



OKLAHOMA DEPARTMENT OF TRANSPORTATION

Project Management Division
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DATE: November 24, 2008
TO: Consulting Engineering Companies
FROM: Ray Sanders, Project Management Division
SUBJECT: Solicitation of Interest

The Department is presented an opportunity to advance multiple key projects as a part of any proposed federal stimulus package that may be forthcoming. These key projects are a part of the Department's current 8 year construction work plan and will be accelerated under this effort. At this time, the Department is soliciting the services of consulting engineering companies to provide Engineering Services for projects identified by the ODOT within limits of the State of Oklahoma. These services require qualifications, expertise, experience and/or equipment that are of a highly specialized nature.

The Department anticipates short-listing and then interviewing a minimum of twelve (12) qualified consultant firms from the requested response packets in order to select eight (8) consultant firms for contracts. The selection process will be completed and the will be contracts negotiated prior to a request for approval by the Transportation Commission on December 8, 2008. Therefore, the deadline for the submittal of your Response Packets will be 4:30 p.m. December 1, 2008. The short-listing process is expected to be completed on December 2, 2008 and the interviews will be conducted on December 3, 2008. These contracts are to be financed with Federal Fiscal Year 2009 funding and the Notice to Proceed is expected no later than December, 2008.

Contact Person: David Streb (405) 521-6916

RESPONSE PACKET 1		
Services Description: Engineering Services		
EC-1243		The successful Consulting Firms will be responsible for engineering services including but not limited to Design, Survey, Geotechnical Studies, Traffic Analysis, Plan Reviews and will culminate in the submittal of Plans, Specifications and Estimates, (PS&E) for various projects identified by the ODOT within the limits of each of the eight Field Divisions. All PS&E packages are required to be completed and submitted to the Department by January 31, 2009. If your firm cannot complete by this date, please do not submit a response packet.
Expected Contracts	8	
ODOT Division	Multiple	
County	Statewide	
Job Piece No.	Task Order	

The Department solicitation of interest response mechanism is intended to reduce the reproduction requirements on work of a similar scope and/or specific to ODOT Field Divisions that will be reviewed by a common selection committee. Therefore, your response **for the Engineering 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. 1243** including the following:

- **Primary Contact including up to date contact information (telephone and email)**
- A Letter of Interest referencing the Engineering Contract Number (**EC No.1243**)
- 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 for Response Packet(s) 1:

1. Experience and/or familiarity of the proposed Consultant Team with Department procedures.
2. Ability of the Consultant Team to perform the type of work contemplated by January 31, 2009.
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. December 1, 2008 and the Interviews will be conducted on December 3, 2008.

PLEASE NOTE: Response packets can now be submitted electronically in a .pdf format to Ray Sanders at: rsanders@odot.org.

LETTER OF INTEREST PACKET SUBMITTAL:

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

**Project Management Division
Attn: Ray Sanders
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.