**Outline of RFQ packet:**

1. Entity Letter
2. Attachments
   1. RFQ advertisement
   2. RFQ
   3. Bidder’s affidavit
   4. Background
   5. Project location map
   6. Project description

(TOWN LETTERHEAD)

November 30, 2022

To Whom It May Concern:

The Town \_\_\_\_\_\_\_ (TOWN) is accepting proposals for the procurement of professional engineering services for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_{project description}\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of said TOWN.

All interested offerors must submit a proposal in accordance with the attached RFQ and submit it to the attention of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Town Clerk, \_\_\_\_\_\_\_\_\_\_\_\_ Town Hall, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_{address, city, state, zip}\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, no later than \_\_\_{time}\_\_\_\_ on \_\_\_\_\_\_{date}\_\_\_\_\_\_\_\_. No proposals will be accepted for consideration after the specified time. All proposals will be evaluated only on the criteria identified in the RFQ. Any proposal not fully addressing each criterion will be considered a non-responsive offer and will be eliminated from further consideration.

TOWN will notify all unsuccessful offerors of the contract award after a successful proposal has been accepted and the contract is executed.

Questions concerning the RFQ may be addressed to \_\_\_{name}\_\_\_\_\_\_\_\_\_\_, Town Clerk, at the address listed above or at \_\_{area code & phone number}\_ or emailed at [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](mailto:oakstownclerk@aol.com).

Attachments

**Advertisement**

**REQUEST FOR ENGINEERING QUALIFICATIONS**

The Town of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (TOWN) will accept qualifications for engineering services until \_\_\_\_{time}\_\_\_\_\_\_\_\_\_, {date} , 2022 from qualified engineers and/or engineering firms pursuant to entering into a contractual agreement for the performance of \_\_\_\_{detailed project description}\_\_.

Qualifications should be submitted to the attention of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Town Clerk,

\_\_\_\_\_\_\_\_\_\_\_\_\_ Town Hall

Address

City, OK Zip

***Copies of the RFQ may be obtained from*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Town Clerk, \_\_\_\_\_\_\_\_\_\_\_\_ Town Hall, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_{address, city, state, zip}\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_{area code & phone number}\_ or emailed at [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](mailto:oakstownclerk@aol.com).

The Town of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is applying for a grant from the Oklahoma Water Resources Board (OWRB) or other regional, state or federal agencies for \_\_\_\_\_\_\_\_\_\_\_\_{project description}\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

All qualified respondents will be considered without regard to age, race, creed, color, sex, handicap, or national origin.

The TOWN reserves the right to reject any and all respondents with or without cause and to waive any informalities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Mayor

Town of \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST FOR QUALIFICATIONS**

**I.   INTRODUCTION**

The Town of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (***hereinafter referred to as TOWN***) will accept qualifications until \_\_\_\_{time}\_\_\_\_\_\_\_\_\_, {date} , 2022, from qualified engineers and/or engineering firms (***hereinafter called Engineer*)** pursuant to entering into a contractual agreement for the performance of the hereinafter described services. Qualifications should be submitted to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Town Clerk, \_\_\_\_\_\_\_\_\_\_\_\_ Town Hall, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_{address, city, state, zip}\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The The Town of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is applying for a grant from the Oklahoma Water Resources Board (OWRB) or other regional, state or federal agencies for \_\_\_\_\_\_\_\_\_\_\_\_{project description}\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The needed engineering services are as set forth below. It is intention of TOWN to select an Engineer within a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ day period from the day the qualifications are due.

**II.  GENERAL INFORMATION**

      A.   The purpose of this Request for Qualifications (RFQ) is to obtain professional engineering services for the sanitary system study, plans and specifications, any needed revisions, construction bid preparation, inspections and construction phase oversight, including related infrastructure improvements for the improvements/ repair/reconstruction of a sanitary sewer project meeting the Oklahoma Department of Environmental Quality’s standards.

All qualified respondents will be considered without regard to age, race, creed, color, sex, handicap, or national origin.

**B.   *Qualifications will be opened by Town, at the***\_\_\_\_\_\_\_\_\_\_\_\_ Town Hall, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_{address, city, state, zip}\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at \_\_\_\_{time}\_\_\_\_\_\_\_\_\_, {date} , 2022 ***, and evaluated in accordance with the criteria outlined in Section IV following, after which, an engineer is expected to be selected within \_\_\_\_\_\_\_\_\_\_\_\_\_ days after the said Qualifications are reviewed to provide the requested services.***

      C.   All costs associated with the preparation and submission of the Request for Qualifications will be the responsibility of the submitter; ***TOWN will provide no reimbursement for these costs****.*

      D.   TOWN reserves the right to reject any and all qualifications received in response to this RFQ. A contract for the accepted respondent will be based only on the factors and procedures described in the RFQ.

      E.   Respondents must include the affidavit attached to this RFQ with their submission.

**III.       QUALIFICATIONS CONTENT**

All sections, A through G must be included to receive points in Section IV. Engineers desiring consideration should submit qualifications in the following format.

**A.  Cover Letter**

**B. Project Understanding and Approach**

This section shall demonstrate the Engineers understanding of the scope of work. This section should not merely restate the contents of the RFQ.

**C.  Project Schedule**

This section shall provide a schedule for completion of the project based on the time frames cited in the introduction of the RFQ. Project time lines shall be presented in terms of number of days necessary for each phase.

**D.  Qualifications of the Engineer**

This section shall discuss prior relevant experience of the Engineer. Particular mention should be made regarding previous experience with the type of project proposed and working with CDBG and tribal funded and/or state and federal projects. ***References should be provided along with a list of at least five such projects.***

**E.  Project Organization and Staffing**

This section shall discuss Engineer’s available staff. Proposed project manager and key personnel and their qualifications/experience shall be provided.

**F.   Affidavit**

The attached Bidder’s Affidavit shall be completed and submitted with the Qualifications.

**G.  Additional Capabilities**

This section shall discuss Engineer’s ability to provide other services such as TV or other method of inspection for a sanitary sewer study, completing a study, surveying, CAD drafting, and clerical services.

**H.  Number of Copies of Qualifications Document**

*\_\_\_\_\_* ***copies of the Statement of Qualifications document shall be submitted.***

**IV. EVALUATION CRITERIA AND METHOD OF EVALUATION**

All qualifications that have been received by the deadline and in the manner required in this RFQ will be opened and evaluated by representatives’ of the Town of \_\_\_\_\_\_\_\_\_\_\_\_\_\_. The evaluation will be based on the criteria presented in this section of the RFQ.

The RFQ’s will be assigned points in accordance with the following scale and schedule. The points shown are a maximum; therefore, the total points obtainable are 100.

  Item Points (maximum)

1. Compliance with RFQ 20

2. Experience completing a sanitary sewer study, design,

inspection and overall qualifications 50

3. Familiarity with Town’s/area sanitary sewer issues 10

4*.* References 10  
5. Other capabilities 10

NOTE: All written material, oral interviews, and other information relative to the RFQ will be treated as confidential.

**BIDDER’S AFFIDAVIT**

On behalf of the Offeror, **I,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of lawful age, being duly sworn upon oath, certify:

A.        That I am authorized to submit this proposal and bid and to contract on behalf of the Offeror.

B.         That I or any member of my firm have not paid, given, or donated or agreed to pay, give or donate to the Town of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and/or it’s Municipal Authority or any officer or employee of the Town of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and/or it’s Municipal Authority any money or other thing of value, including any special consideration, either directly or indirectly, in seeking to procure this contract.

C.         That the prices quoted in this bid have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.

D.        That the prices quoted in this bid has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.

E.         That there has been no attempt by the Offeror to discourage any potential Offeror from submitting a bid.

F.         That I have read and understand all of the information in the Request for Proposals, including the information on the project to be designed and administered.

G.         That the Offeror and any individuals to be assigned to the work do not have a record of substandard work.

H.        That the Offeror will, if awarded the contract, perform the requirements of the contract in accordance with all applicable state and federal rules and regulations.

Dated this\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2022.

               (Offeror’s Firm Name)

cid:image001.gif@01C47EC6.302C71E0(Signature of Offeror’s Representative)

cid:image001.gif@01C47EC6.302C71E0(Printed Name and Title of Individual (Signing)

Subscribed and sworn to before me this day \_\_\_\_\_of  \_\_\_\_\_\_\_\_\_\_\_, 2022.

Notary Public

My Commission expires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GENERAL

Detailed project description with location, map(s), and other pertinent details necessary for the engineer to know about the project.

EXISTING FACILITIES

The existing facilities include the following:

PROPOSED PROJECT