

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. 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 12, 2024**. Emailed and hand-delivered submittals are not accepted.

Project Title: SC-1141, Lift Station Rehabilitation for Lift Stations 8, 40, 47 and 53, various locations within the city limits

Scope of Work: The Engineer will provide all preliminary engineering services required to develop a rehabilitation plan for Lift Stations 8, 40, 47, and 53. Preliminary design services will be completed for all four lift stations 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. In addition to the requirements outlined in this advertisement, Letter of Interest submittals must also provide the below information.

Similar Project Experience

- Indicate the key aspects or characteristics of the reference project that are relevant to OCWUT for the project the letter of interest is being submitted.
- Indicate the members of the proposed project team that worked on the reference project and what role they served on the project.

Project Team Availability

- Specifically address the availability of each proposed project member and communicate in a quantifiable manner how much availability they have (e.g. 25%, 50%, 75%, 100%).
- If the firm has existing projects with the City of Oklahoma City or any of its Trusts, provide a list of those projects, the members of the proposed project team working on those projects, and how much of their workload is allocated to those projects.

An optional meeting and site visit will be held on August 29, 2024, at 08:00 AM. The meeting will begin at the Lift Station group office located at 2701 NE 4th Street and will proceed to the four stations. Participants must have personal protective equipment (steel-toed boots, eye protection, and a hard hat) to participate in the site walk-through. All lift station locations have permit required confined spaces due to the potential for the presence of corrosive gases. This will be the only opportunity to visit the sites during the solicitation process. Participants must be under the supervision of the Lift Station group at each site. A sign-in sheet will be present at each site.

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 Harrison Dunlap (harrison.dunlap@okc.gov) and Patty Pool (patty.butenhoff@okc.gov) via e-mail.

- Relevant site operational data.
- Available as-built drawings for the lift stations.

Proposal Schedule:

- Advertisement: 08/21/2024
- Optional Pre-Submittal Meeting and Site Visit: 08/29/2024
- Deadline for Submitting Questions: 09/02/2024
- Answers Published: 09/05/2024
- Letter of Interest Submission Deadline: 09/12/2024
- Notification of Short-Listed Firms: 10/01/2024
- Interviews: 10/11/2024. Meeting invites will be sent.

Time Schedule for the above Scope of Work: Task 1 - Preliminary Report required within one hundred twenty (120) days of City/Trust approval of the Notice to Proceed.

All questions must be submitted through Periscope by 10:00 a.m. on September 3, 2024. Answers to the questions will be posted in Periscope by 10:00 a.m. on September 6, 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. 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