



REQUEST FOR QUALIFICATIONS

Notice is hereby given that the City of Pineville is requesting submittal of qualification statements from engineering firms interested in performing engineering services for the Pineville Municipal Airport. If funded, projects may include, but not be limited to, fencing replacement, drainage improvements, pavement rehabilitation, terminal building improvements, obstruction mitigation, new hangars, automobile parking lot extension, access road, sea plane improvements, lighting improvements, NAVAID improvements, and/or other miscellaneous improvements required which may become necessary during the contract period.

Design and implementation are generally dependent upon DOTD funding. The selection process will be in accordance with FAA Advisory Circular 150/5100-14E and DOTD standards. In the execution of the work, the firm may be required to provide administrative services, airport layout plan and seaplane layout plan updates, cost estimates, airspace analysis, grant management services, topographical surveys, property surveys, environmental clearance services, permitting services, preliminary plans, final construction plans and specifications, construction administration, construction inspection, etc.

Firms interested in performing these services for a three-year period with the option of 2 one-year extensions 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 5)
- Example projects which best illustrate the proposed team's qualifications (weight value of 5)
- Key personnel's participation in example projects (weight value of 3)

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 a multi-year, multi-purpose service agreement, and, if a project is funded, the standard LADOTD Aviation Section contract.

The Statement of Qualification form, SF 330, shall be mailed or delivered to Mr. Chris Workman, City Clerk, City of Pineville, Pineville City Hall, Post Office Box 3820, Pineville, Louisiana, 71360. Statements of Qualifications will be accepted until 2:00 p.m., Wednesday, July 24, 2024.

Questions regarding this project should be addressed to Mr. Chris Workman at (318) 445-7163. Firms wishing to apply must submit a fully completed SF-330 form. The SF-330 form can be downloaded at <https://www.gsa.gov/forms-library/architect-engineer-qualifications>. 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.

The City of Pineville is an Equal Opportunity Employer and encourages all small and minority-owned firms and women's business enterprises to apply.