



OKLAHOMA DEPARTMENT OF AEROSPACE AND AERONAUTICS

## **Request for Qualifications (RFQ)**

### **Clinton-Sherman Airport (CSM)**

The Oklahoma Department of Aerospace and Aeronautics (Department) will accept statements of qualifications from qualified consulting firms on behalf of the Oklahoma Space Industry Development Authority (OSIDA) for the development of airport construction projects and associated engineering and planning efforts at the Clinton-Sherman Airport (Airport). Given the potential growth and development opportunities in the future for the Airport we are interested in determining the available options afforded by various construction projects and planning efforts to ensure the Airport becomes a successful aviation industrial airpark in the future. This RFQ is not for the selection of a single on-call consultant, but for the potential selection of multiple consultants for the various projects that will be in development over the next 5-year time period. Potential work efforts include planning, environmental, engineering design, construction plans and specifications development, construction administration and project oversight, grant administration, independent QA/QC review of other consultant work efforts, overall project development QA/QC work, and other similar types of consultant services. The selected consultant(s) may be responsible for the preparation and submittal of required federal and state administrative documents related to Federal or State funded projects. Any consultant responding to this RFQ shall have the ability and capacity to complete the projects referenced below. Subject to receipt of federal, state, and/or local funding projects may include the following:

#### **GENERAL**

- Develop/Update Airport Layout Plan
- Develop/Update Airport Master Planning Study
- Conduct NEPA Coordination

#### **LAND ACQUISITION**

- Acquire Land and Real Property
- Acquire Aviation Easements
- Obstruction Removal

## **GRADING AND DRAINAGE**

Improve Airfield Drainage and Erosion Control  
Improve Runway/Taxiway Safety Area  
Site Preparation for New Pavements and/or Developments

## **PAVEMENT**

Rehabilitate/Construct Terminal Apron  
Construct New Hangar Access, Taxilanes, and Taxiways  
Rehabilitate Runway, Taxiways, and Aprons  
Construct New Taxilanes to Existing Aprons  
Construct/Rehabilitate Access Roads and Parking Lots

## **AIRFIELD LIGHTING**

Install Rotating Beacon  
Install Runway Lights, Taxiway Lights, REILs, and VGSIs  
Install Electrical Vault and Homerun  
Install Approach Lighting  
Install Guidance Signs and other Navigational Aids

## **EQUIPMENT AND BUILDINGS**

Construct Hangar Buildings  
Rehabilitation and/or Removal of Existing Hangars  
Construct/Rehabilitate Terminal Building  
Construct/Improve Access Gate and Perimeter Fence  
Install Fuel Farm / Self-Service Fuel System  
Install AWOS  
Rehabilitate/Improve Utilities

**PROJECT FUNDING:** The projects may be funded using a combination of Federal Funds, State Funds, and/or Local Funds.

## **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 projects as described above if it can be demonstrated as beneficial to the Airport.

- 1. Company Background** – Describe which consulting firm will be coordinating the projects, roles of the staff, identification of any 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 the Department and 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 projects. Provide examples of recent experience with similar airport development, studies, and other work efforts described above. 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. Identify the firm’s contact person(s) for this SOQ and the consultant team leader throughout the duration of the projects. Include the firm’s current workload and the projected workload.
4. **Project Understanding** – Describe the firm’s understanding of the goals for OSIDA and their desires for the development of the Airport and the firm’s potential project strategies, noting possible issues, concerns, and opportunities that should be considered when developing the new airport. Provide examples of the firm’s creativity and innovation on past projects that helped create cost savings for existing systems or efficient ways of constructing new systems. Describe how the firm would define a successful QC/QA program and how would you measure success?
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.

**SUBMITTAL OF QUALIFICATIONS:**

1. Qualifications shall be titled “CSM – Clinton-Sherman Airport” submitted electronically to Nick Young at [nick.young@aerospace.ok.gov](mailto:nick.young@aerospace.ok.gov) by **5:00pm on January 18<sup>th</sup>, 2024**.
2. Any questions can be submitted to Nick Young at [nick.young@aerospace.ok.gov](mailto:nick.young@aerospace.ok.gov). The consulting firm shall submit all information it feels necessary for the Department to select a qualified consultant.

**CONFLICT OF INTEREST:** The firm, by submitting qualifications, certifies that to the best of its knowledge or belief, no elected or appointed official is financially interested, directly or indirectly, in the purchase of services specified in this submittal of qualifications.

**SELECTION:** The Department, in close coordination with OSIDA, will make its selection based on the information provided in the RFQ and background/reference checks made along with potential in-person interviews. The submittals responding to this RFQ request shall not include any cost information. The Department may elect to invite a small group of firms to interview for the RFQ to assist with the final selection. **Interview Days will be January 25<sup>th</sup> or 26<sup>th</sup> if it is determined that interviews are necessary to select firm(s).** Once firm(s) are selected, the fees for the services to be provided will be negotiated. Should an agreement on negotiated fees not

be reached with the top ranked firm for the selected scope of work item, the Department may elect to move to the next highest ranked firm and begin fee negotiations with that entity.

**PREPARATION OF SUBMITTAL OF QUALIFICATIONS:**

Submittals should be limited to 25 pages excluding covers and tabs. Please format your submittal into the above-mentioned sections and provide the information that is listed in the evaluation criteria.

**INFORMATION TO BE SUPPLIED BY OSIDA:**

1. In the preparation of the Submittal of Qualifications, the firm may review all public files and maps available at OSIDA. The firms are asked not to request information to be researched by OSIDA staff, as time constraints would prohibit this action. Firms requesting to inspect or review airport files and maps shall schedule this action with Craig Smith (580-309-3223) to eliminate all conflicts with other firms.
2. The selected consultant shall have access to files, maps, plans, and other documents pertaining to the Airport.

**SELECTION CRITERIA:** Selection of firm(s) shall be completed by review from the Department in close coordination with OSIDA personnel. Selection shall be based on professional completeness and technical merits with primary emphasis (weighted) placed on capability, experience, and key personnel. Selection and evaluation criteria will primarily be based on the five (5) sections listed above, but could also include:

- Recent experience on airport projects performing similar work in Oklahoma
- Key personnel that will be assigned to the project including relevant experience and professional background
- Quality of previous airport projects undertaken
- Technical approach and management of comparable projects
- Demonstrated ability to meet schedules and budgets. Include information relative to the firm's reputation for timeliness, quality of performance and work product.
- Effectiveness and proven success of QC/QA program.
- Demonstrated interaction of the firm's personnel with Federal and State Representatives, and knowledge of FAA/Department standards and policies.

**NEGOTIATED CONTRACT & ADDITIONAL DETAILS:** It is the intent of Department to select firm(s) that best fit the needs of development at the Airport. A contract may or may not be negotiated as a result of this submittal as determined by the Department. The Aerospace and Aeronautics Commission has the final authority for any financial obligation of the Department and any contract approval associated with this RFQ. The Department is acting as agent according to 3 O.S. § 85.3 for OSIDA and is conducting this RFQ on their behalf. As such, any contract entered into by the Department that involves funding from OSIDA must also receive approval from the OSIDA Board of Directors.