

**NOTICE TO PROPOSERS**

Notice is hereby given that the Oklahoma City Airport Trust (“Trust”) will receive electronic proposals at the OFFICE OF THE CITY CLERK, 200 North Walker Avenue, Oklahoma City, Oklahoma 73102 until 4:00:00 p.m., on the 19th day of February 2025, for the following:

**“RFP-OCAT-2501 – On-Call Airport Management Consultant”**

**NON-MANDATORY PRE-PROPOSAL MEETING/SITE VISIT:** A non-mandatory pre-proposal meeting will be held on February 3, 2025, at 3:00 p.m. CT at 7100 Terminal Drive, Oklahoma City, Oklahoma 73159 in the Seminole Conference room located on the third floor of the terminal of the OKC-Will Rogers International Airport OR via Microsoft Teams (an addenda will be issued with the TEAMS link information).

The Trust is not bound by any oral statements made at the meeting. Any changes to the request for proposal documents and terms and conditions contained herein are only effective when made by written addenda to the RFP.

The Trust has partnered with Periscope (formerly BidSync) to accept proposals electronically. You are invited to submit a proposal electronically through the Periscope system to supply the professional services, products, or systems specified in the electronic proposal packet. The Trust does not provide access to a computer to prepare electronic proposals or electronic proposal submission. Proposers must register with Periscope at <https://prod.bidsync.com/the-city-of-oklahoma-city> in order to submit an electronic proposal. The Trust recommends potential Proposers register and become familiar with the Periscope electronic proposal process in advance of submitting a proposal. There is no charge to the Proposer for registering or submitting an electronic proposal to the Trust through Periscope. Instructions on how to get registered to propose through Periscope can be found on the City’s website at <https://www.okc.gov/departments/bidding>.

Proposals shall be made in accordance with the Notice to Proposers, General Instructions and Requirements for Proposers, the Specifications, the Proposal Form, Non-Discrimination Statement, the Anti/Non-collusion Affidavit, and the Business Relationship Affidavit which are a part of the complete electronic proposal packet. The Proposal Form must be completed, signed, and submitted electronically through Periscope for the proposal to be valid.

A copy of the Guidelines and Procedures for Professional Consultant Selection may be downloaded at the following website: <https://www.okc.gov/departments/finance/policies>. Proposals shall be made in accordance with the Notice to Proposers, General Instructions and Requirements for Proposers, Oklahoma Open Records Act and Confidential Information, the RFP proposal packet, and any other documents which are included in the complete electronic proposal packet. A sample Non-Discrimination, Non-Collusion Affidavit and Vendor Registration form is attached for the Proposer’s reference and will be completed prior to contract approval. By submitting a proposal, the Proposer certifies that the Proposer, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and

available at: [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

The Trust reserves the right to waive formalities, irregularities, and defects in any or all proposals, except as otherwise required by law. The Trust reserves the right to: reject any or all proposals; to reject a portion of any or all proposals; to negotiate and execute or to not negotiate or execute an Agreement/Contract with any Proposer; and to solicit new or different proposals. The Trust reserves the right to negotiate and/or contract with one or more Proposers for all or a portion of any proposal or proposed professional services, products and/or systems.

Proposals timely received electronically through Periscope in the City Clerk's Office, shall be forwarded to the Requesting Department for the Selection Committee to open and review. The Periscope system does not allow proposals to be submitted after the above stated date and time. There will be no exceptions to this policy.

All interested parties who submit proposals will be required to comply with all applicable Equal Employment Opportunity Regulations. The Trust will affirmatively ensure that Disadvantaged Business Enterprises will be afforded full opportunity to submit proposals in response to this solicitation.

Title VI Solicitation Notice: The Trust, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.