

**City of New Orleans  
New Orleans Aviation Board  
Louis Armstrong New Orleans International Airport  
Request for Qualifications  
For  
Master Planning Consultancy Services  
CNO RFQ No. 876**

**Request for Qualifications:**

The City of New Orleans (“City”), by and through the New Orleans Aviation Board (“NOAB”), is requesting qualifications from persons, firms, and teams of firms (“Proposers”) experienced in providing professional master planning consultancy services at a commercial Part 139 airport. The initial contract term will be one (1) year with four (4) one-year renewal options at the sole discretion of the NOAB. All services will be tasked at the discretion of the Airport. As provided below, and incident to City Charter Section 6-308(5), Executive Order LC 20-01, and FAA Advisory Circular No. 150/5100-14E, it requests qualifications from qualified and experienced firms to perform the scope of work.

**Minimum Qualifications:**

Proposers should provide a narrative of prior experience within the past 5 years and qualifications in airport planning, design, construction and environmental analysis services. Proposers should also provide a list of airport projects (including dates of each such project) involving both federal and non-federal funding that the Proposers (and any proposed team members) completed and/or with which they had substantial involvement. The successful Proposer will work under the direction of the Director of Aviation and/or his designee.

**Obtaining a Copy of the Solicitation:**

Copies of the solicitation and related information are available at the City’s purchasing website: [www.purchasing.nola.gov](http://www.purchasing.nola.gov).

**Instructions:**

**PLEASE NOTE:** Due to current COVID-19 restrictions and under the authority of the Governor under Section 8 of Proclamation No. JBE2020-30, Proposers are strongly encouraged to submit the following electronically via Email to [seth.leger@nola.gov](mailto:seth.leger@nola.gov) (cc: [procurement@flymsy.com](mailto:procurement@flymsy.com)), **not later than, Tuesday, December 8, 2020 at 4:00 PM C.T.**

- a. One (1) digitally signed response in PDF format, titled “**RFQ #876: MASTER PLANNING CONSULTANCY SERVICES**”.
- b. A signed cover letter including the company’s name, address and primary contact for the request for qualifications. The primary contact information shall include submitter name, telephone, and email address.
- c. Proposers must complete all required attachments and submit along with the electronic proposal submissions.

For proposals submitted via sealed envelope:

Applicants should submit the following to the Department of Finance/Bureau of Purchasing, Attention: Chief Procurement Officer, Assistant Purchasing Administrator, City Hall, 1300 Perdido St., Room 4W07, New Orleans, LA, **not later than Tuesday, December 8, 2020 at 4:00 PM C.T.**

a. Proposers should provide six (6) bound and tabbed copies of the proposal in a sealed envelope; envelope should be marked “**RFQ #876: MASTER PLANNING CONSULTANCY SERVICES**”.

b. Proposers should also provide two (2) digitally signed proposals in searchable PDF format: one (1) on a CD or DVD, and one (1) on a flash drive.

For additional information contact the NOAB Procurement Department at [procurement@flymsy.com](mailto:procurement@flymsy.com).

Advertisement Dates: November 6, 13 and 20, 2020