

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](http://www.bidsync.com)), or on a flash drive, and postmarked prior to 5:00 p.m. December 22, 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 being accepted at this time.

Project Title: MB-1432, Ronald J. Norick Downtown Library Renovations, 300 Park Avenue

Scope of Work: The consultant will evaluate the skylights and the windows for replacement due to water penetration and/or water seepage. The selected consultant will also provide bidding documents, construction administration and as-builts. Fixed Limit of Construction: \$2,179,254.

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 one hundred twenty (120) days of the Notice to Proceed.

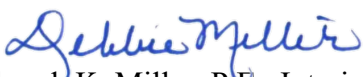
All questions must be submitted through the electronic bidding system at <https://www.periscopeholdings.com/s2g> or in writing to patty.butenhoff@okc.gov by 10:00 a.m. on December 8, 2023. Answers to the questions will be posted at www.okc.gov/departments/public-works/engineer-architect-resources and Periscope by 12:00 p.m. on December 20, 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