

NOTICE TO ARCHITECTS, ENGINEERS, AND PLANNERS

NOTICE IS HEREBY GIVEN, that the City of Oklahoma City has a project that requires the services of a consulting firm.

In order to be considered, the Consultant must 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 <http://okc.gov/departments/public-works/engineer-architect-resources/notice-to-a-e> from the office of the Public Works Department Director.

The Project is as follows:

Project M3-C0012
Commissioning of Building Systems
MAPS 3 Downtown Convention Center

Scope of Work: The City desires the services of a consultant to provide building systems commissioning services for the new MAPS 3 Downtown Convention Center as follows:

1. Develop a Commissioning Plan
2. Prepare and Distribute Commissioning Checklists
3. Commissioning Coordination (Including coordination with third party energy provider (Veolia))
4. Review of Contractor's Submittals
5. Observe and Document System Verification Checks
6. Observe and Document Equipment and System Start-Ups
7. Observe and Document Functional Performance Testing
8. Verify Reported Test and Balance Results
9. Coordination and Documentation of Operation and Maintenance Training
10. Document Post-Acceptance Deficiencies and Re-Testing
11. Carry Out Required Off-Season Tests
12. Verify Operation and Maintenance Manuals Comply with construction contract documents
13. Update Final Documentation

Systems to be commissioned:

1. Heating, Ventilating, Air Conditioning, and Refrigeration (HVACR)
2. Building Automation System (BAS)
3. Electrical Systems
4. Plumbing Systems
5. Fire Alarm Systems
6. Security Systems
7. Audio and Video Systems (Including hearing aid loops)

For a more detailed scope of work please contact Wayne Courville by phone at (405) 297-2311 or by e-mail at wayne.courville@okc.gov.

As a part of your Letter of Interest, provide your understanding of the project and your expertise and experience on similar projects. **Please provide a contact and email address in your letter of interest.**

Refer to the basic contract located on <http://okc.gov/departments/public-works/engineer-architect-resources/notice-to-a-e>. All contracts with the City or its related Trusts use this contract. Please review the contract to ensure insurance and indemnity requirements will be met.

Please include a 254 Form with your Letter of Interest.

Time Schedule for the above project: Last date for submitting Letter of Interest **(seven copies of letter and all attachments and an electronic copy, provided on a CD or flash drive)** to the Public Works Department Director, 420 W. Main Street, Suite 700, Oklahoma City, OK 73102: prior to 5:00 p.m. December 18, 2018. Emailed submittals are not being accepted at this time.

A handwritten signature in blue ink, appearing to read "Eric J. Wenger".

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