



Request For Qualifications:
Real Property Appraisal Services
NOAB Project 9-10-2-2008-01

The New Orleans Aviation Board (Board or NOAB) is requesting submittal of Technical Qualifications Statements from qualified firms interested in performing Real Property Appraisal Services to the Board. The Board intends to establish a list of three service categories for qualified firms to provide support for the Louis Armstrong New Orleans International Airport (LANOIA). Interested firms will be considered for only one of the following three services categories: (1) Residential Appraisals, (2) Commercial Appraisals, and (3) Review Appraisals. The Board intends to establish a standing list of qualified firms to provide appraisal services for the Louis Armstrong New Orleans International Airport. The appraisal services will be administered by the Board's Director of Aviation and designated staff, and will commence following the execution of Professional Services Contracts with the selected respondents.

Federal Aviation Administration Advisory Circular No: 150/1500-14D provides guidance to the NOAB in the selection and employment of these services.

Deadline for submittals is 3:00 p.m. Central Time (CT), Friday, February 6, 2009.

I. SCOPE OF SERVICES

The services will consist of residential, commercial, and review appraisals as specified by the Director of Aviation or his designee as part of the Airport's general planning and property acquisition program. The specific Scope of Services for individual projects will be developed by Airport staff with the Airport's Program Manager and the FAA as appropriate.

For the past several years, the Airport has maintained a list of prequalified firms to perform this work. Each firm is employed by project on a rotation basis, while maintaining the Disadvantaged Business Enterprise goal to the extent possible. Therefore, NON-DBE and DBE firms should apply

independently for this work and not as sub-consultants or joint ventures.

A pre-proposal conference will be held at 10:00 a.m. on **Thursday, November 13, 2008**, at the Board Room of Louis Armstrong New Orleans International Airport. Proposers are not required to attend but are strongly encouraged to do so.

II. ADDITIONAL PROJECT CONSIDERATIONS

Because the professional services may necessitate access to the secure areas of the airfield, it will be necessary that the selected respondent be issued Identification Badges required by Part 1542 of the Federal Air Regulations. **The Respondent must be willing to provide extensive details on personal and company background and agree in writing at the time of submittal to a five-year background investigation and criminal history record check.**

III. SELECTION CRITERIA

The criteria and the weighted values (in parentheses) to be used by the Board in evaluating responses for the selection of a firm(s) to perform this service(s) are listed below. Each criterion has a numerical value of up to five (5) points. The weighted value is adjacent to the criterion and totals to a maximum of 100 points.

(5) Capability of Firms and Staff:

Includes the firm in general and qualifications of individual personnel assigned to the project to perform all aspects of the project, as well as the firm's ability to furnish a sufficient technical staff to ensure expeditious prosecution of the work.

(5) Applicable Experiences:

Includes the opinion and satisfaction of firms' references for which previous work was completed, recent experience in similar airport projects and ability to meet schedule within budget.

(3) Additional Capabilities:

Includes areas of specialization or special expertise for this project, understanding of the airport, project scope and approach to proposed project.

(3) Past Performance on Board Projects

(2) Firm Size and Work Load

Includes current active client list.

(2) Accessibility:

Access to principal office where work will be performed

IV. DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION

The New Orleans Aviation Board, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d et. seq. and 49 CFR Part 26 issued pursuant to The Airport and Airway Development Act, affords Disadvantaged Business Enterprises (DBEs) full opportunity to submit an indication of interest in response to this invitation and will not discriminate against any interested firm on the ground of race, creed, color, sex, age, or national origin in a contract award. In addition, the Board has established goals for DBE participation in Board projects. Prospective consultants should review the Board's DBE Plan during preparation of a response to this RFQ.

The New Orleans Aviation Board has set a DBE participation goal of at least 20.58% for this contract. Project assignment will be employed on a rotation basis as administered by the Airport staff to maintain the Disadvantaged Business Enterprise goal to the best extent possible. THEREFORE, NON-DBE and DBE FIRMS SHOULD APPLY INDEPENDENTLY FOR THIS WORK AND NOT AS SUB-CONSULTANTS OR JOINT VENTURES. The Board desires to achieve, to the greatest extent possible, quality participation by certified DBE firms. The airport staff may develop a list of responsive DBE and Non-DBE firm(s), in an effort to outsource work consistent with the 20.58% DBE goal approved by the Board. **The DBE firm(s) participating in this project must be certified by the State of Louisiana's Unified**

Certification Program (LA UCP)¹ at the time of submittal.

The New Orleans Aviation Board affords no preference based upon the geographical area in which a DBE firm is located.

Copies of the certification packages may be obtained from the LA UCP website at www.laucp.org/UCP/UCPdownloads.aspx. *(In the event any portion of the certification package does not apply, please indicate "Not applicable" or "N/A" in the space provided.)*

Questions related to DBE requirements are to be sent to Ms. Philistine Ferrand, DBE Liaison Officer, at philisti@flymsy.com. The completed certification package(s), including support documents, must be submitted to the following address by **Friday, November 21, 2008, at 3:00 p.m.** to ensure adequate time for processing:

Ms. Philistine Ferrand
DBE Liaison Officer
Louis Armstrong New Orleans International Airport
P. O. Box 20007
New Orleans, Louisiana 70141
(504) 465-2326/ (504) 463-1041 (Fax)

Firms desiring to become LA UCP DBE certified are urged to submit completed certification packages including supporting documents to the Louis Armstrong New Orleans International Airport's DBE Liaison Office as soon as possible. To ensure adequate time for processing of certification packages, a deadline of **November 21, 2008** at 3:00 p.m. has been established for submission of complete certification packages to the Louis Armstrong New Orleans International Airport's DBE Liaison Office (at the above listed address). Any certification package(s) received after the November 21, 2008 deadline may not be processed by the submittal date.

The NOAB shall have the authority to investigate allegations of discriminatory practices of applicant(s) who contract or seek to contract with the NOAB.

¹ The following agencies are authorized to provide LA UCP certification services in the State of Louisiana: the Louisiana Department of Transportation (LADOTD), the Louis Armstrong New Orleans International Airport, the New Orleans Regional Transit Authority, the Orleans Levee District, the Alexandria International Airport, and the City of Shreveport.

V. LENGTH OF CONTRACT PERIOD

The length of the contract period is for two (2) years with one possible one (1) year extension at the option of the Board.

VI. SUBMITTAL OF QUALIFICATIONS

All of the following items must be included in each request of qualification submittal. If any of the items are not included or are not complete the Technical Committee can declare the response non-responsive and may remove the submittal from further consideration.

1. **Letter of Interest.** Each submittal must include a Letter of Interest that discusses: the suggested structure of the organization and management methods, the approach to project coordination, the extent of the firm's previous experience providing the services required for this project especially at air-carrier airports. Firms should include a brief response to each of the Selection Criteria. A duly authorized representative of the prime firm shall sign the letter.
2. **Project Approach.** The Letter of Interest must be accompanied by a Project Approach section that demonstrates an understanding of the project and the scope of work and provides an explanation of previous experience with similar airport projects. The project approach may be structured in any way deemed to be responsive to the needs of the Board as generally described herein as the Scope of Services.

Firms should explain coordination with the Airport's operational needs, and provide any other information that may assist the Board in making a selection. *Limit project approach to 2 pages.*

3. **Statement of Agreement to a Background Check.** The response must include a separate letter that states that the firm(s) agrees to submit to a five-year personal and company background investigation and criminal history record check.
4. **NOAB S-03A Form (attached).** An interested firm must submit completed New Orleans Aviation Board (NOAB) S-03A Form "Consulting Services Qualifications Questionnaire," (revised December 2007) showing relevant capabilities and experience.

Elaborate qualification statements and brochures are not desired. Clarity and concise, orderly treatment are important.

Identification of the key personnel assigned to this project is required. At a minimum, identify the Principal-in-Charge, Project Manager, Accounting Manager, and any other key personnel you see fit. Provide a biographical sketch of these individuals describing their relevant background. Also provide the following for each individual, Employer – if different than firm (i.e., parent company or consulting firm), address – if different than firm-telephone, e-mail, and fax.

Each consultant must complete a NOAB S-03A Form (Revised December 2007). This form must be completely (all sections) filled out and signed by a duly authorized representative of the firm. If the consultant fails to submit NOAB S-03A Form or all sections are not completed or if the forms are not properly signed, the response will be declared non-responsive. In the event any portion of the form does not apply, please indicate "Not applicable" or "N/A" in the space provided.

5. **DBE Certification Letters.** Each applicant responding as a DBE must include the most current NOAB DBE Certification/Recertification letter. The letter must show the date certified and the expiration date and the NOAB DBE certification must be in effect when the response is received by the NOAB.

Eleven (11) copies of the responses must be received no later than **3:00 p.m. (CT) on Friday, February 6, 2009** by the NOAB, care of:

Courier/Hand Delivery:

Mr. Sheldon Demas
Airport Property Manager
Louis Armstrong New Orleans International Airport
900 Airline Drive
Planning and Development Building # 24
Kenner, Louisiana 70062
(504) 465-2345 (Telephone)

Mail Delivery:

Mr. Sheldon Demas
Airport Property Manager
New Orleans Aviation Board
Louis Armstrong New Orleans International Airport
P.O. Box 20007
New Orleans, Louisiana 70141

Only timely received Qualification Statements, meeting the requirements of this Request for Qualifications, will be considered. No Qualifications Statement will be considered or accepted if submitted by a firm that is in default under the terms of any existing agreement with the Board or other similar agency, or has failed to perform its obligations faithfully under any previous agreement with the Board or other similar agency.

Each lead consultant firm shall submit only one Qualifications Statement. A Qualifications Statement will be rejected if there is any evidence of collusion with another firm. **A firm that responds as a prime cannot, as a sub-consultant, submit its qualifications to another responding prime.** Qualifications Statements shall be signed by an authorized representative of the firm.

VII. QUESTIONS ON SCOPE OF SERVICES

Questions concerning elements described in the Scope of Services section of the RFQ should be addressed in writing to Mr. Sheldon Demas, Airport Property Manager at the address in Section VI or email sheldond@flymsy.com. The deadline for submitting questions to the NOAB is **December 19, 2008**. Oral explanations or instructions shall not be binding on the NOAB.

VIII. SELECTION OF CONSULTANT

Following receipt of the Statements of Qualifications, a Technical Committee appointed by the Director of Aviation will review all responses and recommend an applicant(s) to the NOAB. The Technical Committee may schedule interviews with the most qualified firms in order to make a final selection. The NOAB will accept or reject the Technical Committee's recommendation. Airport staff, and other consultants, as appropriate, will provide staff support for the Technical Committee. The NOAB reserves the right to cancel this RFQ, accept or reject any/all submissions, waive any

technicalities and/or informalities or readvertise, for any reason, particularly, when deemed in the best interest of the NOAB.

The law of the State of Louisiana shall govern the Agreement. Any disputes relating to this RFQ or related agreement must be resolved accordingly. Exclusive venue for any lawsuits or disputes arising out of this RFQ or an agreement negotiated pursuant thereto shall be in the Civil District Court for the Parish of Orleans.

In the process of developing a scope and fee for these services, the selected consultant, each sub-consultant and/or sub-contractor may be asked to submit a statement of auditable overhead expenses, certified by the consultant's auditor, the airport's auditor, a state auditor, or a federal government auditor. The statement shall be in accordance with Federal Acquisition Regulation 48 CFR Part 31, Contract Cost Principle and Procedures, and be based on an audit performed within the consultant's last two fiscal years.

IX. PREPARATION COST OF QUALIFICATIONS

Costs associated with preparation of each submittal shall be borne by the applicant(s). The NOAB is not responsible for any costs with responding to this Request for Qualifications and considers all submittals accepted as non-returnable.

X. QUALIFICATIONS SUBMITTAL CHECKLIST

Please be sure that all items listed below are included in the response to this RFQ and are fully completed and properly executed. **If any of these items are not included or are partially completed or not properly executed, the Technical Committee can declare the response non-responsive or request clarification, and may remove the submittal from further consideration.**

IS IT ALL THERE?	Yes	No
1. Letter of Interest	☐	☐
2. Project Approach	☐	☐
3. Statement of Agreement to Background Investigation	☐	☐
4. NOAB Form S-03A	☐	☐
5. DBE Firms must include: Letter of Current DBE Certification (Current as of February 6, 2009)	☐	☐

*Qualifications will not be accepted after 3:00 p.m. (CT) on **February 6, 2009**. Furthermore, any submission that fails to include all required documentation may be considered non-responsive. Faxed or e-mailed responses will not be accepted. Faxed or e-mailed responses will not be accepted.*