



Request for Qualifications For the Oklahoma Airport Pavement Management System

The mission of the Oklahoma Department of Aerospace and Aeronautics (ODAA) 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 107 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 ODAA is soliciting Statements of Qualification (SOQ) from consulting firms or a team of consulting firms with expertise in developing a statewide airport pavement management system.

The existing pavement management system was created in 2019. The functionality remains suitable for our needs, though the agency has experienced a recent turnover of engineers on staff. The Department is seeking a qualified firm to conduct in-person, visual Pavement Condition Index (PCI) inspections, update the PAVER database and GIS components, and upload the data to the existing PCI portal on the ODAA website.

As such, ODAA desires the assistance of a qualified firm to update and maintain the existing system, but is not limited to the following requirements:

- Update data within the existing pavement management system
- Ensure data is properly displaying on public facing PCI portal on ODAA website
- User interface for data entry
 - Ability to collect, enter, and edit visual inspection data
 - Ability to add, edit, and remove airports and pavement sections as needed
- Pavement analysis to include:
 - Current Pavement Condition Index (PCI) for each airport and each individual pavement section
 - Forecasted PCI
 - Historical inspection data
 - Forecasted maintenance cost
- Training of ODAA staff throughout the PCI inspection and data input process
- Potential updates to the existing system as identified and deemed necessary

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. ODAA anticipates this project to include approximately 25 in-person pavement inspections and all associated updates into the existing

pavement management system. ODAA staff will then continue to conduct these inspections in-house on a recurring three-year cycle.

Interested firms are invited to submit 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 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 two (2) 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 ODAA/other state agencies, FAA/ other federal agencies, and the aviation community.
- 2. Capability to Perform** – No more than two (2) pages. Describe the firm's capability to perform all or most aspects of the project. Provide examples of recent experience with similar pavement management system development projects and statewide inspections. 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 three (3) pages. Describe the organization of the firm, including an organizational chart showing the interrelationships between staff and their roles at the firm and ODAA. 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 three (3) pages. Describe the firm's understanding of the goals of a pavement management system and the firm's potential project strategies, noting possible issues, concerns, and opportunities that should be considered when developing the system. Provide examples of the firm's creativity and innovation on past projects that helped create quality pavement management systems.
- 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.

ODAA 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 with 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 December 2025. 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 Statement of Qualifications shall be submitted electronically in .pdf format. The font size shall be no smaller than 12 point. Margins must allow for the document to be readable. Cover page, cover letter, title page, divider pages, and back cover page are allowed additional sheets that are not included in the total count of sheets within the .pdf document. The SOQ shall be submitted via email to Nick.Young@aerospace.ok.gov.

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, ODAA 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 ODAA and will complete the project on a mutually agreed upon schedule.

ODAA's Airports Division Manager, Nick Young, will address any questions by e-mail at Nick.Young@aerospace.ok.gov by **11/7/2025**. After **11/7/2025** questions will not be allowed.

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

The Pavement Management System project is expected to be funded in part by the FAA and in part by ODAA. The selected consultant firm will assist ODAA in the drafting of the scope of work and in the FAA grant application process should FAA funds be programmed for this project. If FAA or state funds are not available in the anticipated amounts for the Pavement Management System, ODAA may delay, cancel, or restructure the project due to lack of funding.

ODAA shall receive Statements of Qualification until 5:00 P.M. on November 14, 2025. All Statements of Qualifications shall be sent via email to Nick.Young@aerospace.ok.gov. Confirmation of receipt for each submission will be provided.

The Statement of Qualifications submission shall clearly state the following in the subject line of the email:

**Oklahoma Department of Aerospace and Aeronautics Pavement Management System
Statement of Qualification**