

## 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. March 14, 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: MC-0732, Environmental Services necessary to support Brownfields redevelopment projects**

**Scope of Work:** This annual contract includes:

- Preparation of Phase I Environmental Site Assessments (ESAs) in accordance with most recent ASTM standards;
- Completing other non-scope environmental investigations to include asbestos and lead based paint surveys;
- Conducting Phase II sampling investigations and preparing Field Sampling Plans and summary reports containing appropriate conclusions and recommendations;
- Preparation of cleanup cost estimates and site cleanup/mitigation/risk-based plans and supporting documents;
- Preparation of Grant Application Documents;
- Preparation of Quality Assurance Project Plans;
- Preparation of Analyses of Brownfields Cleanup Alternatives documents;
- Cleanup oversight; and
- Support for any public/technical meetings as required.
- Site Reuse Vision and Reuse Assessment.

The amount of contracted work is limited to the available funds and performance periods of the US Environmental Protection Agency (EPA) Brownfields grant. The City intends for any contract approved under this solicitation to operate as an on-call contract. More than one firm may be selected. The contracts for the above project will be valid from the date of execution through June 30, 2026.

**All questions must be submitted in writing to [patty.butenhoff@okc.gov](mailto:patty.butenhoff@okc.gov) by 10:00 a.m. February 27, 2023. Answers to the questions will be posted on the OKC.gov website Public Works Department, Engineer and Architect Resources, by 10:00 a.m. March 6, 2023.**

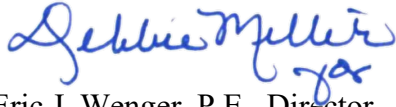
Letter of Interest must provide your understanding of the project and scope of services; your approach and concept; designation of your Project Team and their detailed expertise and experience on similar projects, and accessibility to City staff. The Consultant may not change the Project Team without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

A handwritten signature in blue ink, appearing to read "Eric J. Wenger".

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