



OKLAHOMA DEPARTMENT OF TRANSPORTATION

Project Management Division
200 N.E. 21st Street
Oklahoma City, OK 73105-3204
Division Phone: (405) 522-7601

Division FAX: (405) 522-7612

DATE: January 25, 2008

TO: Consulting Engineering Companies

FROM: Betty Thomas, Project Management Division

SUBJECT: **Solicitation for Preliminary Engineering, Survey, Geotechnical Services, and/or Architectural / Technological Services directly related to the construction of Ports of Entry Stations.**

At this time, the Department is soliciting the services of consulting engineering and/or architectural companies to provide Preliminary Engineering, Survey, Geotechnical Services, and/or Architectural / Technological services for the preparation of site design plans and architectural building plans for locations identified by the ODOT within limits of the State of Oklahoma as necessary to construct new, technologically advanced Ports of Entry. These services require qualifications, expertise, experience and/or equipment that are of a highly specialized nature. Please find attached a comprehensive list of projects and descriptions for which the Department is seeking the noted services.

The Department's solicitation of interest response mechanism is intended to reduce the reproduction requirements on work of a similar scope that will be reviewed by a common selection committee that is anticipated to include the Corporation Commission. Therefore, your response **for the Engineering and/or Architectural Contracts that you are interested in being considered for** will include a total of one (1) response packet (one (1) unbound original and five (5) copies) per common selection committee as described as follows:

****RESPONSE PACKET 1****

One (1) combined packet for **EC No. 1207** including the following:

- A Letter of Interest referencing the Engineering Contract Number(s) **(EC No. 1207)**
- A Table of Organization depicting the proposed project team
- 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 that particular contract.
- A statement of your qualifications (CAP 255 Form preferred)

RESPONSE PACKET 2

One (1) combined packet for **EC No. 1208** including the following:

- A Letter of Interest referencing the Architectural Contract Number **(EC No. 1208)**
- A Table of Organization depicting the proposed project team
- 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 that particular contract.
- 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 following factors will be considered primary for determining the firms that will be extended an invitation to interview and/or provide a proposal:

1. Experience of the proposed Consultant Team with Department procedures.
2. Ability of the Consultant Team to perform the type of work contemplated.
3. Specialized qualifications of the Consultant Team applicable to the type of work contemplated.
4. Capacity of the Consultant Team to accomplish the work in accordance with the anticipated schedule considering current workloads.
5. Past performance of the Consultant Team (references may be requested if not provided).

The deadline for the submittal of your Response Packets will be 4:30 p.m. February 19th, 2008.

The Department anticipates the selection process to be complete and the contracts negotiated and approved by the Transportation Commission as soon as possible and not later than April of 2008. As these contracts are anticipated to be financed with Fiscal Year 2008 State and/or Federal funding, the Notice to Proceed is expected closely following the approval of the Transportation Commission.

PLEASE NOTE: Response packets can now be submitted electronically in a .pdf format to Ms. Betty Thomas at: bthomas@odot.org.

LETTER OF INTEREST PACKET SUBMITTAL:

If not sending electronically, please submit all packets to the following address:

**Project Management Division
Attn: Betty Thomas
Room 1C-4A
Oklahoma Department of Transportation
200 NE 21st Street
Oklahoma City, OK 73105**

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.

Contact Person: **Ray Sanders (405)522-7600**

RESPONSE PACKET 1		
Services Description: Preliminary Engineering & Preparation of Construction Plans (Grade, Draining, and Surface) (MULTIPLE CONTRACTS ARE ANTICIPATED)		
Contract No.	EC 1207	Ports of Entry Site Design in the following counties: Beckham, Bryan, Choctaw, Cotton, Delaware (anticipated remote sensing site), Kay, Love, Ottawa and Sequoyah.
ODOT Division	Multiple	
County	Multiple	
Job Piece No.	TBD	<p>The environmental document(s) and the final locations of the facilities will be determined and provided by the Department. The anticipated services will include survey, hydraulic analysis, geotechnical investigation, preliminary and final design, traffic engineering and traffic construction control and will culminate in the submittal of Plans, Specifications and Estimates (PS&E). The selected firm(s) will be required to coordinate with the selected building architect to insure that the physical and technological site footprint of the Port of Entry operation center and all associated building facilities and technological infrastructure is properly provided for and accommodated on the sites.</p> <p>Please be advised that the Department may choose to award one, multiple or all of these locations in a single contract, depending on the exemplified capabilities and work capacity of the responding firms.</p>

Contact Person: **Ray Sanders (405)522-7600**

RESPONSE PACKET 2		
Services Description: Architectural Services and the Preparation of Building Construction Plans (MULTIPLE CONTRACTS MAY BE UTILIZED IF DETERMINED NECESSARY)		
Contract No.	EC 1208	Ports of Entry Architectural Design in the following counties: Beckham, Bryan, Choctaw, Cotton, Delaware (remote site), Kay, Love, Ottawa and Sequoyah.
ODOT Division	Multiple	
County	Multiple	
Job Piece No.	TBD	<p>The preparation of the construction plans for the Port of Entry site locations will be performed and provided under separate contract(s). The services included in this Response Packet 2 will prepare and provide all necessary architectural building, mechanical and electrical plans and support services necessary to locate and construct the Port of Entry building(s) and technologies on these sites. In general terms the physical and technological site footprint associated with this work is anticipated to include the Port of Entry operations center, the related enclosed inspection facilities, utility and waste water support facilities, and the design and accommodation of all infrastructures necessary to support the related highly specialized weights, measures, inspection and remote sensing technologies.</p> <p>Firms that can demonstrate direct and recent qualifications and experience in the design of Port of Entry buildings and facilities and the associated technologies are desired and will be afforded primary consideration.</p>