Executive Regional Airport assume no responsibility for late postal, courier, or other delivery services that may impact receipt of proposals no later than the date and time declared here above. Proposals may be hand delivered or mailed to the following address:

**Port of South Louisiana
P.O. Box 909
171 Belle Terre Boulevard
Laplace, LA 70069
Attn: Lisa Braud**

Statements must be sealed and marked Airport Engineering Consulting Services Proposal. To be considered, proposals must include all information as outlined in the attached instructions. Complete proposal packages may be downloaded from the Port of South Louisiana Website www.portsl.com.

For further information please contact Lisa Braud, Airport Director, at (985) 652-9278.

**Instruction to Proponents
General Engineering Aviation Consultant
Request for Qualifications**

The consultant selected shall be assigned tasking by the Port of South Louisiana's Airport Director representing Port of South Louisiana Executive Regional Airport. The period covered in this consultant selection shall be renewable, at the option of the Port of South Louisiana based upon satisfactory performance of the consultant, needs of the owner, and continued project funding, for an additional 2 one (1) year period or a total engagement period to not exceed 5 years.

The Port of South Louisiana intends to engage airport engineering consultant (s) for all airport engineering work through Fiscal Year 2023 assuming the performance of the consultant remains satisfactory throughout this period. The award of any contract or agreement is contingent upon the receipt or availability of adequate project funding.

EVALUATION CRITERIA:

The contract will be awarded only to a qualified consultant. Minimum standards for qualifications are:

1. Having the necessary airport experience, organization, technical and managerial staff, and the facilities to carry out the anticipated work (30%).
2. Having an adequate past record of performance on similar airport projects, verifiable through references (25%).
3. Having familiarity with the Port South La Executive Regional Airport and the surrounding area (20%).
4. Having the financial and personnel resources for the performance of the Contract, or the ability to obtain such resources (15%).
5. Being an Equal Opportunity Employer and otherwise qualified by law to enter into a contract such as this (5%).
6. Having familiarity with both Federal and State rules and regulations as it pertains to Disadvantage Business Enterprise (DBE) (5%)

Six (6) copies of the Request for Qualifications Statement must be received on or before 11 a.m. local time November 2, 2020. Statements should be forwarded to the following address:

**Port of South Louisiana
P.O. Box 909
171 Bell Terr Blvd.
Laplace, LA 70069**

SELECTION:

The final recommendation for selection will be made following the review and ranking of the submittals and interviews, should interviews be held. After selection, a contract will be prepared, by the firm selected as number one, based upon a negotiated Scope of Services and final cost, and submitted to the Port of South Louisiana. Should the negotiation be unsuccessful with the number one ranked firm, negotiations will cease, and negotiations will begin with the number two ranked firm. This process will continue until a satisfactory contract is obtained.