

REQUEST FOR QUALIFICATIONS  
FOR  
ENGINEERING CONSULTING SERVICES  
TO THE  
DeSoto Parish Police Jury

Notice is hereby given that the DeSoto Parish Police Jury (DPPJ) is requesting Statements of Qualifications from firms interested in providing engineering, planning, construction, administration, and construction observation, services associated with the evaluation and development of projects for the C.E. "Rusty" Williams Airport, Louisiana, for a period of three (3) years with optional two, one (1) year extensions not to exceed five (5) years from the Notice to Proceed date of the first project as defined in the Master Services Agreement Contract. The DPPJ will generally follow the Louisiana Department of Transportation and Development Division of Aviation's Consultant Selection Manual and FAA Advisory Circular 150/5100-14 in the evaluation and selection of consultants.

The projects identified by the DPPJ for implementation or development are presented herein. The projects are subject to the availability of funding from the Federal Aviation Administration, State of Louisiana, and the DPPJ. The projects identified herein are not necessarily listed by priority, nor does the DPPJ anticipate implementation of all projects. Fee(s) will be negotiated.

**PROJECT LIST**

1. Obstruction Removal
2. Runway Rehabilitation
3. Runway Overlay
4. Airfield Lighting System & Vault
5. Taxi lanes & 10-Unit T-Hangar
6. Runway Extension
7. Apron Overlay

Firms with demonstrated experience, competence, and qualifications pertinent to these types of services and having sufficient technical, supervisory, and administrative personnel to ensure expeditious prosecution of the work and interested in performing these services are encouraged to apply. In responding to the items listed below, it is important to be specific and concise in your written statement and in so responding, describe in detail those projects which have been completed by your firm, and best exemplify the skill-set necessary to successfully complete the DPPJ's projects.

## **PROPOSAL REQUIREMENTS**

Proposals shall be submitted on form SF-330 and must be received by 4:30 p.m. local time on October 26, 2018. Proposals shall be addressed to:

Steven W. Brown, PE, F.NSPE  
DeSoto Parish Police Jury  
101 Franklin Street  
Mansfield, LA 71052

The proposals may be hand delivered to Mr. Brown at the above address.

Three (3) copies of the proposals must be furnished. Proposals shall be in accordance with form SF-330 and shall contain the following information, presented in a clear, comprehensive, and concise manner:

1. Management and Staffing: firm name, address, telephone, and contact person. Brief description of firm (history, size, etc.). Description of proposed project organization and personnel with their qualifications. This should also include a brief description of firm's current workload, and capacity to perform services outlined therein. If subconsultant firms are anticipated, list firm names, description of work to be performed by the subconsultant and percent of work to be performed by the subconsultant.
2. Description of airport and aviation related work experience, including design and planning details, and a contact person and phone number for each referenced job, that best illustrate the firm's current qualifications relevant to this project.
3. Experience and brief resumes of key staff and any subconsultants to be utilized on these projects.
4. Any other information that presents the expertise and qualifications of the firm and any subconsultants that is applicable to these projects.
5. If a firm has multiple offices, indicate the location where the work will be performed for the advertised projects.
6. Indicate if you have previous experience working on projects at C.E. "Rusty" Williams Airport.

The selected consultant must possess the ability, experience and reputation necessary to produce quality, functional projects. To ensure the consultant is capable of providing an acceptable level of service to the DPPJ, the following minimum qualifications must be met:

Consultant must have the ability to direct, coordinate and prepare projects for the C.E. "Rusty" Williams Airport. Consultant must have experience with and knowledge of both FAA and DOTD Aviation grants and the grant processes. Consultant experience with and knowledge of both Federal and State Airport Design requirements and regulations especially for general aviation airports and including Federal Aviation guidance's such as Advisory Circulars, handbooks, and other similar material published by the Federal Aviation Administration (FAA). Consultant and consultant's representative to DPPJ shall be properly licensed to

perform professional services in the State of Louisiana in the appropriate and applicable professional disciplines.

It is the intent of the DPPJ to execute a contract with one Consulting firm which will be solely responsible to the DPPJ for the implementation of the projects. It is recognized and expected that the Consultant may desire or need the services of subconsultants to undertake various elements and items of the projects. In the event that such subconsultants are anticipated, the SF-330 form shall identify the proposed subconsultants and the specific elements and items for which each will be responsible. The use of any subconsultant shall be acceptable to DPPJ and shall not relieve the primary Consultant of any responsibilities for execution of the projects. A single Point-of-Contact shall be identified by the primary Consultant for the projects.

Questions regarding this process and any of the projects shall be submitted in writing not less than three (3) days prior to the deadline and directed to:

Steven W. Brown, PE, F. NSPE  
DeSoto Parish Police Jury  
101 Franklin Street  
Mansfield, LA 71052  
Telephone: (318) 872-0738  
Facsimile: (318) 872-5343

Only submittals meeting the requirements of this Request for Qualifications and received prior to the deadline will be considered. No submittal will be considered or accepted which is submitted by a Consultant that is in default under the terms of any agreement with the DPPJ, FAA, or DOTD Aviation or which has failed to perform its obligations faithfully under any previous agreement with the DPPJ. Submittals shall be signed by an officer of the Consulting Firm.

Proposals will be reviewed by an Ad Hoc Selection Committee consisting of the Parish Engineer, DPPJ Airport Committee Chairman, and DPPJ Airport Manager or designee. Consultant will be ranked (points) and fee negotiations will be undertaken with the highest ranked consultant (most total points) received from the following evaluation criteria.

1. Experience of firm relative to DPPJ projects.
2. Experience of key personnel relative to DPPJ projects.
3. Past performance on similar airport projects.
4. Current workload.
5. Firm size relative to current workload and proposed DPPJ Projects.
6. Proximity of firm to the project.
7. Past performance at and staff knowledge of C.E. "Rusty" Williams Airport.

The DeSoto Parish Police Jury reserves the right to reject any proposal at its sole discretion for any reason.

Advertisement Dates: October 11, 2018; October 18, 2018