



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.