

## 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 27, 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)) prior to 5:00 p.m. June 20, 2024**. Emailed and hand-delivered submittals are not accepted.

### **Project Title: WT-0261, Hefner Water Treatment Plant Clarifier Rehabilitation**

**Scope of Work:** The engineer will provide all preliminary engineering services required to develop a clarifier rehabilitation plan for Hefner Water Treatment Plant. The components of the solids contact reactor clarifiers (clarifiers) are approaching the end of their service life and need to be replaced. The rehabilitation plan is anticipated to occur in two separate construction packages. The first phase will rehabilitate Clarifiers 1, 2, and 3. The second phase will rehabilitate Clarifiers 4 and 5. Preliminary design services will be completed for all five clarifiers and will recommend a final phasing plan approach for the improvements. Final design, bidding, construction administration and management, inspection, and as-built services may be completed under a future amendment. The estimated construction cost has not been determined. The non-disclosure agreement and memorandum with additional information are attached.

**Timeline:** The engineering report will be required 210 days from the issuance of the notice to proceed.

**All questions must be submitted through Periscope by 10:00 a.m. on June 10, 2024. Answers to the questions will be posted in Periscope by 10:00 a.m. on June 13, 2024.**

### **Available Information:**

Upon execution of a non-disclosure agreement, the following information will be made available for review in preparation of Letter of Interest submissions. The executed form must be submitted to Andrew Mishler ([Andrew.mishler@okc.gov](mailto:Andrew.mishler@okc.gov)) and Patty Pool ([patty.butenhoff@okc.gov](mailto:patty.butenhoff@okc.gov)) via e-mail.

### **Optional Pre-Submittal Meeting and Site Visit:**

- Relevant plant operational data.
- Available as-built drawings for the clarifiers.
- Available construction shop drawing submittals for the clarifiers.
- Available operation & maintenance manuals for the clarifiers.
- An optional meeting and site visit will be held on June 5, 2024, at 1:30 PM. The meeting will be held at the Hefner Water Treatment Plant (3827 W. Hefner Road, Oklahoma City, OK 73120). Participants must have personal protective equipment (steel-toed boots, a safety vest, and a hard hat) to participate in the site walk-through of the clarifiers, as portions of the plant are under construction. This will be the only opportunity to visit the site during the solicitation process. Participants must enter through the main administration building. The meeting and site visit are optional.

### **Proposal Schedule:**

- Optional Pre-Submittal Meeting and Site Visit: 06/05/2024
- Deadline for Submitting Questions: 06/10/2024
- Answers Published: 06/13/2024

- Letter of Interest Submission Deadline: 06/20/2024
- Notification of Short-Listed Firms: 07/23/2024
- Interviews: 08/06/2024

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