

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-forms/consultant-selection-procedures. Letter of Interest, **must be submitted on a flash drive, and postmarked prior to 5:00 p.m. April 22, 2021**, 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: MC-0684, Surveying Services

Scope of Services:

This annual contract includes boundary surveys along with title research, design and property surveys and construction staking and/or as-built surveys. More than one firm may be selected. The contracts for the above project, at the City's option, may be renewed for two additional years upon mutual consent.

All questions must be submitted in writing to patty.butenhoff@okc.gov by 10:00 a.m. Friday, April 9, 2021. Answers to the questions will be posted on the OKC.gov website Public Works Department, Engineer and Architect Resources, by 10:00 a.m. Thursday, April 15, 2021.

Letter of Interest must provide your understanding of the project and scope of services and detail your expertise and experience on similar projects. **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/consultant-forms/AE-contract-\(City or Trust\)](http://www.okc.gov/departments/public-works/engineer-architect-resources/notice-to-a-e/consultant-forms/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 Services, 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 Services, 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.



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