



## Request for Qualifications For the Oklahoma Airport System Plan Update

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 108 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 developing a statewide airport system plan.

The Oklahoma Airport System Plan (OASP) update will provide the Oklahoma Aeronautics Commission (OAC) with important information on how best to maintain current facilities, while strategically expanding/contracting, as needed, to meet future demand and changing roles for system airports. The OASP update will complement the Statewide Economic Impact Study (published in 2017) and the Airport Pavement Management System (currently being updated). The update will document projects and actions needed to maintain and enhance a statewide airport system that will support existing and future aviation demand for the State of Oklahoma. The plan will help to set priorities for the identified projects and their associated costs. All cost estimates developed as part of the System Plan Updated will be provided only to a general planning level of detail.

The existing OASP was created in 1999 and has been periodically updated over the last 19 years. While the system plan has been the foundational guide for development of the airport system, it has become outdated and many of the technological advances that are available to airports today are not recognized in the system. In addition, many economic changes have occurred in the communities that these airports serve since 1999 that are not reflected in the current OASP. As such, OAC desires to develop a new OASP that could include, but is not limited to, the following work elements:

- Overall System Plan Goals, Objectives, and Performance Measures
- Collection of data from system airports including inventory of aviation facility conditions and performance
- Explore current aviation issues and identify system needs including but not limited to: approach/departure surfaces, runway protection zones, GA terminal buildings, air traffic control towers, crosswind runways, hangar demand
- Forecasts of Aviation Activity and System Demand

- Recommendations for system airport sustainment and development priorities
- Review of Existing Airport Roles/Classifications
- Airport access and connectivity with other modes of transportation
- Feasibility of implementing System Plan elements into a GIS based program
- Recommended Funding Plan and Airport Construction Program implementation
- Documentation, publications, and project coordination

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

Interested firms are invited to submit a SOQ, highlighting their specific qualifications 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 competition.

### **Statement of Qualifications Information**

The following information 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** – 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** – Describe the firm’s capability to perform all or most aspects of the project. Provide examples of recent experience with similar statewide system plan 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** – 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** – Describe the firm’s understanding of the goals of a statewide system plan and the firm’s potential project strategies, noting possible issues, concerns, and opportunities that should be considered when developing the system plan. Provide

examples of the firm's creativity and innovation on past projects that helped create quality system plans.

- 5. References** –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 & Evaluation**

A qualification based selection process will be utilized to select the most qualified consulting firm or team of consulting firms. The SOQ from each submitting firm will be evaluated on qualifications and capacity to perform (20%), expertise of the firm (15%), overall suitability for these services (10%), project understanding and approach (30%), past performance of similar projects (15%), and appearance of the document (10%). 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 Spring 2019. The consultant or consultant team should be prepared to discuss, clarify, and amplify any part of the proposal, discuss any initiatives, and respond to questions of the selection committee.

### **Administrative Format of the Response**

The font size shall be no smaller than 11 point. Margins must allow for the document to be readable. 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).

### **Additional Information**

An independent fee review will be performed on the scope of work for the project 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 disadvantaged business enterprise (DBE) participation goal for this project is 3.0% race neutral and 0.7% race conscious.

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, Jennifer Bishop, will address any questions by e-mail at [jbishop@oac.ok.gov](mailto:jbishop@oac.ok.gov) by 3/21/19. After 3/21/19 questions will not be allowed.

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 Oklahoma Airport System Plan (OASP) project is expected to be funded in part by the FAA and in part by OAC. The selected consultant firm will assist OAC in the drafting of the scope of work and in the FAA grant application process. If FAA or state funds are not available in the anticipated amounts for the OASP project, 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 will receive sealed Statements of Qualification until 5:00 P.M. on March 29, 2019, to the following address:

**Ms. Jennifer Bishop  
Aviation Program Manager  
Oklahoma Aeronautics Commission  
110 N Robinson Ave., Suite 200  
Oklahoma City, OK 73102**

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

**Oklahoma Airport System Plan Update Statement of Qualification.**