



**City of Hammond
Purchasing Department**

**RFQ 25-06
Engineering Services for Hammond Northshore Regional Airport**

Sealed Responses shall be received by

**Purchasing Department
City of Hammond
310 E Charles St 2nd Fl
PO Box 2788
Hammond LA 70404-2788**

until

10:00 a.m. Monday, January 6, 2025

at which time all Sealed Responses shall be opened and read aloud.

Advertisement in the City's Official Journal of Record, *The Daily Star*, and *The Advocate* (Baton Rouge) is scheduled

December 17 and 26, 2024 and January 2, 2025

This RFQ may be downloaded from the City's website, www.hammond.org,
or via Bid Express, www.bidexpress.com.

To review or obtain a hardcopy of the RFQ or to submit questions, contact

Jana Thurman Soileau
Purchasing Manager
purchasing@hammond.org
985-277-5633

between the hours of 8:00 a.m. and 4:00 p. m. Monday through Friday.

This is the Response of:

Firm: _____

Address: _____

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

Point of Contact: _____

Phone: _____ **Fax:** _____

Email: _____

I acknowledge Addenda (list by number or enter N/A if none): _____

Signature: _____ **Date** _____

Section 3 Business/MBE/WBE/SBE/DBE **Yes** **Type(s):** _____

The City encourages Responses from Section 3 businesses, Minority Business Enterprises, Woman Business Enterprises, Small Business Enterprises, and other potentially Disadvantaged Business Enterprises. The Responder should contact the Purchasing Manager if the Responder is uncertain whether it qualifies as a Section 3 business, MBE, WBE, SBE, and/or DBE.

Nondiscrimination Certification

By submitting a Response, the Responder certifies compliance with Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Section 202 of Executive Order 11246, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990. The Responder also certifies its intent to keep informed of and comply with all federal, State, and local laws, ordinances, and regulations which affect the Responder's employees or prospective employees.

"No Response"

Any firm that chooses NOT to submit a Response, but wishes to acknowledge notification of this RFQ, may complete and submit this Response Form with "No Response." "No Responses" shall only serve as a means of verifying notification of this RFQ and shall NOT affect participation in future RFQs.

SCOPE OF SERVICES

The City of Hammond is seeking a qualified and experienced firm to provide engineering services—including, but not limited to, planning, surveying, preliminary investigation, cost estimation, grant support, design, preparation of construction documents (e.g. plans, specifications, and contract documents), bid administration, contract administration, construction administration, and construction observation (e.g. via a resident project representative)—for City-owned Hammond Northshore Regional Airport, a national general aviation airport.

The selected firm will be awarded a 3-year contract, with an option to renew for a 4th year at the end of Year 3 and the option to renew for a 5th year the end of Year 4—for a maximum contract length of 5 years.

PLANNED PROJECTS

The following projects are planned over the next 5 years:

- Threshold Recovery Runway 13-31 (Environmental Mitigation)
- Threshold Recovery Runway 13-31 (Obstruction Removal)
- Threshold Recovery Runway 13-31 (Design)
- Threshold Recovery Runway 13-31 (Construction)
- Runway 13-31 Extension (Environmental)
- Runway 13-31 Extension (Design)
- Runway 13-31 Extension (Construction)
- Runway 13-31 Rehabilitation (Design)
- Runway 13-31 Rehabilitation (Construction)
- Airfield Pavement Condition Index (Design)
- Airfield Marking Improvements (Design)
- Airfield Marking Improvements (Construction)
- Airfield Lighting and Signage Improvements (Design)
- Airfield Lighting and Signage (Construction)
- Airfield Pavement / Taxiway Point Repairs (Design)
- Airfield Pavement / Taxiway Point Repairs (Construction)
- Drainage Improvements (Design)
- Drainage Improvements (Construction)
- Runway 18-36 Rehabilitation – North End (Design)
- Runway 18-36 Rehabilitation – North End (Construction)
- Airfield Electrical Vault Relocation (Design)
- Airfield Electrical Vault Relocation (Construction)
- Taxiway Alpha Realignment (Design)
- Taxiway Alpha Realignment (Construction)
- Box Hangars (Design)
- Box Hangars (Construction)
- Airport Layout Plan/Airport Master Plan Update (Design)

—contingent on approvals and funding from the Federal Aviation Administration (FAA), the Louisiana Department of Transportation and Development (DOTD), the City, and/or others.

RESPONDER REQUIREMENTS

The Responder shall:

1. be licensed to provide engineering services in the State of Louisiana;
2. be insured;
3. be qualified and experienced in providing the types of services and in supporting the types of projects listed on Page 3 of this RFQ; and
4. be experienced in FAA (Southwest Region) and DOTD (Aviation) policies, procedures, and requirements.

INSTRUCTIONS TO RESPONDERS

General

It is the Responder's responsibility to review this RFQ and to submit questions as early as possible during the Response Period. Questions shall be submitted to

Jana Thurman Soileau
Purchasing Manager
purchasing@hammond.org
985-277-5633

between the hours of 8:00 a.m. and 4:00 p. m. Monday through Friday and shall become part of the Responder's Response. Responders who do NOT submit questions shall be assumed to have reviewed this RFQ and found it to be clear and the RFQ process to be fair and competitive. Protests of the RFQ or RFQ process shall NOT be considered after Responses are opened.

This RFQ was advertised in the City's Official Journal of Record, *The Daily Star*, and *The Advocate* (Baton Rouge) and published to the City's website, **www.hammond.org**, and on Bid Express's website, **www.bidexpress.com**, from which copies may be downloaded.

It is NOT the City's responsibility to ensure Responders receive a copy or notice of this RFQ.

To review or obtain a hardcopy of this RFQ, Responders should contact

Jana Thurman Soileau
Purchasing Manager
purchasing@hammond.org
985-277-5633

between the hours of 8:00 a.m. and 4:00 p. m. Monday through Friday.

Addenda

If substantial clarifications or changes to this RFQ become necessary, these shall be issued in the form of written Addenda to this RFQ and published to the City's website,

www.hammond.org, to Bid Express's website, www.bidexpress.com, and, if required by procurement procedure, in *The Daily Star* and/or *The Advocate* (Baton Rouge).

Sealed Responses

Only 1 Response shall be accepted from each Responder.

Responses shall be accepted only on the form(s) furnished with this RFQ. Substitute, altered, or incomplete forms shall NOT be accepted.

All Responses shall be typed or printed in blue or black ink. Manual corrections are acceptable when they are few and minor and initialed by the Responder. Uninitialed corrections shall be cause for a Response's rejection.

All Responses shall be signed. An unsigned Response shall be cause for its rejection.

Responses shall be delivered to

Purchasing Department
City of Hammond
310 E Charles St 2nd Fl
PO Box 2788
Hammond LA 70404-2788

or submitted electronically via Bid Express by **10:00 a.m. Monday, January 6, 2025.**

Submissions by hardcopy shall include 4 hardcopies.

Hardcopies shall include the **RFQ Number, Responder's Name, Responder's Address, and Opening Date** clearly typed or printed on the outside of the Response envelope.

By submitting a Response, the Responder agrees:

1. the Responder has read and thoroughly examined this RFQ and complied with all Instructions to Responders included therein;
2. the Responder has found no errors, conflicts, ambiguities, or omissions in this RFQ—except as previously submitted to and addressed by the Purchasing Manager (e.g. through Addenda)—that would affect its Response;
3. the Responder has familiarized itself with the Airport, Airport conditions, and the surrounding area;
4. the Responder has correlated its observations with this RFQ;
5. the Responder has familiarized itself with the federal, State, and local laws, regulations, and requirements applicable to the performance of engineering services for the Airport; and
6. the Responder is properly licensed in the State of Louisiana.

Forms and Related Documents

The following forms and related documents are required of all Responders:

1. **Response Form** from Page 2 of this RFQ (note: the Responder shall acknowledge Addenda, if any, by number on the Response Form);
2. **Corporate Resolution** or other written evidence of the authority of the person signing the Response to sign the Response; and
3. **Standard Form 330** which accompanies this RFQ.

Special Instructions for Completing the Standard Form 330

When completing the Standard Form 330, the Responder shall

1. **under C. Proposed Team, include only key personnel from the Responder's own firm and only key subcontractors.** *Key personnel* are personnel who would work directly (i.e. in-person) with and/or would regularly communicate with Airport staff in providing the types of services and in supporting the types of projects listed on Page 3 of this RFQ. Personnel (e.g. in a supporting role) who would NOT have direct or regular contact with Airport staff are NOT key personnel; do NOT include them. *Key subcontractors* may be individuals or other firms with which the Responder may partner in providing the types of services and in supporting the types of projects listed on Page 3 of this RFQ. List individuals by name; list firms by firm.
2. **under D. Organizational Chart of Proposed Team, include only key personnel from the Responder's own firm and key subcontractors.** Refer to 1. above.
3. **under E. Resumes of Key Personnel Proposed for this Contract, include only the resumes of key personnel from the Responder's own firm.** Do NOT include key subcontractors. Refer to 1. above.
4. **under F. Example Projects which Best Illustrate Proposed Team's Qualifications for this Contract, include NO more than 10 projects for which the Responder's own firm served as the lead engineer.** Choose projects that best represent the Responder's qualifications and experience in providing the types of services and in supporting the types of projects listed on Page 3 of this RFQ. Do NOT include projects for which other firms served as the lead engineer.
5. **under F. Example Projects which Best Illustrate Proposed Team's Qualifications for this Contract, 24. Brief Description, include a breakdown of cost by Total Cost, Construction Costs, and Engineering Costs.**
6. **under G. Key Personnel Participation in Example Projects, Include only key personnel from the Responder's own firm.** Do NOT include key subcontractors. Refer to 1. above.

7. **under H. Additional Information, describe the Responder's experience in FAA (Southwest Region) and DOTD (Aviation) policies, procedures, and requirements.**
 8. **for Part II – General Qualifications, include only branch(es) where key personnel from the Responder's own firm are located.** Do NOT include branches where key personnel are NOT located. Do NOT include branches of other firms with which the Responder may partner.
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Evaluation of Responses

The City shall use the following criteria in evaluating responses:

- Composition and Organization of the Proposed Team
- Qualifications and Experience of Key Personnel
- Illustrative Projects (NOT to exceed 10)
- Participation of Key Personnel in Illustrative Projects
- Experience of the Responder in FAA (Southwest Region) and DOTD (Aviation) Policies, Procedures, and Requirements
- General Qualifications of the Responder

For each criterion, the City shall assess a score of 0 to 5, with 5 being the highest, for a best possible score of 30.

The highest scored Response will be recommended for contract negotiation.

Currently, the City anticipates ratifying and recommending or rejecting Responses **Tuesday, January 14, 2025.**

Following ratification and recommendation, the City will contact the highest scored Responder to negotiate a contract. If this negotiation is unsuccessful, the City may proceed to the next highest-rated Response or reissue the RFQ.

Rejection of a Response

Responses that omit required forms, include incomplete information, do NOT follow the Instructions to Responders—including the Special Instructions for Completing the Standard Form 330 (or the instructions on the form itself)—are misaddressed, or are received after the deadline for Responses shall be rejected.

The City also reserves its right under law to reject any and all Responses for just cause.