

Revised: 01/01/04

**OKLAHOMA FUNDING OKLAHOMA FUNDING AGENCY
COORDINATING TEAM**

**GUIDELINES FOR
REQUEST FOR PROPOSAL
FOR
ENGINEERING SERVICES**

ENDORSED BY:

**OKLAHOMA WATER RESOURCES BOARD STAFF
OKLAHOMA DEPARTMENT OF COMMERCE
OKLAHOMA CITY AREA INDIAN HEALTH SERVICE
USDA - RURAL DEVELOPMENT - OKLAHOMA
OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY**

Revised: January 1, 2004

PURPOSE:

The _____ (Name of Entity) desires to seek financial assistance from a selected combination of the following agencies to resolve its (water, wastewater) problem:

List potential funding agencies:

It becomes necessary for the _____ (Name of entity) to have a Engineering Report and Environmental Information Document prepared by a qualified Engineering Firm licensed to do business in the State of Oklahoma, or a Professional Engineer licensed in the State of Oklahoma through the Request for Proposal (RFP) process.

The problem(s) is (are) (*describe*):

BACKGROUND INFORMATION:

1. Location.
(*county, distance from nearest major city, etc.*)
2. Present Population: _____.
3. Number of Water Customers:
 - Domestic _____.
 - Commercial _____.
 - Industrial _____.
4. Number of Sanitary Sewer Customers:
 - Domestic _____.
 - Commercial _____.
 - Industrial _____.
5. Water System (when applicable):
 - a. Water Source: (*describe*).
 - b. Water Treatment process: (*describe*).
 - c. Total length of distribution mains: _____ *feet (or miles)*
 - d. Total elevated storage capacity: _____ *gallons*
6. Sanitary Sewer System (when applicable):
 - a. Collection Mains: _____ *feet (or miles)*
 - b. Number of Lift stations: _____
 - c. Treatment process: (*describe*)

SCOPE OF WORK:

The Scope of Work will be as outline in the Agreement for Engineering Services

PROJECT AREA:

The primary project area is the (*describe*)_____

PROJECT CONTACT PERSON(S):

(*Give name, address, phone number, FAX number, and e-mail (if available) of the person(s) responsible for receiving proposals, and to answer questions*)

SUBMITTAL OF PROPOSALS:

Proposals must be submitted to the (insert name of appropriate official) by 5:00 p.m. on (date), at (give mailing and physical address). The proposal shall be placed in a sealed envelope marked clearly, "Response to RFP for (water, wastewater) Project."

PRE-SUBMITTAL MEETING: {OPTIONAL}

A pre-response meeting will be held on _____, 20____ at _____ in the _____ at _____ located at _____

EVALUATION CRITERIA:

All Proposals will be evaluated on the following:

1. Technical and Environmental qualifications.
2. Past experience with this kind of project: list previous projects, and the total project cost.
3. Recommendations of previous clients.
4. Experience in working with the above-listed state and federal funding agencies.
5. Capability to meet time schedules and project budget requirements.
6. Experience in designing facilities that reflect modest design, simple operational requirements, and economical cost of operation.
7. Evidence of ability to design a project appropriate for the (entity name) size, financial strength, and ability to repay loan funds and operation and maintenance cost.
8. *(additional criteria of entity)*

SELECTION PROCESS:

Out of the Proposals received by the (name of entity), it is expected that the three best will be selected for final consideration. Interviews will be conducted in order for the selection committee to ask questions to each candidate and evaluate their responses. The engineering firm and engineer under consideration will be notified as to time, date, and location of these interviews.

RESPONSIBILITIES OF THE (Name of Entity)

1. Furnish to the Engineer all existing studies, reports, and other available data pertinent to the assignment. Obtain or authorize the Engineer to obtain or provide additional reports and data as required, and furnish to Engineer services of others as required for the performance of Engineers services.
2. The (Name of Entity) will bear all cost related to its responsibilities described herein.

END OF REQUEST FOR PROPOSAL