

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: WY-0037, Utilities Facilities Risk Management Plan Review and Update for Hefner and Draper Water Treatment Plants

Scope of Services: Consultant shall conduct compliance review and revise and/or update the existing risk management plans for submittal to the Environmental Protection Agency. The Hefner Water Treatment Plan has chlorine gas on site and the Draper Water Treatment Plant has chlorine and ammonia gas on site.

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.

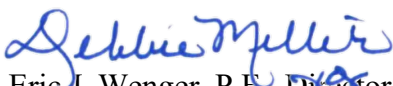
Letter of Interest must provide your understanding of the project and scope of services and designate your Project Team and detail their expertise and experience on similar projects. The Consultant may not change the Project Team without prior consent of the City Engineer. **Please provide a contact 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

Time Schedule for the above Scope of Services: Risk Management Plan Report for each facility - Task 1 required within one hundred eighty (180) days of City/Trust approval of Contract.

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