

SAMPLE REQUEST FOR QUALIFICATIONS

Applicability: This document contains a sample Request for Qualifications that should be used by the Consultant Selection Committee in advertising to receive Statements of Qualifications from interested firms. The sample advertisement is formatted so that the text may simply be copied and revised to fit a particular airport. If the Selection Committee chooses to use its own format, then the sample should be used as a basis for ensuring that the advertisement addresses the appropriate items.

The advertisement must list the criteria to be used for selection, as well as the weight to be applied to each selection criteria. Mention should also be made as to where interested firms may obtain the appropriate forms to be using in submitting Statements of Qualifications.

REQUEST FOR QUALIFICATIONS

(Date)

Notice is hereby given that the **(Sponsor's Name)** is requesting submittal of qualification statements from engineering firms interested in performing engineering services for the following project.

(Project Name, Location and estimated construction cost)

SCOPE OF PROJECT

(Brief description of the project including any unique features)

SCOPE OF SERVICES

(Include a description of the services involved. For example, this could include topographic surveys and preliminary investigations, preparation of preliminary and final construction plans and specifications, cost estimates, grant management, construction administration, resident inspection and other special services.)

GENERAL

Firms interested in performing these services shall furnish statement of qualifications on a Standard Form 330 (SF 330). Interested firms may obtain SF 330 from the Sponsor or from the LADOTD Aviation Section. The criteria and weighting factors to be used by the Sponsor in evaluating responses will be as follows:

- Resumes of the proposed project team (weight value of ****insert value****)
- Example projects which best illustrate the proposed team’s qualifications (weight value of ****insert value****)
- Key personnel’s participation in past projects (weight value of ****insert value****)
- Firm size as related to project magnitude (weight value of ****insert value****)
- **Any additional criteria unique to the project (added by sponsor with LADOTD approval) (weight value of ****insert value****)**

Scoring of the selection criteria shall be on a numerical scale of 1 to 5, with 5 being the highest possible score and 1 being the lowest possible score. The score for each criterion will be multiplied by its weight factor, which indicates the importance of each criterion as it relates to this contract.

For selection criteria without an assigned weight value, the score shall be “pass/fail”, with a “fail” rating possibly resulting in the disqualification of the applicant prior to the rating process.

Following the evaluation of the Statements of Qualifications received by the Sponsor’s selection committee, the top three (3) applicants will be placed on a short list. It shall be the option of the Sponsor, if the sponsor or selection committee feels further evaluation of the qualified short list applicants is necessary in order to determine the top-ranked firm, to issue a Request for Proposals (RFP) to all short list applicants. The RFP issued to all short list applicants shall contain instructions on the format (such as written proposal, interview, presentation, etc.) to be used in submitting proposals and information on how the proposals will be evaluated.

Following the final evaluation of qualified applicants, the Sponsor will place the applicants in a final ranking based on qualifications. The Sponsor 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 Sponsor shall enter negotiations with the next-highest ranked firm, and so on. The Sponsor reserves the right to reject all applicants and re-advertise for the contract.

Following the successful negotiation of fees with the Sponsor, the successful firm will be required to execute the standard LADOTD Aviation Section contract.

The Statement of Qualification form, SF 330, shall be mailed or delivered to **(Sponsor’s Address)**. Statements of Qualifications will be accepted until **(provide time and date)**.

Questions regarding this project should be addressed to (include name and phone number of person familiar with the project). Firms wishing to apply must submit a fully completed SF 330. Failure to provide all information requested may result in the submission being considered non-responsive and the firm will not be given a total score in the evaluation process.

(Name and Address of Sponsor)