



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 5, 2010**

TO: Consulting Engineering Companies

FROM: Ray Sanders, Project Management Division

SUBJECT: **Solicitation of Interest - Revised**

At this time, the Department is soliciting the services of consulting engineering companies to provide Preliminary Engineering, Preparation of Construction Plans for Pedestrian Improvement projects identified by the Oklahoma Department of Transportation within the limits of the State of Oklahoma. These services require qualifications, expertise, experience and/or equipment that are of a highly specialized nature.

Contact Person: **Chris Wallace (405) 522-4918**

RESPONSE PACKET 1		
Services Description: Preliminary Engineering Services, Preparation of Construction Plans For Pedestrian Improvements		
Contract No.	1293	The successful Consulting Firms will be responsible for engineering services, including but not limited to Survey, Right of Way Mapping, Preliminary and Final Design and will culminate in the submittal of Plans, Specifications and Estimates (PS&E) for various pedestrian improvement projects in order to be prepared for the anticipated availability of additional economic stimulus related Federal funding. These contracts will be project specific and the pedestrian improvement project locations will be identified by the Department prior to the execution of the contract.
Expected Contracts	12	
ODOT Division	Multiple	
County	Statewide	
DBE Goal	6%	
Construction Project Job Piece No.	TBD	These services require qualifications, expertise, experience and/or equipment that are of a highly specialized nature. The Firms shall have specific expertise and knowledge of all applicable regulations and requirements governing the ADA, to include, ADA Title II, applicable sections of the ADA Accessibility Guidelines (ADAAG), documents issued by the U.S. Department of Justice, the U.S. Department of Transportation and other Federal and State agencies as appropriate pertaining to the accessibility of the disabled.

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 Professional Services Contract 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

- One (1) combined packet for **EC No. 1293** including the following:
- A Letter of Interest referencing the Engineering Contract Number (**EC No. 1293**)
 - 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 Packet is at 4:30 p.m.
January 8, 2010**

The Department anticipates the selection process to be complete and the contracts negotiated as soon as possible and as quick as February, 2010. As all these contracts are anticipated to be financed with Federal Fiscal Year 2010 funding, the Notice to Proceed is expected as soon as possible and as quick as February 2010.

LETTER OF INTEREST PACKET SUBMITTAL:

Option 1 - Electronic Submittal:

Response packets can now be submitted electronically in a .pdf format to Ms. Cecilia Payne at:
cpayne@odot.org

Option 2 - Ground Mail Submittal:

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

**Project Management Division
Attn: Cecilia Payne
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.