



**City of Hammond
Purchasing Department**

Request for Qualifications

“Engineering Services for Hammond Northshore Regional Airport”

Proposals shall be received by
Purchasing Department
City of Hammond
310 E Charles St
Hammond, LA 70401
until
10:00 a.m. November 7, 2018

at which time Proposals shall be opened and read aloud.

Advertisement in the City's Official Journal of Record, *The Daily Star*, and *The Baton Rouge Advocate* to be published:
October 9, October 17, and October 24, 2018.

Copies of this RFP may be downloaded from the City's website: www.hammond.org.

For additional information or to submit questions or concerns, contact

Airport Director David Lobue
985-277-5667 or thurman_je@hammond.org

This is the Proposal of:

Date: _____

Company: _____

Section 3 Business/WBE/SBE/MBE/DBE: _____

Address: _____

City: _____ **State:** _____ **ZIP Code:** _____

Person to Contact: _____

Phone: _____ **Fax:** _____

Email: _____

Your Proposal is important to us.

However, should you choose NOT to submit a Proposal for this project, the City would still ask you to complete this sheet and indicate "No Proposal". This shall NOT affect your participation in future RFPs, but only serve as a means of verifying you received notification of this RFP.

Section 3 Business/WBE/SBE/MBE/DBE

The City encourages Proposals from Section 3 businesses, Woman Business Enterprises, Minority Business Enterprises, Small Business Enterprises, and other potentially Disadvantaged Business Enterprises. If your company is one of these types of businesses, please indicate "Section 3," "WBE," "SBE," "MBE," or "DBE" in the space provided above.

Nondiscrimination Requirements

By submitting and signing this Proposal, the Proposer agrees to comply with Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246 as amended; and the Americans with Disabilities Act of 1990.

The Proposer also agrees to keep informed of and comply with all federal, State, and local laws, ordinances, and regulations which affect the Proposer's employees or prospective employees.

**Request for Qualifications:
Engineering Services for Hammond Northshore Regional Airport**

- Notice is hereby given that the City of Hammond is requesting submittal of qualification statements from engineering firms interested in performing engineering services for Hammond Northshore Regional Airport. The term will be for three years from the beginning of the Notice to Proceed date of the original contract, with an option to renew for two 1-year options. Hammond Airport projects anticipated during this period could include, but may not be limited to:
 - **Airfield Lighting & Signage Rehabilitation (Two Phases)**
 - **EA/Airspace Study, Threshold Sighting Study for Runway 31**
 - **New Hangar Development/Construction**
 - **Apron Joint Reseal**
 - **Drainage Improvements**
 - **Clearing & Grubbing/Design Threshold Recovery**
 - **Taxiway Alpha Realignment – Design/EA and Construction**
 - **Runway 31 Threshold Relocation**
 - **Airfield Pavement Sealcoat**
 - **Taxiway Joint Reseal**
 - **Runway 13-31 Parallel Taxiway Extension (Taxiway Delta) – Design/EA and Construction**
- **SCOPE OF PROJECT:** The proposed design and construction of the above projects at the Hammond Northshore Regional Airport will be performed as funds become Available.
- **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, resident inspection and other special services.
- **GENERAL:** Firms interested in performing these services shall furnish statements of qualifications on Standard Form 330 no later than the suspense time and date listed below. Interested firms may obtain Form 330 from the Hammond Northshore Regional Airport, LADOTD-Aviation or online. The City of Hammond will use the following criteria in evaluating responses:
 - Experience of firm
 - Experience of key staff personnel
 - Past performance on similar projects
 - Firm’s current work load
 - Knowledge of FAA/Southwest Region and LA DOTD/Aviation grant procedures, regulations and policies

- The City of Hammond will evaluate each submission in all of the above four areas, with 1 being the lowest possible score and 5 being the highest.
- **The successful firm will be required to execute a standard contract. The statement of qualifications Form 330 shall be mailed or delivered to the City of Hammond Purchasing Department, 310 E. Charles St., Hammond, Louisiana 70401, no later than 10:00 AM, Wednesday, November 07, 2018.**
- Questions regarding this project should be addressed to David Lobue, Airport Director. Phone (985) 277-5667. Firms wishing to apply must submit a fully completed SF330 Form. Failure to provide all information requested could result in the submission being considered non-responsive and the firm not being given a final score in the evaluation process.