

## 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-selection-procedures](http://www.okc.gov/departments/public-works/engineer-architect-resources/notice-to-a-e/consultant-selection-procedures). Letter of Interest, **must be submitted on a flash drive, and postmarked prior to 3:00 p.m. December 10, 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: ST-0173, North Canadian Wastewater Treatment Plant – Headworks Improvements and Hydraulic Study**

**Scope of Work:** The Engineer will provide preliminary engineering services required to evaluate the existing headworks facility for Phase I and develop recommended improvements. The Engineer will also complete a hydraulic study of each process of the wastewater treatment plant to determine the current hydraulic capacity of the plant, identify flow restrictions, and develop recommended improvements related to plant hydraulics. See additional information on [www.okc.gov](http://www.okc.gov).

### **Estimated Construction Cost to be determined**

Time Schedule for the above project: The Headworks Facility Evaluation Engineering Report will be due within ninety (90) days after the issuance of the Notice to Proceed. The Hydraulic Study Engineering Report will be due within one hundred fifty (150) days after the issue of the Notice to Proceed.

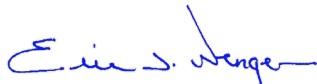
**All questions must be submitted in writing to [patty.butenhoff@okc.gov](mailto:patty.butenhoff@okc.gov) by 10:00 a.m. November 24, 2021. Answers to the questions will be posted on the OKC.gov website Public Works Department, Engineer and Architect Resources, by 10:00 a.m. December 1, 2021.**

Letter of Interest must provide your understanding of the project and scope of services; your approach and concept; designation of your Project Team and their detailed expertise and experience on similar projects, and accessibility to City staff. 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/AE-contract-\(City or Trust\)](http://www.okc.gov/departments/public-works/engineer-architect-resources/notice-to-a-e/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 Work, 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 Work, 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