



OKLAHOMA DEPARTMENT OF TRANSPORTATION
Project Management Division
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DATE: **May 3rd, 2005**

TO: Consulting Engineering Companies

FROM: Tim Gatz, Project Management Division

SUBJECT: Solicitation for Statewide Construction Management and Inspection

At this time, the Department is soliciting the services of consulting engineering companies to provide construction management and inspection services statewide on selected transportation improvement projects. The contract will be established for a term of one (1) year with the option to extend for an additional year. The selected consultant engineering firms will provide technically competent and appropriately qualified personnel to perform these services. Key consultant personnel shall have prior construction experience in their assigned areas of responsibility.

Your response will include the submission of one (1) unbound original and five (5) copies of a packet containing the following:

1. A Letter of Interest referencing the Construction Management Solicitation
2. A Table of Organization depicting the proposed project team
3. Any additional information you believe appropriate for the Department's use in determining your capabilities and qualifications to perform the type of work encompassed by this particular contract.
4. A statement of your qualifications (CAP 255 Form preferred)

Please remember that this is a SOLICITATION OF INTEREST and not a Request for Proposal. As such, you are only requested to provide information related to your qualifications to perform the work described. Any additional information you choose to provide related to proposed solutions for the solicited projects or any other prepared Contract/Project specific media is NOT required and is unnecessary for the Department's processes. Proposals will be requested upon entering the interview phase of the Consultant Selection Process.

The deadline for the submittal of your responses will be 4:30 p.m. **May 20th, 2005**. The Department anticipates the selection process to be complete not later than July 2005.

As always, your assistance, cooperation and patience are greatly appreciated. Please do not hesitate to make us aware of any questions, comments or concerns that you may have or to offer suggestions for process improvement.

05/03/05	CONSULTANT CONTRACT SOLICITATION OF INTEREST LIST Construction Management Services		Page 1
Contract No.	EC No. TBD	Services Description: Construction Management ** MULTIPLE CONTRACTS ARE ANTICIPATED **	
ODOT Division	Statewide	<p>The successful firms will perform a level of service which may include construction survey, construction inspection, construction management, construction materials acceptance testing, and project audit and clerical services. These services may be requested individually or packaged to provide a complete Resident Engineer's Office. The consultant will provide all necessary equipment, vehicles, office space, engineering, managerial, clerical and sampling/testing personnel as required to adequately staff a residency office. The selected consultant engineering firms will provide technically competent and appropriately qualified personnel to perform these services. Key consultant personnel shall have prior construction experience in their assigned areas of responsibility.</p> <p>The selected consultant firm will be required to manage assigned construction contracts in accordance with the plans, specifications, standards, construction control directives and associated manuals. Duties of the consultants will include, but not be limited to, the following items:</p> <ul style="list-style-type: none"> • Hold all meetings and conferences. Develop and circulate copies of minutes for each meeting. • Review the contractors' work progress and make recommendations to ODOT as required for contract compliance. • Monitor and document daily construction progress (on-site inspection). • Maintain construction files to ODOT standards. • Initiate and approve progressive estimate payments to the contractor. • Perform material sampling/testing as required for contract compliance. • Conduct construction surveys. • Verify the correct placement of relocated utilities. • Review and evaluate contractors' modification requests and make recommendations to ODOT. • Monitor construction for compliance with specifications and regulations. <p>It is the intent that the selected consultant firm will limit the involvement of ODOT to the absolute minimum during the construction phase. All management and inspection services conducted by the consultant firm will be used to verify compliance with the plans and specifications and will be performed in accordance with ODOT and Federal Highway Administration policies and procedures as required in the construction documents. The selected consultant firm will be required to obtain a license and utilize TRANS*PORT Field Manager.</p>	
County	Statewide		
State Job Piece No.	TBD by Task Order		
Federal Aid Proj. No.	TBD by Task Order		