



## Request for Qualifications

### Oklahoma Statewide Commercial Air Service Incentives Study

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, vitality, and safety of the state's aerospace industry. To further this mission to support the state's aviation and aerospace industry, OAC in partnership with the Oklahoma Department of Commerce (ODOC) is interested in conducting a study of the state's commercial air service offerings and potential incentives that could enhance the commercial air service for the state's four commercial airports. As such, OAC is soliciting Statements of Qualification (SOQ) from consulting firms or individual consultants with expertise in the development of the commercial air service market within a state.

While the state's two major commercial airports (Oklahoma City's Will Rogers World Airport and Tulsa International Airport) provide good commercial air transportation connectivity, there has been a desire by both communities along with the two other communities with commercial service (Lawton and Stillwater) to try and enhance the commercial air service potential within the state. With the state looking to pursue a potential incentive program that will help supporting existing local incentives and boost additional direct route offerings from our commercial airports it is necessary to conduct a commercial air service study and bring in outside expertise in the form of an air service consultant.

The selected consultant shall develop a brief study of the state's existing commercial air service offerings, what impacts a state incentive program could offer, and should a state-level program become available, what are the best practices and guidelines for setting up a state-level commercial air service incentive program. The selected consultant should also be available to provide guidance and advice to the agency and/or commercial airports in the state as it relates to the potential commercial air service incentive program. Any activities shall be 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 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 being requested.

### **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 information using no more than 10 total pages (not including a cover page):

- 1. Company Background** – Describe how the consulting firm will be coordinating the above referenced project, roles of staff, identification of any sub-consultants to be used and their respective roles, and how the consulting firm and/or sub-consultants will coordinate with each other. Describe the firm’s proposed approach to, and familiarity with, coordinating with state agencies, FAA/other federal agencies, airports, 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 commercial air service projects. Identify if the firm has work on any other state-level commercial air service programs and how that experience could translate to what Oklahoma is proposing. 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 leader throughout the duration of the project. 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 this statewide commercial air service study and the firm’s potential project strategies, noting possible issues, concerns, and opportunities that should be considered when developing the program. Provide examples of the firm’s creativity and innovation on past projects that helped create cost savings for existing programs or efficient ways of increasing air service in a state.
- 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 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 final selection occurs. Should presentations/interviews be necessary they may be scheduled for late January or into February 2022. The consultant 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 11 point. No more than 10 total pages can be utilized for the SOQ (not including the cover page). Margins must allow for the document to be readable. The firm's entire SOQ shall be in a portable document format (PDF) with searchable text.

### **Additional Information**

An independent fee review may be performed on the scope of work for the project as presented by the selected consulting firm or firms. This review will determine the reasonableness of costs in accordance with all applicable regulations.

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

OAC's Airports Division Manager, Nick Young, will address any questions by e-mail at [nyoung@oac.ok.gov](mailto:nyoung@oac.ok.gov).

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 or mailed submissions will not be accepted.

The Statewide Commercial Air Service Study is expected to be funded in part by OAC. The selected consultant firm will assist OAC in the drafting of the scope of work. If state funds are not available in the anticipated amounts for the study or program, OAC may delay, cancel, or restructure the project due to lack of funding.

OAC shall receive emailed Statements of Qualification until 5:00 P.M. on January 20<sup>th</sup> to [nyoung@oac.ok.gov](mailto:nyoung@oac.ok.gov).