**\*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
	+ 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