



OKLAHOMA DEPARTMENT OF TRANSPORTATION
Purchasing
200 N.E. 21st Street
Oklahoma City, OK 73105-3204

DATE: December 31, 2013
TO: Consulting Engineering Companies
FROM: Jennifer Mason, Purchasing Manager
SUBJECT: Solicitation of Interest

At this time, the Department is soliciting the services of consulting engineering companies to provide Concrete Beam Inspections and Construction Management 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: Kenny Seward (405)521-2677

Engineering Contract No. 1492		
Services Description: Pre-stressed Concrete Beam Inspections		
Expected Contracts	1	The successful Consulting Firm will be responsible for providing shop inspections, fabrication inspections, sampling and testing, and furnish completed reports. Inspections are to be performed in accordance with the appropriate Oklahoma Department of Transportation, AWS, AASHTO, and ASTM Specifications.
ODOT Division	Multiple	
County	Statewide	
DBE Goal	0%	
	Task Order	

Contact Person: **Paul Green** (405)521-4675

ENGINEERING CONTRACT NO. 1493		
Services Description: Construction Management Services		
Anticipated Contracts	5	<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> <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 Site Manager.</p>
ODOT Division	Multiple	
County	Statewide	
DBE Goal	5%	
Construction Project 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 **each** Professional Services Contract that you are interested in being considered for will include the following:

- A Letter of Interest referencing the Engineering Contract Number that you are interested in being considered for
- 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.**
- **Latest available 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 will be 4:30 p.m. January 17, 2014.

The Department anticipates the selection process to be complete and the contracts negotiated as soon as possible and as quick as March, 2014 for response. As all these contracts are anticipated to be financed with Federal Fiscal Year 2014 funding, the Notice to Proceed is expected as soon as possible and as quick as April, 2014.

PLEASE NOTE: Response packets may now be submitted electronically in a .pdf format to consultantloi@odot.org.

LETTER OF INTEREST PACKET SUBMITTAL:

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

**Attn: Kathy Hurst
Room 3C9
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.