

Request for Qualifications (RFQ)

Oklahoma Department of Aerospace and Aeronautics

The Oklahoma Department of Aerospace and Aeronautics (Department) will accept statements of qualifications (SOQ) from qualified consulting firms for the agency's on-call consultant needs. Given the growth and development opportunities that have occurred for the Oklahoma Airport System the Department is interested in acquiring on-call consultant services. This RFQ is not for the selection of a single on-call consultant, but for the potential selection of multiple consultants for the various on-call work that will need to occur over the next 2-year time period. Potential work efforts include the following:

- Inspection and construction management activities of Department designed and/or other consultant designed projects.
- Planning efforts to include basic updates of airport layout drawings, drafting of project diagrams or potential development areas
- Independent Fee Estimating and Independent Fee Analysis
- Engineering design services, plans and specifications review, general project scope development
- QA/QC services
- Project management services
- GIS services

PROJECT FUNDING: The projects may be funded using a combination of Federal Funds and/or State 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 with their responses if it can be demonstrated as beneficial to the Department.

- 1. Company Background** – Describe 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 on-call 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 these on-call tasks and include potential strategies, noting possible issues, concerns, and opportunities that should be considered. Provide examples of the firm’s creativity and innovation on past on-call projects that helped create cost savings.
5. **References** – List at least three (3) 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 on-call projects similar in nature to those identified in this Request for Qualifications.

SUBMITTAL OF QUALIFICATIONS:

1. Qualifications shall be titled “ODAA On-Call ” submitted electronically to Nick Young at nick.young@aerospace.ok.gov by **5:00pm on February 29th, 2024**.
2. Any questions can be submitted to Nick Young at 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 will make its selection based on the information provided in the RFQ and background/reference checks made. The submittals responding to this RFQ request shall not include any cost information. Once firm(s) are selected for the various on-call work efforts, 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 that 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 5 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.

SELECTION CRITERIA: Selection of firm(s) shall be completed by review from Department staff. 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 various on-call needs of the Department. While a contract may be negotiated as a result of this submittal as determined by the Department there is no guarantee that the work effort will be needed during the agreed upon time period. The Aerospace and Aeronautics Commission has the final authority for any financial obligation of the Department and any contract approval associated with this RFQ.