ACEC / OKC Partnership

Meeting Notes

March 12, 2026

1. **OKC Workshop – Spring 2026**
    a. Mostly geared toward contractors and consultants that do private development.
    b. Expanded to be a full day at the OKC Convention Center
    c. OMCA, ACPA and OAPA will also be presenting at the Workshop
    d. Proposed workshop to educate new and existing firms on city processes and contract changes.
    e. Could reach 25-40 non-members.
    f. Mike (from ACEC) is open to the city presenting at quarterly meetings (typically 1 hour).

2. **OKC Client Questionnaire**
    a. OKC is planning to send out a questionnaire to all consultants in the OKC database
    b. Hope is to get honest and anonymous feedback on how the City can be a better “client”.
    c. 10 questions will be sent to all consulting engineers in the system.

3. **As-built Submittals**
    a. OKC has difficulty getting consultants to submit as-builts at the end of a project. Usually have to suspect plan review to get them to submit.
    b. Suggested OMCA could reach out to their members regarding "as-builts" requirements.
    c. OKC will consider adding either plan notes and/or updates to the White Book to define what as-builts are required including how and what to provide.

d. Will also add to part of standard pre-work discussions

e. May tie provision of as-builts to final payout for both public and private development projects.

f. May consider requiring the use of GPS and advanced technology for easier recording of changes.

g. Requirements should vary based on project type (e.g., sidewalk vs. widening projects).

h. As-builts should ideally be recorded as the project progresses, not just at the end.

4. Consultant Interviews

a. Interview Duration & Structure

   i. 15 minutes presentation + 10-15 minutes Q&A.

   ii. Can extend up to 1 hour, especially if the scope is undefined (e.g., building concepts).

   iii. OKC stated that 20 minutes usually provides sufficient information; longer interviews can lead to rambling and extended meeting times.

b. Preparation Time

   i. 2 weeks' notice for interviews, presentation submission 48 hours in advance.

   ii. Consultants expressed that 2 weeks is often too tight, especially with the 2-day early submission requirement. Request for 21 days preparation time.

   iii. OKC is required to begin negotiating contracts within 150 days from Letter of Intent (LOI) to selection and scoping. Calendar scheduling for interviews can push actual notice to 4-6 weeks out.

c. LOI Advertisement: Generally 21 days, unless requested to shorten.

d. Notifications

   i. Consultant requested to be notified if *not* selected (e.g., "Dear John" email/call) to aid business planning.

ii. OKC's Resolution was rewritten to ensure notification for non-selection to the next step and interview invitations.

e. Interview Logistics

i. City requires submission 48 hours in advance due to IT encryption requirements (no direct laptop hookup).

ii. Consultants prefer direct laptop connection (video only, not to network) to allow last-minute changes and save preparation time.

iii. OKC agreed to check if there are other options

f. Attendance

i. OKC expressed that it is crucial to have the *actual Project Manager* (main interface with the city) present. "Heavy hitters" not involved in the project can be a turn-off.

ii. OKC Selection Panel consistency is generally good. OKC is reluctant to disclose specific panel members beforehand due to maintaining the integrity and fairness of the selection process. Consultants generally "know" who will be on the board (e.g., Barry, Debbie, Patti).

5. Right-of-Way (ROW)

a. OKC has concerns about surveyors submitting inaccurate information, leading to rework.

b. GIS mapping may clash with surveyed data, especially on section lines, leading to conflicting bearings for the same property.

c. Acquisition companies attempting to offer "one-stop" services sometimes lack thorough boundary expertise.

d. OKC and consultants agreed that the ROW documents should be from *surveyed* data, not just "mapped" data, requiring section corner verification by licensed professionals. The Oklahoma Society of Land Surveyors (OSLS) discussed this topic recently.

6. Contract Language & Revisions

a. Indemnity Clause:

i. City's requirement for consultants to indemnify them is **not changing**; it's an absolute "no" on revisions.

ii. Insurance limit changed to **$2 million** on new contracts.

1. OKC noted ongoing issues with the certificate of insurance format from partners, leading to editing.

iii. The city aims to maintain a standard contract template to avoid slowdowns and difficulty managing individual firm edits.

iv. Current revisions are ongoing and not yet pushed out publicly (e.g., CMAR contracts are taking priority).

v. This could be a future topic for a city/ACEC workshop.

7. New State Law: Local Bidder Preference

a. Discussed however doesn't impact engineering services

b. State law now allows local Oklahoma firms a 5% preference.

c. If the low bidder is non-local and the second bidder is local, the local bidder has the opportunity to take the bid by matching the low bidder's price *as is* (no changes to quantities or unit prices).

d. Does not apply to federally funded projects (e.g., ODOT).

e. The city has not yet successfully applied this in practice; one local bidder initially attempted but then backed out.

8. Next Meeting Topics

- Contract Language
- ½ Day Workshop (OKC/ACEC)
- ROW Documents QA/QC Checking
- Utility Coordination
- Next Meeting Coordination: To be scheduled around ACEC quarterly meetings, ideally in early June, potentially in Oklahoma City if the fall quarter meeting is there.

Sign-In

ACEC / City of OKC Partnership

March 12, 2026

Name	Representing	Initials
Barry Lodge	OKC – Public Works	
Brandon Bundy	OKC – Public Works	
Debbie Miller	OKC – Public Works	
Josh Doughtery	CEC	
Keith Angier	MacArthur Associated Consultants	
Lydia Leslie	Kimley Horn	
Marc Long	SRB	
Michael Williams	Crafton Tull	
Mike Thompson	ACEC – CEO	
Patty Pool	OKC – Public Works	
Rick Johnson	WSB Engineering	
Sean Kavanaugh	Poe and Associates	