

This is a ***draft*** request for qualifications that the OWRB has prepared as a reference. This document is an example, an attorney should be involved in approving the final request for qualifications, since they will be certifying the compliance with 2 CFR 200:317-327.

***Please note that all Request for Qualifications need to follow the Federal Procurement Procedure found in 2 CFR 200:317-327**

City of (TOWN NAME)
Request for Qualifications
For (Brief Description of Project – example Water Main Project, Master Plan Project, Water Tower Project, etc...) Project

The **ENTITY** is requesting qualifications for the ARPA funded Water Main Replacement Project.

Please mail your company qualifications to Attn: **Name, Entity Name, Address, the due date of (DATE) at (Time)**. Please contact (**Contact Name and Contact Information**), if you have any further questions. The project will begin immediately after selection is made.

POSSIBLE Content of Proposal to include:

Please submit technical qualifications by due date:

- (1) Proposed Project Approach and timeline
- (2) Brief description of the company
- (3) Resumes of Key Personnel
- (4) PE Licensed in Oklahoma
- (5) Past Performance on Projects of a Similar Nature
- (6) Prior Experience with Entity
- (7) References

*Please reference 2 CFR 200:317-320 for more information regarding allowable proposal content under federal procurement guidelines

Proposed Project

(Thorough description of the proposed project with applicable construction and equipment pieces needed - do not include specific name brand materials or products as stated in 2 CFR 200:319- may include anticipated start date)

POSSIBLE Project Deliverables to include:

The main project deliverables shall be as follows:

- Engineering Report including the following
 - o Hydrologic and hydraulic analyses (must meet OWRB/ODEQ minimum standards)

- Plans and Specifications for the Project
- Recommendations
- Cost estimates
- Conceptual plans
- Design Plans and Construction Permit
- Bidding and Contracting Process/Procurement of Construction Services
- Engineering During Construction
- Survey and Construction Staking
- Inspection Services

Selection Criteria

The **ENTITY Name** shall make consultant selection based on the following criteria:

- | | |
|--|-----------|
| - Proposed Project Approach and timeline | xx points |
| - Project organization and staffing | xx points |
| - Previous Project Experience | xx points |
| - Prior Experience with entity | xx points |
| - Reference(s) | xx points |

- Request for Qualifications must be sent to a minimum of three firms
- Selection shall be based on qualifications not price
- Follow 2 CFR 200:317-327