

NOTICE TO ARCHITECTS AND ENGINEERS

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 and Engineers” adopted by the City Council on August 28, 2023, a copy of which may be obtained at www.okc.gov/departments/public-works/engineer-architect-resources/notice-to-a-e/consultant-selection-procedures. Letters of Interest **must be submitted through the electronic bidding system at <https://www.periscopeholdings.com/s2g> (formerly www.bidsync.com), or on a flash drive, and postmarked prior to 5:00 p.m. December 1, 2023**, addressed to the Public Works Department Director, **ATTN: Hailey Melvin**, 420 W. Main Street, Suite 700, Oklahoma City, OK 73102. Emailed and hand-delivered submittals are not accepted.

Project Title: MC-0741, On-Call Architectural Services

Scope of Work: The consultant will provide services including design, oversight, and coordination of normal and/or periodic preventative minor and major repairs, emergency repairs and response thereto, and/or renovations to capital improvements to city-wide buildings, utilities, and other facilities. In conjunction with these duties, the consultant may be required to prepare preliminary reports/final plans and specifications and/or perform bidding and construction administration services. As services are required, the scope of work will be negotiated, and a work order will be issued. Services performed under this contract will be compensated using hourly rates as indicated in the Contract. More than one firm may be selected for each of the same services. The contract(s) will for be a three-year term. **Fixed Limit of Construction Cost \$1,500,000 per project.**

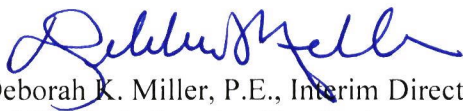
All questions must be submitted through the electronic bidding system at <https://www.periscopeholdings.com/s2g> or in writing to patty.butenhoff@okc.gov by 10:00 a.m. on November 17, 2023. Answers to the questions will be posted at www.okc.gov/departments/public-works/engineer-architect-resources and in Periscope by 10:00 a.m. on November 22, 2023.

Letters 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. Letters of Interest must be 50 pages or less. **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. 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 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.



Deborah K. Miller, P.E., Interim Director
Public Works/Interim City Engineer