

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 5:00 p.m. September 18, 2023**, addressed to the Public Works Department Director, **ATTN: Hailey Melvin**, 420 W. Main Street, Suite 700, Oklahoma City, OK 73102. **Hand-delivered and emailed submittals are not being accepted at this time.**

Project Title: MB-1716, Renovations at Embark Administration Building, 2000 South May Avenue

Scope of Work: The project consists of renovating approximately 23,000 square feet of the building with the possibility of an addition to the building. It will include a complete renovation of the existing space including civil, mechanical, electrical, plumbing, interior and architectural design. The site design will include a new parking lot to the south as an add alternate. A study will be required to explore the schedule and cost difference between solely renovating the building versus renovating the building while adding an addition. It should include phasing plans with cost estimates to maintain the operations of the facility throughout construction. An FFE package will be included in the design. **Fixed Limit of Construction \$4,394,269**


Time Schedule for the above Scope of Work: Preliminary Report - Task 1 required within ninety (90) days of City/Trust approval of the Notice to Proceed. Final Plans and Specifications – Task 2 required within sixty (90) days 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.**

The City and 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 sections 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 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