

---

## **PRE-ADVERTISEMENT 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 Louisiana Airport Consultant Selection Process. This completed form, along with the documents listed below, must be transmitted to LA DOTD Aviation Section for review and comment prior to the Selection Committee proceeding to advertise for a Request for Qualifications from interested firms.

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 to be advertised in the Baton Rouge The Advocate and \_\_\_\_\_.

\_\_\_ Completed Consultant Selection Committee Member Forms

\_\_\_ Additional Criteria, if any (Use Special Criteria Form)

\_\_\_ SOQ Rating Sheet w/ Selection Criteria Weights Completed

\_\_\_ Proposed Advertisement for Statements of Qualifications

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