

GENERAL CHECKLIST

Applicability: This checklist is to be used by the Consultant Selection Committee in proceeding through the Louisiana Airport Consultant Selection Process. Adherence to the steps contained in this document is vital to ensuring that the LA DOTD Aviation Section will remain informed and can offer proper guidance throughout the process and ensure the Airport Sponsor's compliance with all applicable regulations and policies.

<u>DONE</u>	<u>N/A</u>	
_____	_____	Step 1. Establish contact with the LA DOTD Aviation Section
_____	_____	Step 2. Determine if your proposed project is included in a current engineering services agreement with a consultant selected in accordance with LA DOTD Aviation policy
_____	_____	Step 3. Determine if the procurement for professional services will be for single or multiple projects (i.e. Master Services Agreement)
_____	_____	Step 4. If advertising for multiple projects, identify first anticipated projects
_____	_____	Step 5. Form Your Consultant Selection Committee
_____	_____	Step 6. Establish your Selection Criteria and Criteria Value
_____	_____	Step 7. Create Request for Qualifications
_____	_____	Step 8. Submit Pre-Advertisement Document Transmittal Form with supporting documentation
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_____	_____	Step 9. Receive LA DOTD review of Pre-Advertisement Document Transmittal
_____	_____	Step 10. Begin advertising to receive Statements of Qualifications (minimum 14 days, preferably 30 days. MUST appear in Baton Rouge Advocate)
_____	_____	Step 11. Review and rate Statements of Qualifications
_____	_____	Step 12. Create Pre-Selection Short-List of qualified firms
_____	_____	Step 13. If selecting based on SOQ's only go to Step. If not go to step 14.
_____	_____	Step 14. Create RFP to send to firms on short list
_____	_____	Step 15. Submit Pre-RFP Document Transmittal Form with supporting documents
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_____	_____	Step 16. Receive LA DOTD review of Pre-RFP Document Transmittal
_____	_____	Step 17. Notify all non-short list firms they were unsuccessful
_____	_____	Step 18. Request and receive proposals from firms on short list

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| _____ | _____ | Step 19. | Review proposals and identify top-ranked firm |
| _____ | _____ | Step 20. | Enter discussions with top-ranked firm to develop scope |
| _____ | _____ | Step 21. | Direct top-ranked firm to prepare fee proposal (based on first anticipated project if procuring for multiple projects) |
| _____ | _____ | Step 22. | Conduct fee negotiations (based on first anticipated project if procuring for MSA) |
| _____ | _____ | Step 23. | Prepare draft contract and record of negotiations |
| _____ | _____ | Step 24. | If contract will exceed \$100,000, or if otherwise required by LA DOTD and/or FAA, prepare and submit fee analysis in accordance with current standards |
| _____ | _____ | Step 25. | Submit Pre-Contract Document Transmittal Form with supporting documents |
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| _____ | _____ | Step 26. | Receive LA DOTD review of Pre-Contract Document Transmittal |
| _____ | _____ | Step 26. | Execute the Contract |