

PRE-CONTRACT DOCUMENTATION TRANSMITTAL FORM

Applicability: This document is to be used by the Consultant Selection Committee in transmitting required documents to LA DOTD Aviation Section as part of the LA DOTD Aviation Section Consultant Selection Policy. This completed form, along with the documents listed below, must be transmitted to LA DOTD Aviation Section for review and comment prior to the Airport Sponsor awarding a contract to the successful firm.

TO: _____ (Designated DOTD Contact)

FROM: _____ (Designated Selection Committee Contact)

RE: Documentation Transmittal for Consultant Selection Process

Enclosed for your file are the following items concerning our Consultant Selection Process associated with the Request for Qualifications first advertised in the Baton Rouge The Advocate dated _____.

- ___ Proof of Advertisement
- ___ Completed Statement of Qualifications Rating Sheets (if not previously submitted)
- ___ Completed Consultant Qualifications Ranking Sheet (if not previously submitted)
- ___ Completed RFP Rating Sheets (if applicable)
- ___ Completed Consultant Proposal Ranking Sheet (if applicable)
- ___ Notification Letters (as applicable)
- ___ Notification to Top-Ranked Firm to Prepare Fee Estimate
- ___ Independent Fee Estimate (if applicable)
- ___ Record of Negotiations
- ___ Letter of Recommendation to Award to Selected Firm
- ___ Draft Engineering Services Agreement (ESA)

Please contact me at _____ if you have any questions concerning these enclosures.