Agenda/Minutes

ACEC / City of OKC Partnership

November 19, 2025

1. DISCUSS OKC Client Questionnaire
2. DISCUSS SELECTION PROCESS
    a. LOI Content
        i. City receives approximately 30-35 LOI on each project
        ii. Limit to 50 pages PDF's preferred - Presentation content should focus on project relevance and team qualifications, not excessive slides or "fluff."
        iii. No landscape or full page resumes
        iv. Interest in seeing evidence that a site visit was made, sharing staff availability, detailed project understanding
        v. City shared that all firms are notified or shortlisting but do not share final selection with each shortlisted firm.
    b. How to Communicate staff availability
        i. This is mostly due to some firms not performing to meet schedule
        ii. Need to show City workload for those on the team- Clearly communicate team availability and capacity for new projects.
    c. Knowledge of ranking criteria
        i. Each person on selection committee rank/weighs criteria separately (ie local, specialized personnel, project approach/project understanding)
        ii. Noted that the ranking is an average of the scores
    d. Interview panel composition
        i. Consultants prefer to have City staff assigned to project in the interview
        ii. No notification is given if a firm is not selected; absence of news indicates non-selection. Consultants would like notification.
        iii. Council approval requirement has been removed; negotiation authorization is now automatic.
        iv. Interview results may take several weeks to be communicated.
    e. Interview process
3. HOW TO REDUCE THE COST OF PROPOSAL
    a. OKC will not provide scoping documents and prefers consultants to present ideas and not only what the City provided.
    b. The City **does** expect the consultant to perform a site visit
4. CONCLUSIONS
    a. OKC Workshop with ACEC in Spring of 2026. Plan on 2 to 3 hours to share interview/selection process
5. NEXT AGENDA
    a. Continue discussion on selection process
    b. As-built submittal

Sign-In

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