



Request for Qualifications For the Oklahoma Statewide AWOS Package

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 OAC is soliciting Statements of Qualification (SOQ) from consulting firms or a team of consulting firms with expertise in the design and construction of automated weather observing systems (AWOS) through a Statewide AWOS Package.

While the state airport system provides automated weather information at many locations across the state, the functionality has diminished for many of these systems as they continue to age well beyond their service life. In addition, there is a need for weather information in areas that do not currently have an AWOS. As such, OAC desires to replace aging AWOS equipment and install new systems at strategic locations within the state airport system.

The consulting firm or team of consulting firms shall develop design plans, bid documents, grant applications, construction administration, and other necessary work items in order to complete the projects 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 or multiple consulting firms will be selected through a comparative analysis of firm qualifications necessary for satisfactory performance of the service.

At this time, it is anticipated that OAC will construct/install seven (7) to eight (8) AWOS at locations throughout the state as a part of this program. Those locations could be packaged together for bidding and construction purposes or they may be completed individually depending upon available funding.

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 6 total pages (not including a cover page):

- 1. Company Background** – Describe which consulting firm will be coordinating the above referenced project, 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 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 automated weather system 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. 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 AWOS program 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 systems or efficient ways of constructing new systems.
- 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 or firms 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. Oral presentations/interviews by the top-rated consultants or consultant teams may be scheduled for December 2021. 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 font size shall be no smaller than 11 point. No more than 6 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.

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 AWOS Package is expected to be funded 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 state funds are not available in the anticipated amounts for the Statewide AWOS Package, 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 November 24th to nyoung@oac.ok.gov.