



October 7, 2022

Solicitation #: CAP-000537

**NOTICE TO SELECT CONSULTANTS**  
**Architectural & Engineering (A&E) Services**

The Office of Management and Enterprise Services (OMES), Capital Assets Management (CAM), Office of Facilities Management (OFM), intends to enter into a contract with one Architectural and/or Engineering (A&E) firm for professional consulting services to write an RFQ and RFP for the Jim Thorpe Memorial Building Renovation Project located at 2101 N. Lincoln Blvd., Oklahoma City, OK. The Jim Thorpe Memorial Building was built in 1938, initially named the Capitol Office Building and renamed the Jim Thorpe Memorial Office Building in 1961. The building has approximately 158,895 square feet leased to state agencies. The OMES will select 3 firms showing interest to be selected for a site visit and tour.

The chosen firm will assist OMES in developing a preliminary plan addressing the goals and criteria of the renovation along with the necessary scoping documents of the project. The AE1 will be expected to start as soon as selection is completed as the preliminary plan is required on or before December 31, 2022.

Funding for the Jim Thorpe Memorial Building Renovation Project is provided through HB3571 in a total amount not to exceed \$70,000,000. The scope of services will generally include recommendations for short-term and long-term capital improvements, cost projection, improvement of capital infrastructure projects and other related services. Historical building design and construction preservation and restoration experience is mandatory. Design-build experience and a history of working on State of Oklahoma projects is preferred. Additional information about the project is attached.

If your firm is interested in providing the needed professional services, please respond via e-mail, by **5:00 p.m. on Monday, October 17, 2022**. Your response must include unaltered CAP Forms M254, and M255 located at [CAP@omes.ok.gov](mailto:CAP@omes.ok.gov). Selection is expected within 30 days.

Please include the following information:

- **Cover Letter (one page):** indicate your interest; statement your firm is legally authorized to provide the services offered.
- **Firm Profile (one page):** outline legal structure of firm; business locations; years in business; prior firm names, if any; key personnel; qualifications by position/discipline; state your firm's limit of professional liability insurance coverage.
- **References (one page):** list not more than five (5) completed relevant projects. Include project name; location; construction cost; year completed; client name, title, and phone number.
- **Certifications/Licenses/Registrations:** only those firms and individual consultants who have the appropriate Oklahoma certifications, licenses and/or registrations for services offered will be considered. Provide copies of all certifications, licenses and/or registrations required for disciplines listed.

Please direct all questions to Paul Haley at 405-628-9614, [paul.haley@omes.ok.gov](mailto:paul.haley@omes.ok.gov) or David John at 405-522-5499, [david.john@omes.ok.gov](mailto:david.john@omes.ok.gov).

Sincerely,

Melissa Milburn  
Director, Construction, Planning and Real Estate Services