

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. Letter of Interest, **must be submitted on a flash drive, and postmarked prior to 3:00 p.m. April 20, 2022**, 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: M4-MD010, MAPS 4 Diversion Hub

Scope of Work: The Diversion Hub is a multi-agency network helping people to receive coordinated, life-stabilizing services as they navigate the criminal justice system. Consultant will assist the MAPS Office in the development and design of a purpose-built facility for the Diversion Hub. Programming for the building will likely include areas for administration, kitchen/dining functions, justice navigation, family services, probationary services, behavioral health/substance abuse, employment services, client education, and others. Services will include assistance with site selection, planning, design, and construction administration services for the project. Services will also include meeting with City officials, the operator, stakeholders, and user groups as well as making presentations to the MAPS 4 Community Subcommittee, MAPS 4 Citizens Advisory Board, and City Council along with the various design review committees as established by ordinance. **The estimated construction cost is \$11,790,500.**

Time Schedule for the above project: Preliminary Design Report within one hundred fifty (150) days of award of contract and Final Plans and Specifications required within one hundred twenty (120) days of the issuance of the Work Order after approval of the Preliminary Design Report.

All questions must be submitted in writing to patty.butenhoff@okc.gov by 10:00 a.m. April 6, 2022. Answers to the questions will be posted on the OKC.gov website Public Works Department, Engineer and Architect Resources, by 10:00 a.m. April 12, 2022.

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 Trusts 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