

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), or on a flash drive, and postmarked prior to 5:00 p.m. December 7, 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-0742, Engineering and Testing Services

Scope of Work: This on-call contract will include engineering and testing services for The City of Oklahoma City and its beneficiary Trusts. A Registered Professional Engineer of the State of Oklahoma shall certify all tests performed and must be a full-time employee of the Engineer. The Engineer shall submit evidence of AASHTO Material Reference Laboratory Accreditation. Documentation of the operating technician’s safety training record and laboratory’s Oklahoma Department of Environmental Quality license is to be submitted with the Letter of Interest. All firms must show the ability to perform work outlined in the Engineering and Testing Contract. The contract is posted with the advertisement on the OKC.gov website Public Works Department, Engineer and Architect Resources. More than one firm may be selected. The contract(s) will be for a three-year term.

The consultant will comply with federal requirements and clauses and all applicable laws including but not limited to applicable federal regulations and executive orders. In the event of conflict between the federal provisions and the terms of the Agreement, the federal provisions shall prevail.

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 27, 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 December 1, 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. **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.



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