



OKLAHOMA DEPARTMENT OF TRANSPORTATION

Project Management Division

200 N.E. 21st Street

Oklahoma City, OK 73105-3204

Division Phone: (405) 522-7601

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DATE: May 18th, 2004

TO: Consulting Engineering Companies

FROM: Tim Gatz, Project Management Division

SUBJECT: Solicitation for Specialized Services

At this time, the Department is soliciting the services of consulting engineering companies to provide Engineering services in support of ODOT staff for design, review, and construction inspection and administration of a proposed Tourist Information Center located in Kay County, Oklahoma. The selected firm will provide technically competent and appropriately qualified personnel to perform these services. The Consultant will act as an extension of ODOT staff in performing the work, which may also include meetings, conferences, on-site reviews and any related services as required and specified by ODOT. These services require qualifications, expertise, experience and/or equipment that is of a highly specialized nature.

Your response indicating interest in consideration for this contract will include the submission of one (1) unbound original and four (4) copies of a packet containing the following:

1. A Letter of Interest referencing the Engineering Contract Number (EC No.).
2. A Table of Organization depicting the proposed project team.
3. A statement of your qualifications including the CAP 255 Form.
4. 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.

Please remember that this is a SOLICITATION OF INTEREST and not an 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 project 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. Friday, May 28th, 2004. The Department anticipates the selection process to be complete and the contract negotiated and approved by the Transportation Commission as soon as possible and not later than September 1st, of 2004.

Please submit all packets to the following address:

Attn: Ernestine Mbroh
Room 3-C9
Oklahoma Department of Transportation
200 NE 21st Street
Oklahoma City, OK 73105

As always, your assistance, cooperation and patience is 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. Thank you for your interest in providing services to the Department. If you have questions, comments or concerns, please feel free to call Richard Andrews at (405) 521-2454.

Contract No.	EC 925	Services Description: Tourist Information Center Site Development
ODOT Division	Special Projects	The Consultant shall furnish all engineering services, labor, equipment and incidentals as required to perform the tasks required. This contract will encompass Operational Analysis, Survey responsibilities, Geotechnical Studies, design of Water supply and Wastewater treatment facilities, Facility lighting, preparation of Civil Construction plans and Construction Administration and Inspection of the project. The design of all projects shall be the most feasible from the standpoint of traffic safety and operation, geometric configuration, economy, environmental requirements and effects, and constructability. All services will be rendered with reference to applicable Federal, State, ODOT, American Association of Highway Transportation Officials (AASHTO), and Industry policies and standards.
County	Kay	
State Job Piece No.	TBD	
Federal Aid Proj. No.	TBD	