

## Notice to Landscape Architect Firms

### *TUL Plane Spotting Observation Area*

The Tulsa Airports Improvement Trust (TAIT) is hereby soliciting statements of qualifications and experience from landscape architects to design and provide construction contract administration services for the TUL Plane Spotting Observation Area at the south end of the airport. This project will transform the site at the end of Memorial Drive to include a raised observation deck, playground, and shading.

A qualification-based selection process conforming to Federal Aviation Administration (FAA) Advisory Circular 150/5100-14E will be used to select a well-qualified firm. Fee information will not be considered in the selection process and must not be submitted with the statement of qualifications. However, note that TAIT limits the cost multiplier to 3.0 max (Direct Labor + Overhead + Profit < 3 \* Direct Labor). Prospective firms 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*. The successful firm will be required to submit a copy of their current overhead rate audit certification. Not-to-exceed fee amounts will be negotiated for design and construction services contracts.

The Selection Committee will score each Statement using the following criteria. Each Statement should specifically address each criterion and any other information the firm wishes to provide. Primary emphasis will be placed upon:

1. *Firm/team's capability to perform all aspects of the project as demonstrated by recent similar experience.*
2. *Key personnel's proposed roles (design and inspection) and individual experience in similar capacities. Who will be working on the project? What experience do they have?*
3. *Proposed Project Manager's record of meeting schedules or deadlines for the last 5 projects.*

Firms will additionally be evaluated on:

4. *Quality of project previously undertaken and capability to complete projects without having major cost escalations or overruns.*
5. *Understanding the project's potential challenges and the sponsor's special concerns*

Projects that are referred to as having been accomplished by your firm shall be projects that were accomplished by personnel still on the firm's staff. Projects that were accomplished by key personnel (that will be assigned to this project) while employed by other firms may be included in the Statement of Qualifications.

The Selection Committee may shortlist two or more firms if it deems subsequent evaluation is necessary to select a firm. Shortlisted firms may be asked to respond to written questions and/or to participate in an interview. However, TAIT has the right to proceed directly to contract negotiations with the selected firm immediately after review of the Statements of Qualifications.

Services anticipated include site surveys, design, design report, cost estimates, project schedules, construction safety and phasing plans, preparation of plans and specifications, bidding, inspection, and quality assurance testing.

### **Next Steps and Details**

Interested firms may attend an optional Pre-Submittal Conference in person or remotely. The conference will be held in Tulsa International Airport's Conference Room A211 in the Terminal Building (<https://flytulsa.com/travel/amenities/terminal-map/?location= 14>) at **11:00 AM local time on Tuesday, October 14<sup>th</sup>, 2025**. Remote participation is available via Microsoft Teams.

Meeting ID: 288 302 167 316 3

Passcode: CB9gh7cp

Interested firms shall email their statement of qualifications to [NathanDick@flytulsa.com](mailto:NathanDick@flytulsa.com) no later than **5:00 PM local time on Monday, October 27<sup>th</sup>, 2025**. Statements received after such time will not be considered.

The qualification statement is limited to five (5) 8 ½" x 11" pages of content. Any cover page, transmittal letter, table of contents, or divider pages that do not contain content are not included in the maximum number of pages. A Certificate of Insurance shall be included in the Statement but is not counted toward the maximum number of pages.

The TAIT has the right at any time to:

1. Cancel this solicitation.
2. Reject any and all submissions
3. Request an oral interview or additional information from individuals or firms prior to final selection.
4. Select for contract negotiations the firms' submittal that, in the judgment of TAIT, best meets its needs.
5. Require the successful firm to present a certificate(s) of insurance for malpractice liability insurance, general liability, and worker's compensation insurance from an insurance carrier(s) authorized to do business in the State of Oklahoma, at limits commensurate with the risk associated with the project.

The TAIT method of selection of professional consultants will be professionally acceptable, ensure maximum open and free competition, and avoid any suggestion of unfair or unethical practices.

The successful firm will be required to use the Airport's contract management system B2G now for all contract administration and compliance.

### **Title VI Solicitation Notice**

TAIT, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any for contract entered into pursuant to this advertisement, businesses will be afforded full and fair opportunity to submit bids in response to this invitation

and will not be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation), age, or disability in consideration for an award.

Dated at Tulsa, Oklahoma, this 29<sup>th</sup> day of September 2025