



OKLAHOMA DEPARTMENT OF TRANSPORTATION

Project Management Division
200 N.E. 21st Street
Oklahoma City, OK 73105-3204
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DATE: May 6, 2009

TO: Consulting Engineering Companies

FROM: Ray Sanders, Project Management Division

SUBJECT: Solicitation of Interest - **Correction**

At this time, the Department is soliciting the services of consulting engineering companies to provide Construction Management 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.

Contact Person: **Gary Evans** (405)521-4675

RESPONSE PACKET 1		
Services Description: Construction Management Services		
Contract No.	1284	<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>
Expected Contracts	2 to 4	
ODOT Division	Multiple	
County	Statewide	
DBE Goal	5%	
Construction Project Job Piece No.	TBD	<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 SiteManager.</p>

RESPONSE PACKET 1

One (1) combined packet for **EC No. 1284** including the following:

- A Letter of Interest referencing the Engineering Contract Number (**EC No. 1284**)
- 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)
- **A statement that identifies your firm's strategy in meeting the proposed DBE goal.**

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. 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.
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. May 22, 2009.

The Department anticipates the selection process to be complete and the contracts negotiated as soon as possible and no later than June 2009.

PLEASE NOTE: Response packets can now be submitted electronically in a .pdf format to Kathy Hurst at: khurst@odot.org.

LETTER OF INTEREST PACKET SUBMITTAL:

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

**Project Management Division
Attn: Kathy Hurst
Room 1C-4A
Oklahoma Department of Transportation
200 NE 21st Street
Oklahoma City, OK 73105-3204**

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.