

Sample Engineering Selection Process / Evaluation of Proposals

ENGINEERING SELECTION PROCESS

REQUEST FOR PROPOSALS (RFP)

Executive Summary
Description of District and Project
Available Information
District's Approach to Problem
Funding Strategies (include budget)
Contract Compensation
Selection Criteria
Incurring Costs - responsibility
Pre-Proposal Information Meeting - dates
Receipt of Proposal - deadline
Proposal Format
Statement of Problem
Management Summary
Work Plan
General Description of Professional Services
Prior Experience - similar projects (contracts/references)
Personnel
Cost and Price Analysis
Oral Presentation/Interview

REQUEST FOR QUALIFICATIONS (RFQ)

Executive Summary
Description of District and Project
Prior Experience - similar projects (contacts/references)
Personnel

NOTE: Qualification-based selection. After selection of top firm, the cost of services is negotiated as the final phase of the RFQ process.

EVALUATION OF PROPOSALS

SELECTION PROCESS

RFP or RFQ announcement/advertisement
Question and Answer period
Submission of initial proposal
Ranking based on experience and other factors
Preparation of a short list of candidates
Interviews
Selection of top firm
Negotiation on cost for service

SELECTION CRITERIA

Understanding of the Problem/Project
Engineering Qualifications
Firm's Experience With Respect To Project Type
Alternative System Experience
Relationship with Regulations and Funders
Personnel Competence
Approach
References
Sensitive to District's Wishes
Cost