



# MEMORANDUM

Council Agenda  
Item No. XI. T  
8/29/2023

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Resolution adopting Standards and Prescribing Procedures for the selection and negotiation of Contracts with Architects and Engineers for public improvements.

### **Background:**

The resolution adopting Standards and Prescribing Procedures for the Selection of and Negotiation of Contracts with Architects and Engineers for Public Improvements has been updated and revised to reflect the current solicitation process, and allow for the solicitation of such services through the City's electronic bidding system, Periscope. The resolution was originally approved in 1974 and amended in 1978, 1980 and 1986.

Changes include but are not limited to the following:

1. Solicitation notification will be modernized to electronic via email, rather than mailed copies and the related subscription fee is removed.
2. Ranking Criteria has been updated to current practices to include new score sheets and scoring of proposals to be utilized by the Consultant Review Committee.
3. The Consultant Review Committee Report / Authorization to Negotiate contract by the City Council is eliminated from the process.
4. The Consultant Liaison Committee has been removed from the process. The Committee has not been required and has not met in more than 10 years. Any grievances received about the consultant selection process will be heard by the City Manager.

The City will begin soliciting services for Architects and Engineers in Periscope, the City's Electronic Bidding System, in October 2023. In an effort to provide a smooth transition, a three-month interim period will be implemented in which staff will continue to mail hard copy solicitations to firms that have paid the annual subscription fee, in addition to soliciting in Periscope. All solicitations will continue to be published in the Journal Record.

Upon City Council approval, the changes to the selection process will be effective immediately.

### **Review:**

Public Works Department

**Recommendation:** Resolution be adopted.