



Request for Qualifications

For the Oklahoma Statewide Economic Impact Study of the State's 110 Publicly Owned Airports and Four Military Aviation Facilities

The Oklahoma Aeronautics Commission's (OAC) mission is to promote aviation throughout the state, which includes ensuring that the needs of commerce and communities across Oklahoma are met by the state's 110 publicly owned airports that comprise the Oklahoma Airport System, and ensuring the growth and vitality of the state's aerospace industry. To further this mission OAC is soliciting Statements of Qualification (SOQ) from consulting firms or a team of consulting firms with expertise in economic impact studies to develop a statewide economic impact study for the Oklahoma Airport System and including the four military aviation facilities across the state.

The last statewide economic impact study of the Oklahoma Airport System was completed in 1994. Another study that looked at the impact of aviation and the aerospace industry was completed in 1999. The primary objective of the proposed economic impact study is to determine the economic impact, both primary and induced, of the Oklahoma Airport System, the four military aviation facilities (three Air Force bases and one Army airfield), and the OAC airport grant program. Study areas may include, but are not limited to:

- Estimating the following impacts:
 - Existing direct economic impact
 - Existing indirect economic impact
 - Induced economic impact
 - Total Economic impact
- Developing case studies to show the impact of individual segments of aviation.
- Preparation of a technical report.
- Preparation of an executive summary or summary report.
- Preparation of a Power Point or similar type presentation.

The consulting firm or team of consulting firms shall furnish labor and materials to conduct the study in general accordance with existing applicable FAA advisory circulars, orders, regulations, guidelines and industry standards.

Interested firms are invited to submit SOQ, highlighting their specific interest and experience to provide the professional services needed to accomplish this project. A consulting firm will be selected through a comparative analysis of firm qualifications necessary for satisfactory performance of the service in an open and free competition.

Statement of Qualifications Evaluation Criteria

The following criteria will be used to evaluate the SOQ submitted by the consulting firms. The consulting firm or team of consulting firms is encouraged to be innovative and expand upon the project as described above if it can be demonstrated as beneficial to the State. The SOQ shall include the following:

- 1. Company Background** – No more than five (5) pages. Describe which consulting firm will be coordinating the above referenced project, roles of the staff, identification of sub-consultants to be used and their respective roles, and how the consulting firm and sub-consultants will coordinate with each other. Describe the firm's proposed approach to, and familiarity with, coordinating with OAC/other state agencies, FAA/ other federal agencies, and the aviation community.
- 2. Capability to Perform** – No more than five (5) pages. Describe the firm's capability to perform all or most aspects of the project. Provide examples of recent experience with similar statewide economic impact study projects. Describe the firm's ability to complete projects on time and on budget as well as ability to meet schedules and deadlines.
- 3. Company Organization** – No more than ten (10) pages. Describe the organization of the firm, including an organizational chart showing the interrelationships between staff and their roles at the firm and OAC. Identify the firm's contact person(s) for this SOQ and the consultant team leader throughout the duration of the project. Provide relevant résumé information for the firm's key personnel. Include the firm's current workload and the firm's one-year projected workload.
- 4. Project Understanding** – No more than ten (10) pages. Describe the firm's understanding of the goals of an economic impact study and the firm's potential project strategies, noting possible issues, concerns, and opportunities that should be addressed in the statewide economic impact study. Provide examples of the firm's creativity and innovation on past projects that helped create quality and realistic economic impact studies.
- 5. References** – No more than one (1) page. List at least four (4) references (Name of organization and contact person, title of contact, address, phone number, e-mail address) that can attest to the firm's qualifications to carry out projects similar in nature to those identified in this Request for Qualifications.

Consultant Selection

The SOQ from each submitting firm will be evaluated on qualifications, capacity to perform, expertise of the firm, overall suitability for these services, project understanding and approach, past performance of similar projects, and appearance of the document. The submittals responding to this request shall not include any cost information.

OAC intends to select a qualified consulting firm based on the review and evaluation of the submitted Statements of Qualification, but reserves the right to conduct interviews of a short list of firms before selecting a consulting firm. Oral presentations/interviews by the top-rated consultants or consultant teams may be scheduled for September 2015. The consultant or consultant team should be prepared to discuss, clarify, and amplify any part of the proposal, discuss any new initiatives, and respond to questions of the selection committee.

Administrative Format of the Response

The font size shall be no smaller than 12 point. Margins must allow for the document to be readable. Total sheets of paper shall be no more than 31 sheets of paper. Cover page, cover letter, title page, divider pages, and back cover page are allowed additional sheets of paper that are not included in the count of total sheets of paper. The SOQ must be bound. A flash drive shall be included with each SOQ submission that has an electronic version of the firm's entire SOQ in a portable document format (PDF) as a demonstration of the firm's electronic capabilities.

Additional Information

An independent fee review will be performed on the costs associated with the study as presented by the selected consulting firm or team of consulting firms. This review will determine the reasonableness of costs in accordance with all applicable regulations. Based on this fee review, OAC will negotiate the cost of the study with the selected consulting firm or team of consulting firms.

The consultant services shall begin upon written notice from OAC and will complete the project on a mutually agreed upon schedule.

OAC's Aviation Program Manager, Grayson Ardies, will address any questions by e-mail at gardies@oac.ok.gov . OAC will forward responses to questions to all short-listed consulting firms.

OAC reserves the right to waive any informality or to reject any and all submissions responding to this Request for Qualifications for any reason. Faxed and e-mailed submissions will not be accepted.

The Statewide Economic Impact Study is expected to be funded in part by the FAA, in part by OAC, and other state or local entities. The selected consultant firm will assist OAC in the

drafting of the scope of work and in the FAA grant application process. If FAA, state or local funds are not available in the anticipated amounts for the Statewide Economic Impact Study, OAC may delay, cancel, or restructure the project due to lack of funding.

The consulting firms shall submit three (3) copies of their SOQ package (three paper documents and three flash drives).

OAC shall receive sealed Statements of Qualification until 5:00 P.M. on August 26, 2015, to the following address:

**Mr. Grayson Ardies
Aviation Program Manager
Oklahoma Aeronautics Commission
120 N Robinson Ave., Suite 1244W
Oklahoma City, OK 73120**

The sealed Statements of Qualification shall clearly state on the front of the envelope/packaging the following:

Oklahoma Aeronautics Commission Statewide Economic Impact Study Statement of Qualification.