



**City of Hammond  
Purchasing Department**

**Request for Qualifications**

**“Hammond Northshore Regional Airport Runway 18/36 Pavement  
Rehabilitation Design/Assessment”**

Proposals shall be received by  
Purchasing Department  
City of Hammond  
310 E Charles St  
Hammond, LA 70401  
until  
**10:00 a.m. May 27, 2022**

at which time Proposals shall be opened and read aloud.

Advertisement in the City's Official Journal of Record, *The Daily Star* to be published:  
May 10, 17 & 24, 2022,  
and  
*The Baton Rouge Advocate*:  
May 11, 18 & 25, 2022.

Copies of this RFP may be downloaded from the City's website: [www.hammond.org](http://www.hammond.org).

For additional information or a copy of the PER, contact

Airport Director David Lobue  
985-277-5667 or [lobue\\_dl@hammond.org](mailto:lobue_dl@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 for Hammond Northshore Regional Airport Runway 18/36 Pavement Rehabilitation Design/Assessment**

- Notice is hereby given that the City of Hammond is requesting submittal of qualifications from engineering firms interested in designing the rehabilitation plan for the pavement associated with runway 18/36 and adjacent surfaces. This project may include, but may not be limited to:
  - **Evaluation of current surface and subsurface conditions based on July 2021 Preliminary Engineering Report (PER) and other observations, as required.**
  - **Review three potential courses of action identified in the PER and make recommendation on one best course of action**
  - **Design rehabilitation option chosen by City of Hammond in consult with FAA and LaDOTD-Aviation**
  - **Perform Construction Administration during construction phase of project; likely in following Fiscal Year**
- **SCOPE OF PROJECT:** The proposed project at the Hammond Northshore Regional Airport will be performed as funds become available.
- **SCOPE OF SERVICES:** The scope of services could include planning, preparation of construction plans, specifications, cost estimates, construction supervision 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 five areas, with 1 being the lowest possible score and 5 being the highest.
- Following the final evaluation of qualified applicants, The City of Hammond will place the applicants in a final ranking based on qualifications. The City of Hammond 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 City of Hammond shall enter negotiations with the next-highest ranked firm, and so on. The City of Hammond reserves the right to reject all applicants.
- **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, Friday, May 27, 2022.**
- 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.