

NOTICE TO ARCHITECTS, ENGINEERS, AND PLANNERS

NOTICE IS HEREBY GIVEN, that the City of Oklahoma City has public improvement work that requires the professional services of a consulting firm (“Consultant”).

In order to be considered, the Consultant must timely submit a Letter of Interest as provided herein and comply with the Resolution establishing procedure for “Selection of Architects, Engineers, and Planners” adopted by the City Council on November 18, 1986, a copy of which may be obtained at www.okc.gov/departments/public-works/engineer-architect-resources/notice-to-a-e/consultant-selection-procedures. Letter of Interest, **must be submitted on a flash drive, and postmarked prior to 3:00 p.m. March 4, 2022**, addressed to the Public Works Department Director, **ATTN: Hailey Melvin**, 420 W. Main Street, Suite 700, Oklahoma City, OK 73102. Emailed submittals are not being accepted at this time.

Project Title: AT-0067, Terminal Area Master Plan at Will Rogers World Airport

The consultant will provide a Master Plan of the terminal that includes the area of 54th Street on the north to Taxiways C and G on the south, Taxiway A on the west, and Taxiway E on the east. The consultant will evaluate existing and future facilities such as: the roadway network, parking capacity/capability, terminal curb capacity, transportation plaza, utility systems, landscaping, terminal gate utilization, airport competition plan, and proposed future development. Additional information is posted at www.okc.gov.

Estimated Construction Cost to be determined

Time Schedule for the above project: Task 1 – Master Plan within five hundred and fifty calendar (550) days after the issuance of the Notice to Proceed.

All questions must be submitted in writing to patty.butenhoff@okc.gov by 10:00 a.m. February 22, 2022. Answers to the questions will be posted on the OKC.gov website Public Works Department, Engineer and Architect Resources, by 10:00 a.m. February 25, 2022.

Letter of Interest must provide your understanding of the project and scope of services; your approach and concept; designation of your Project Team and their detailed expertise and experience on similar projects, and accessibility to City staff. The Consultant may not change the Project Team without prior consent of the City Engineer. **Please provide a contact name and email address in your Letter of Interest.**

All contracts with the City or its related Trusts use this Contract. The Contract is located on [www.okc.gov/departments/public-works/engineer-architect-resources/notice-to-a-e/AE-contract-\(City or Trust\)](http://www.okc.gov/departments/public-works/engineer-architect-resources/notice-to-a-e/AE-contract-(City%20or%20Trust)). Please review the Contract and particularly the insurance and indemnity requirements will be met. Contract terms are not negotiable. The City may negotiate Scope of Work, Compensation, and Additional Services. If the City or Trust determines, in its sole discretion, the City or Trust is not able to timely negotiate an acceptable Scope of Work, Compensation, and Additional Services with the selected Consultant, then the City or Trust may terminate such negotiations and commence negotiation with another Consultant.

Please include a 254 Form with your Letter of Interest

The City and its Trust reserve the right to award the Contract(s) or not and to revise the Scope of Services and/or the Project scope or description, as may be in the best interest of the City or Trust.

A qualification-based selection process conforming to FAA Advisory Circular 150/5100-14E will be utilized. Fee information will not be considered in the selection process and must not be submitted with the statement of qualifications. Selection criteria will include, but are not limited to, experience within the previous 10 years for airport planning projects at Commercial Service Airports operating under FAR Part 139 certificate, capability to perform all aspects of the project, demonstrated ability

to meet schedules within budget, quality of previous airport planning projects undertaken, interest shown, and the consultant's qualifications.

Prospective Consultants are advised that applied overhead rates must be in accordance with the cost principles established within Federal Regulation 48 CFR Part 31, Contract Cost Principles and Procedures.

Contracts are subject but not limited to the following federal provisions:

Title VI of the Civil Rights Act of 1964

Section 520 of the Airport and Airway Improvement Act of 1982

DOT Regulation 49 CFR Part 18.36(i)- Access to Records

DOT Regulation 49 CFR Part 20- Lobbying & influencing Federal Employees

DOT Regulation 49 CFR Part 26-Disadvantaged Business Enterprises Participation DOT

Regulation 49 CFR Part 29- Government-wide Debarment and Suspension DOT Regulation 49

CFR Part 30- Federal Trade Restriction Clause.

The DOA intends to select a consulting firm to provide planning on all identified tasks utilizing any included sub-consultants. The specific work will include a negotiated scope of services as defined in a contract. The work will begin in calendar year 2022 and the consultant selected will manage all tasks undertaken.



Eric J. Wenger, P.E., Director
Public Works/City Engineer



MEMORANDUM

The City of OKLAHOMA CITY

TO: Eric Wenger, P.E., Director
Public Works Department

FROM: Jeff Mulder, Director
Department of Airports

DATE: February 2, 2022

SUBJECT: Selection of Terminal Area Master Plan Consultant

On behalf of the Oklahoma City Airport Trust, I hereby request consultant selection for the following professional services:

TERMINAL AREA MASTER PLAN at WILL ROGERS WORLD AIRPORT OKLAHOMA CITY, OKLAHOMA

The Oklahoma City Department of Airports (“DOA”) is hereby soliciting statements of qualifications and experience from airport consultants for master planning of the terminal area at Will Rogers World Airport, Oklahoma City, Oklahoma. Services will include planning, architectural, engineering and may be funded under the Federal Aviation Administration (“FAA”) Airport Improvement Program (“AIP”), or the DOA. Work shall be in accordance with all applicable FAA regulations, Advisory Circulars, policies, and procedures.

A qualification-based selection process conforming to FAA Advisory Circular 150/5100-14E will be utilized. Fee information will not be considered in the selection process and must not be submitted with the statement of qualifications. Selection criteria will include, but are not limited to, experience within the previous 10 years for airport planning projects at Commercial Service Airports operating under FAR Part 139 certificate, capability to perform all aspects of the project, demonstrated ability to meet schedules within budget, quality of previous airport planning projects undertaken, interest shown, and the consultant’s qualifications.

The selected consultant will provide a Master Plan of the Terminal Area at Will Rogers World Airport. The area included for the Master Plan is from 54th Street on the north to Taxiways C and G on the south, Taxiway A on the west, and Taxiway E on the east. This area is to be considered for an overall master plan to evaluate existing and future facilities such as: the roadway network, parking capacity/capability, terminal curb capacity, transportation plaza, utility systems, landscaping, terminal gate utilization, airport competition plan, and proposed future development.

Prospective Consultants are advised that applied overhead rates must be in accordance with the cost principles established within Federal Regulation 48 CFR Part 31, Contract Cost Principles and Procedures.

Contracts are subject but not limited to the following federal provisions:

Title VI of the Civil Rights Act of 1964
Section 520 of the Airport and Airway Improvement Act of 1982
DOT Regulation 49 CFR Part 18.36(i)- Access to Records
DOT Regulation 49 CFR Part 20- Lobbying & influencing Federal Employees
DOT Regulation 49 CFR Part 26-Disadvantaged Business Enterprises Participation DOT
Regulation 49 CFR Part 29- Government-wide Debarment and Suspension DOT Regulation 49
CFR Part 30- Federal Trade Restriction Clause.

The DOA intends to select a consulting firm to provide planning on all identified tasks utilizing any included sub-consultants. The specific work will include a negotiated scope of services as defined in a contract. The work will begin in calendar year 2022 and the consultant selected will manage all tasks undertaken.

The successful Consultant Team is required to maintain full service capabilities by appropriately licensed or certified individuals, whether by direct employ, partnership, or sub-contract, in disciplines such as, but not limited to, Airport Planning, Architecture, Civil Engineering, Traffic/Transportation Engineering, Pavement Evaluation, Drainage, Utilities, Communications, Mechanical Systems, Fire Protection, Electrical, Structural, and support staff including CAD technicians, and technical writers.

The Terminal Area Master Plan shall provide a comprehensive review of existing conditions identifying all existing infrastructure in CADD and GIS with an evaluation of existing capability. Specialized experience and capability shall include pavement evaluation and management; terminal architecture and interiors; and terminal area vehicular transportation/parking planning. The DOA has direct contact with the FAA for projects at Will Rogers World Airport. All consultant actions will be taken through the staff of the DOA. Direct contact by the Consultant with the FAA for this Terminal Area Master Plan must have prior authorization by the Staff of the DOA.

The purpose of this notice is to invite qualified, interested firms to submit a Letter of Interest.