

Request for Qualifications / Request for Proposal Checklist

Administrative Issues

- A detailed scope of work has been developed, reviewed and approved by the governing body.
- The scope of work has been reviewed by the appropriate entity within the municipality responsible for the work.
- The municipal solicitor has reviewed the scope of work.
- Legislative body approval has been secured to solicit services.

Contract Issues

The RFQ/RFP clearly...

- Notes any exclusions or exceptions of the contracting agency.
- Notes any DBE/MBE/WBE (Minority Participation) goals or set asides associated with the proposed work and any special submission requirements.
- Identifies any and all insurance requirements expected of the proposer.
- Identifies any and all Federal/State/Municipal requirements or permits expected of the proposer.
- Identifies the contracting agency's terms and conditions including preferred invoice format, frequency and payment terms.

Proposal Issues

The RFQ/RFP clearly...

- Sets forth the contracting agency's goals and expectations.
- Identifies the Client Point of Contact for questions / clarifications and the preferred method and format of contact (phone, fax, email, regular mail).
- Establishes and conveys the selection criteria to prospective proposers, including whether presentations will be expected and anticipated date for said presentations.
- Establishes a deadline for receipt of questions sufficiently in advance of the proposal due date to permit response (typically 5 business days). The RFQ/RFP indicates how responses will be issued and whether responses will be issued to all prospective proposers or just the prospective proposer posing the question.

- Identifies whether a pre-proposal meeting will be held, date and time it will be held, and whether attendance is mandatory. If held, the date should be sufficiently in advance of the proposal due date to permit the prospective proposers adequate time to incorporate findings in their proposals (typically 10 business days). If held, the RFQ/RFP also notes whether minutes will be recorded and whether minutes will be distributed to all prospective proposers or all pre-proposal meeting attendees.
- Identifies what, if any, existing information is available to prospective proposers, how they may obtain this information and/or where and when it may be reviewed.
- Notes a due date, time and location for receipt of the proposals. The due date should allow sufficient time for proper response (typically 30 days).
- Identifies the required number of proposal copies to be submitted and the preferred method of submission, if any (US Mail, FedEx, hand-carry, electronic).
- Identifies who the submissions are to be addressed to.
- Spells out any format for the proposal including any page limitations, order of presentation of material, margins, one or two sided, etc.
- Identifies whether a design schedule is required as part of the submission and the preferred format and detail required.
- Sets forth if a Technical Approach is required.
- Defines the format for the cost proposal and the detail required (man hours, base hourly rates, overhead and profit, allowable costs, etc), if cost is required to be submitted at this time. The RFQ/RFP also indicates whether the cost is to be submitted under sealed separate cover.
- States the award notification process and expected notification date.

Funding

- An estimate of cost of the planned engineering services has been established / reviewed.
- Adequate funding has been obtained / programmed and will be available upon award.
- The RFQ/RFP identifies the source of the funding.

Environmental Issues

Have all environmental permitting issues been resolved prior to issuance of the RFQ/RFP?

- Yes. Go to Utility Issues.
- No.

Have all environmental permitting issues been identified prior to issuance of the RFQ/RFP?

- Yes. The RFQ/RFP details exactly which permits will be required for the work and/or which permits the proposer is to obtain as part of the work.
- No. The RFQ/RFP indicates that the proposer is to identify which permits will be necessary in his response to the RFQ/RFP and obtain said permits as part of the work.

Utility Issues

Have the presence of Utilities been identified?

- Yes. Have all Utility issues been resolved?
- Yes. Go to Right of Way Issues below.
- No. The RFQ/RFP details which Utility Companies have facilities in the project area and clearly notes that the engineer/proposer will be responsible to identify and/or resolve any conflicts.
- No. The RFQ/RFP states that the engineer/proposer will be responsible to conduct a Utility Investigation / Coordination effort in addition to identifying and/or resolving any conflicts.

Right-of-Way/Land Acquisition Issues

Will additional Right-of-Way (property) be necessary in order to complete the work?

- No.
- Maybe. The RFQ/RFP clearly details that the engineer/proposer is to identify all additional property necessary for the work and prepare the necessary Right-of-Way plans and documentation.
- Yes.

Has all necessary, additional permanent and temporary Right-of-Way been obtained?

- No. The RFQ/RFP clearly identifies by map or description which property(s) will be necessary for the proposed work along with the current property owner(s) name, address, etc. The RFQ/RFP clearly identifies who will establish contact with the affected property owner(s) (municipal staff, legislative body, or engineer/proposer) and notes that the engineer / proposer is to prepare the necessary Right-of-Way plans and documentation.
- Yes.

Schedule

The RFQ/RFP clearly...

- Identifies an anticipated date as to when award will be made, and/or a selection schedule, including the anticipated dates for presentations, if necessary.
- Identifies an anticipated notice to proceed date.
- Identifies an expected services completion date and/or any other anticipated deadlines including an expected construction completion date, if any.

General Issues

The Scope of Work clearly...

- Identifies the number and types (design coordination, public presentation, legislative body presentation) of meetings the successful proposer is expected to attend.
- For public meetings/presentations, the scope of work clearly identifies what presentation materials (presentation boards, number of handouts, etc.) the proposer will be expected to supply. The scope of work also details the responsible party to convene the meeting, identify the participants, send notice, and take and distribute minutes.
- Identifies the responsible party for coordination of the project with outside agencies and which outside agencies the proposer may be expected to coordinate with.
- Defines the expected deliverables including the number, size, type (reproducible, paper, electronic) and format (CADD version, preferred word processor format) for all plans, specifications and estimates.
- Identifies any special, proprietary products generally used by the soliciting agency if specifications are required, and the responsible party for supplying the 'boiler plate' and preferred format, if applicable.
- Identifies what, if any, post design services are expected (advertising, bidding, review of bids, recommendation for award, pre-construction meeting, shop drawing review). When construction observation/inspection services are specified in the scope of work, the extent of those services should also be specified, i.e.: periodic, part-time, daily, full-time or full construction management and what level of material testing and certification is expected.

For more information contact:
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