

**Request for Qualifications (RFQ)**  
**Circuit Engineering District 1**  
**Program Management Services**  
**Advertisement Date: July 29th, 2024**

**TO:** Consulting Engineering Companies and Qualified Individuals  
**FROM:** Circuit Engineering District 1  
**SUBJECT:** Request for Qualifications

Circuit Engineering District 1 (CED 1) is soliciting the services of qualified consulting engineering companies and/or qualified individuals to provide Circuit Engineering District Program Management Services for CED 1, consisting of Craig, Creek, Delaware, Mayes, Nowata, Osage, Ottawa, Pawnee, Rogers, Tulsa & Washington counties.

Circuit Engineering Districts (CEDs) have been developed under Title 69 § 687.1, which allows Counties to come together as a cooperative and provide efficiencies that are not available to an individual county. The CEDs act as a political subdivision and each county designates one County Commissioner / Representative to serve on the CED Board.

**The objectives of CED 1 are as follows:**

1. Provide efficiency through pooling resources.
2. Provide research.
3. Aid with such functions as road maintenance, construction, inspection, and equipment.
4. Conduct public discussion groups, panels, and lectures.
5. Provide courses of education and instruction.
6. Obtain and develop types of information relative to the operation of the transportation system.
7. Provide short- and long-range planning within the district and with other districts.
8. Provide services to Counties that will improve the quality of the transportation system and be cost effective.

**Circuit Engineering Districts may also:**

1. Provide construction inspection for road and bridge projects.
2. Perform Safety Bridge Inspection as required by the Federal Highway Administration.
3. Develop sign shops that are constructing roadway signs according to the latest standard.
4. Provide training for county roadway employees through coordination with OSU's Local Technical Assistance Program (LTAP).
5. Provide engineering advice.
6. Conduct county equipment auctions.
7. Provide an inventory and condition assessments of bridges, roads, signs, and roadway structures.

**Request for Qualifications:**

CED 1 is soliciting for Program Management Services for the above referenced program. The primary focus of work will consist of management of the monthly CED 1 meetings and the development of the 5-Year CED 1 CIRB Plan. CED 1 plans to select one (1) firm / individual for this position.

If your firm is interested in providing these services, please complete the enclosed request of qualifications/services to Alex Mills via e-mail to [amills@tulsacounty.org](mailto:amills@tulsacounty.org) no later than 12:00 pm Monday, September 9, 2024.

The CED 1 Selection Committee will review the information and make recommendation for award at the next regularly scheduled board meeting on Thursday, September 26, 2024. Each firm / individual will be evaluated based on the following experience and / or familiarity with CED procedures.

1. Experience in development of county and multi-county 5-year construction plans.
2. The ability and resources the firm / individual must perform the work when needed.
3. Experience in facilitating meetings in accordance with the Open Meeting Act.
4. Experience of the firm / individual in County and ODOT procedures.
5. Accessibility of the firm / individual
6. References.

**The Submitted RFQ Packet should include the following information, at a minimum:**

1. Firm / Individual Legal Name and Address.
2. Name, Title & Telephone of Principal Contact.
3. Brief resume of key person(s) that will oversee this project including:
  - a. Name and Title
  - b. Years of experience with firm
  - c. Education: Degrees(s) / Year(s)
  - d. Project(s) / Assignments that would be relevant to this request
4. Firm's work that would represent current qualifications that would be relevant to this project.
5. References of work in Item 4, including contact name and number.
6. Submittal of a Qualifications Affidavit and Conflict of Interest Affidavit (Attached)

**The Program Management Scope of Services shall be as follows:**

1. Act in a professional manner as you represent the counties in CED 1.
2. Operate the Monthly CED 1 Meetings:
  - a. Plan, coordinate, and administer monthly meetings.
  - b. Ensure proper posting of agenda, attendance at the meetings, coordination with attendees, service providers, meeting venues, issuing meeting minutes for board review, and all other items required to conduct a monthly CED 1 meeting.
  - c. Comply with all requirements of the Open Meeting Act, including, but not limited to, posting of agenda's, calendar of events, and submission of documents to various county and state organizations, as required.
3. Attend additional meetings as CED 1 PM:
  - a. Monthly OCCEDB and ACCO Board Meetings.
  - b. ACCO Conferences (3 per year).
  - c. CED Managers Meeting (quarterly).
4. Prepare the 5-Year CED 1 CIRB Plan:
  - a. Determine from ODOT Local Government the current funding appropriations.
  - b. Verify project numbers for all 5-Year CED 1 CIRB Projects.
  - c. Coordinate with tribes, cities, INCOG and other agencies to determine other funding sources available for projects.
  - d. Integrate the 11 County CIRB Plans into an overall 5-Year CED 1 CIRB Plan.
  - e. Communicate adjustments (adding/removing/modifying/prioritizing) in projects with each County before submission of the overall Draft 5-Year CED 1 CIRB Plan to the CED 1 Board for review at least 2 weeks prior to formal CED 1 Board vote. This includes attending commission meetings, meetings with individual commissioners, if needed.
  - f. Maintain programming level engineering, utility relocation, right-of-way acquisition, and construction cost estimates for all 5-Year CED 1 CIRB Projects. Obtain estimates from consultants and ODOT, as needed.
5. Prepare the ODOT STP Plan:
  - a. Develop and maintain an annual STP plan to assist in ensuring projects will be ready to execute all available STP funds in each year appropriated.
  - b. Coordinate with Counties, ODOT, and consultants to track progress for full execution of funds.
  - c. Provide information and project status to OCCEDB Board in the event additional STP funds become available.
6. Manage the CED 1 Website:
  - a. Post meeting agendas and meeting minutes.
  - b. Post funding data, 5-Year CED 1 CIRB Plan, other pertinent information.

- c. Post information relevant to CED 1 business.
  - d. Post ODOT selection paperwork and other documents to aid in CED 1's and Counties' responsibilities for documentation.
7. Manage the Emergency Transportation Revolving (ETR) Program:
- a. Maintain accounting of all requests per County and overall CED 1 total.
  - b. Obtain from each County, pre-construction, and post-construction photographs for documentation.
8. Manage the Used Beam Program:
- a. Maintain inventory of used beams.
  - b. Organize and manage used beam requests.
  - c. Coordinate with Counties and ODOT to ensure documentation is completed for each beam transfer.
  - d. Present recommendation for beam usage to CED 1 Board.
  - e. Allocate beams following CED 1 Board approval.
9. Manage the Materials Request Grant Program:
- a. Maintain accounting of all requests per county and totals for CED 1.
  - b. Review submitted documentation for material grants ensuring all documents required have been submitted.
  - c. Assist counties in paperwork for requesting a Material Request Grant.
10. Project Scoping:
- a. Coordinate with ODOT Local Government to schedule and attend scoping site visits for all new projects added to the 5-Year CED 1 CIRB Plan, and any projects currently on the 5-Year Plans that may require scoping to be completed.
  - b. Generate all paperwork required for ODOT to approve the addition of projects to the 5-Year CED 1 CIRB Plan. This includes location maps, project initiation forms, estimates of total project cost (engineering, right-of-way, utility relocations, and construction), programming resolutions, and other pertinent data.
11. Conduct Project Status Meetings:
- a. Communicate with commissioners, consultants, and ODOT to update statuses on all projects in current 5-Year Plans.
  - b. Generate status sheets and details for reports to the board about projects.
  - c. Attend special meetings for project updates and changes.
  - d. Assist counties and engineers on project processes.
12. Coordinate / Conduct Training Events:
- a. New Commissioner Training Session (1<sup>st</sup> Quarter of each year)
  - b. Communicate with LTAP to setup classes and invite attendees.
  - c. Communicate with ODOT to setup classes and invite attendees.

13. Assist in the CED 1 Audit:
  - a. Communication and correspondence with state's auditor to ensure all information is accurate and acceptable to the auditor.
  - b. Creation and preparation of any documentation required by the state auditor.
  - c. Review and comment on audit.
  
14. Aid each county pertaining to all projects under Surface Transportation Program (STP), County Improvements for Roads and Bridges (CIRB), Emergency and Transportation Revolving (ETR), County Bridge and Road Improvement (CBRI) funds or other funding/grants and could also include force account projects.
  
15. Working with other partners such as the Oklahoma Department of Transportation (ODOT), Indian Nation Council of Governments (INCOG), Tribes and other entities in the development of work plans that involve all member counties.
  
16. Additional Program Management Services:
  - a. Any additional services not listed above will be identified by the CED 1 Manager and/or CED 1 Board during a Monthly CED 1 meeting.
  - b. A not to exceed value for the additional services will be approved by the CED 1 Board at that time.



Circuit Engineering District 1  
Qualifications Affidavit

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**NOTE:** This certification shall be included with any Statement of Qualifications submitted to CED 1 in response to a Request for Qualifications.

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

- A. That I am authorized to submit this qualification statement and to be contracted on behalf of the Offerer;
- B. That I or any member of my firm have not paid, given, or donated or agreed to pay, give or donate to the Circuit Engineering District 1 Board of Directors or any officer or employee of the Circuit Engineering District 1 Board of Directors or other thing of value, including any special consideration, either directly or indirectly, in seeking to procure this contract;
- C. That there has been no attempt by the Offerer to discourage any potential Offerer from submitting a qualification statement;
- D. That I have read and understand all of the information in the Request for Qualifications, including the information on the project to be designed and administered;
- E. That the Offerer and any individuals to be assigned to the work do not have a record for substandard work; and
- F. That the Offerer will, if awarded the contract, perform the requirements of the contract in accordance with all applicable state and federal rules and regulations.

(Offerer's Firm Name)

(Printed Name & Title)

(Signature of Offerer's Representative)

(Date Signed)

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Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

(Signature of notarial officer)

My Commission Expires:

(SEAL)

My Commission #:

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**NOTE:** This certification shall be included with any competitive bid and/or contract to CED 1 for goods or services.

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Solicitation / Project Name:

Bidder's Legal Business Name:

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STATE OF )  
 ) ss  
COUNTY OF )

I certify that neither I, nor my immediate family, to the best of my knowledge, possesses any financial interest whatsoever with any employee, officer, or agent of CED 1 which is in any way involved in this solicitation. Should any employee, officer, or agent of CED 1 in which I or my immediate family have a financial interest, receive quotes or proposals, I will reveal immediately such interest to the Circuit Engineering District 1. Further, I acknowledge my obligation to disclose in like manner any friendships; family or social relationships; past, present, or planned employment relationships, or any other type of relationship, such as housing or transportation arrangements, which might be perceived as compromising the independent judgment in connection with this solicitation.

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The undersigned, duly authorized agent for the above-named supplier, by signing below acknowledges this certification statement is executed for the purposes of the competitive bid attached herewith and contract, if awarded to said supplier.

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(Supplier Authorized Signature) Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20

(Printed Name) (Signature of notarial officer)

(Title) My Commission Expires:  
My Commission #:

(SEAL)

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