

## 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](http://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)) prior to 5:00 p.m. April 5, 2024**. Emailed and hand-delivered submittals are not accepted.

### **Project Title: MC-0752/AE-0001, Oklahoma City Arena**

**Scope of Work:** The general scope of work includes assisting the city, the Oklahoma City Thunder Basketball Team and the Arena Operator in the project management, design, and construction of a first class, state of the art arena. The responding Consultant for Project MC-0752/AE-0001, Oklahoma City Arena, should demonstrate experience with similar projects including project management, arena design expertise (including NBA design requirements and standards), budgeting, construction scheduling, coordination with user groups and stakeholders, Architect selection, analysis of bids, social media and public relations coordination, Contractor selection, and construction administration within a construction manager at risk method of project delivery and as an alternative, within a Design-Bid-Build method of project delivery. This contract may also require presentations to City Council, user groups, stakeholders, media, etc.

**Total Project Budget: \$900,000,000.**

Services of the consultant may include but not be limited to:

1. Project Initialization Services including, but not limited to assistance in the development of a notice for Architectural services, assistance in review of responses to the notice for Architectural services, assistance with early project scheduling, assistance with rough order of magnitude estimates, assistance with preparation of a notice for qualifications for a general contractor as a construction manager at risk.
2. Programming/Pre-Design Services including but not limited to, assistance with facilitating meetings, presentations, utility coordination and location, site selection, land appraisals, surveying, planning, coordination with adjoining and associated projects.
3. Design Phase Services including but not limited to plan review, budgeting, value engineering, procurement of materials and/or equipment, cost estimate reviews, sustainability design expertise, assistance with formal partnering process.
4. Pre-Construction Services including, but not limited to assisting with bid evaluation, facilitating partnering meetings, assistance with ground breakings, presentations, coordination with consultant for social media publications and interactions. Assistance with public meetings, press releases, and interviews.
5. Construction Administration services including, but not limited to quality assurance site visits, Coordination of design/construction team and partners, construction issue resolution, review of subcontracts, review of pay claims, Local Business Utilization Services including the development of semiannual and annual reports, and coordination with the City's public relations/media consultant and the City's Public Information and Marketing office.
6. Post-Construction services including, but not limited to project start-up/commissioning and occupancy assistance/coordination, assistance with facility performance measures, assistance with ribbon cutting, review of as-builts and close out documents, coordination of training.
7. Additional Services are anticipated and will be included in the overall scope of work as the need arises.

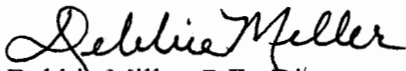
**All questions must be submitted through Periscope by 10:00 a.m. on March 22, 2024. Answers to the questions will be posted in Periscope by 10:00 a.m. on March 28, 2024.**

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](http://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.



Debbie Miller, P.E., Director  
Public Works/City Engineer