



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: **November 4, 2010**

TO: Consulting Engineering Companies

FROM: Ray Sanders, Project Management Division

SUBJECT: **Solicitation of Interest**

At this time, the Department is soliciting the services of consulting engineering companies to provide Preliminary Engineering Services – Preparation of Construction Plans 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: Greg Allen (405) 521-2606

RESPONSE PACKET 01		
Services Description: Preliminary Engineering Services – Preparation of Construction Plans (Bridge and Approaches)		
Contract No.	EC-1340	US-60 over the Salt Fork of the Arkansas River 1.0 mile East of US-81. The anticipated services will include additional Survey, Geotechnical information, Preliminary and Final Design, Procurement of Right of Way, and Utility Relocation Coordination and will culminate in the submittal of Plans, Specifications and Estimates (PS&E).
Expected Contracts	1	
ODOT Division	4	
County	Grant	
DBE Goal	6%	
Construction Job Piece No.	26420(04)	

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) per common selection committee as described as follows:

RESPONSE PACKET 01

One (1) combined packet for **EC No. 1340** including the following:

- A Letter of Interest referencing the Engineering Contract Number (**EC No. 1340**)
- 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.**
- **2009 FAR Audit or Audit Status Correspondence**

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 will be November 9, 2010 at 4:30 p.m.

The Department anticipates the selection process to be complete and the contract negotiated as soon as possible and as quick as November 17, 2010, due to the defined need to accelerate the replacement of the structure. This contract is anticipated to be financed with Federal Fiscal Year 2011 funding. The Notice to Proceed is expected as soon as possible and as quick as December 8, 2010.

PLEASE NOTE: Response packets can **now** be submitted **electronically in a .pdf format** to Michelle Roberts at: mroberts@odot.org.

LETTER OF INTEREST PACKET SUBMITTAL:

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

**Project Management Division
Attn: Michelle Roberts
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.