

## 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 5:00 p.m. February 13, 2023**, 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: AT-0069, Design and Construction of New Customs and Immigration (CBP) – Federal Inspection Services (FIS) Space Buildout**

**Scope of Work:** The consultant will provide design for approximately 35,000 SF build-out of an existing shell space within the terminal building. This work will include programming, conceptual, preliminary, final design services, bidding, and construction phase services. Additional information can be obtained at [www.okc.gov/departments/public-works/engineer-architect-resources/notice-to-a-e](http://www.okc.gov/departments/public-works/engineer-architect-resources/notice-to-a-e). Estimated Construction Cost \$15,000,000.

Time Schedule for the above Scope of Work: Conceptual Report - Task 1A required within one hundred eighty (180) days of City/Trust of the Notice to Proceed.

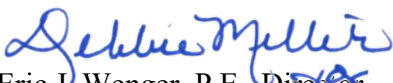
Letter of Interest must provide your understanding of the project and scope of services; your approach and concept; designation of your Project Team and their detailed expertise and experience on similar projects, and accessibility to City staff. The Consultant may not change the Project Team without 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 the Contract 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, particularly the insurance and indemnity paragraphs to ensure 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 and a GSA 330 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.

Projects developed through this process may be federally funded. As such, all federal procurement and implementation requirements must be followed. The Oklahoma City Airport Trust, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

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