

(Published in The Journal Record August 16, 2024)  
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 29, 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. September 6, 2024**. Emailed and hand-delivered submittals are not accepted.

**Project Title: MB-1763, New EMBARK Administration Building and Maintenance Building at 2000 S. May Avenue**

**Scope of Work:** The consultant will assist EMBARK in programming an 11-acre site for a 35,000 SF administration building to include a parking lot south of SW 20<sup>th</sup> Street. Additional facilities to be included are a maintenance building, and bus parking on the south parcel, a new wash facility near the CNG fueling facility on the northwest portion of the site. Construction cost to be determined.

Time Schedule for the above Scope of Work: Task 1A – Programming required within ninety (90) days of City/Trust approval of the Notice to Proceed and Report required within thirty (30) days after Programming is completed. Tasks 2 through 5 by possible future amendment.

**All questions must be submitted through Periscope by 10:00 a.m. on August 21, 2024. Answers to the questions will be posted in Periscope by 10:00 a.m. on August 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.

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