



OKLAHOMA DEPARTMENT OF TRANSPORTATION
Project Management Division
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DATE: **March 14, 2006**

TO: Consulting Engineering Firms

FROM: Randy Jones, Project Management Division

SUBJECT: **Solicitation for NEPA Contracts**

At this time, the Department is soliciting the services of consulting engineering firms to provide environmental studies, NEPA documentation, and engineering studies. These services require qualifications, expertise, experience and/or equipment that are of a highly specialized nature.

Your response for this solicitation must include one (1) unbound original and five (5) copies a packet containing the following:

- One (1) combined packet including the following:
- A Letter of Interest referencing this solicitation
- 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 this service 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 deadline for the submittal of your responses will be **4:30 p.m. March 24, 2006**. 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 June 2006. As these contracts are anticipated to be financed with Federal Fiscal Year 2006 funding, the Notice to Proceed is expected no later than July 2006.

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.