2025 ODOT Engineering Solicitation Process

Projects may be solicited starting July 1 for the new fiscal year

1. Complete the Solicitation letter for the specific project or projects for which the county wishes to solicit engineering services. Solicitation letter shall include the services required: Survey, Environmental, Geotechnical Investigations, Preliminary Engineering Studies, Utility Relocation Management, Preliminary and Final Design, and Submittal of Plans, Specifications and Estimates (PS&E). Projects on the solicitation must have engineering fees shown in the current fiscal year on the adopted 5 year CIRB plan.
    a. Send (preferably by email) the completed Solicitation letter to at least 3 engineering firms from the list at: https://app.powerbigov.us/view?r=eyJrIjoiN2M1MGUyMjUtM2ZkMi00NDJiLWE3NDUtMDEyZTAyNTEyMmY5IiwidCI6IjlhMzA3ODY0LTNlOTgtNGYwOC1iOTBhLTcyOGI2MmNmMzJjNSJ9
    b. Each project **MUST HAVE 3 RESPONSES**, so if you do not receive 3 responses, you must solicit additional firms.
2. A 3-person committee shall be set up and shall schedule a phone or in-person interview with each firm that responded to the solicitation.
    a. Each firm must be evaluated only on the questions mentioned in the solicitation letter.
    b. A non-disclosure statement must be completed by each of the committee members.
    c. During the interviews each committee member must complete a Local Government-Consultant Selection Process Score Sheet.
    d. An Interview Results sheet shall be compiled with all of the points and ranks from the individual committee members score sheets.
    e. Once the committee has finished their selection, a Resolution stating the engineering firm selected for projects needs to be completed and executed by the Board of County Commissioners.
3. After selection is completed, the following information needs to be sent to ODOT Local Government Division, Tim Pehrson Tim.Pehrson@odot.ok.gov :

    a) *Solicitation Process Records*

    Solicitation letter, Email, or Documented Telephone Log for each shortlisted consultant. The solicitation letter, Email or Telephone log must include the project description, a summary of the scope of services, and list each of the scoring criteria to be used during the interviews.

    b) Selection Process Documents

    - A Non-Disclosure statement from each of the Selection Committee Members.
    - Score sheet from each Selection Committee Member
    - Combined Interview Results Ranking Form

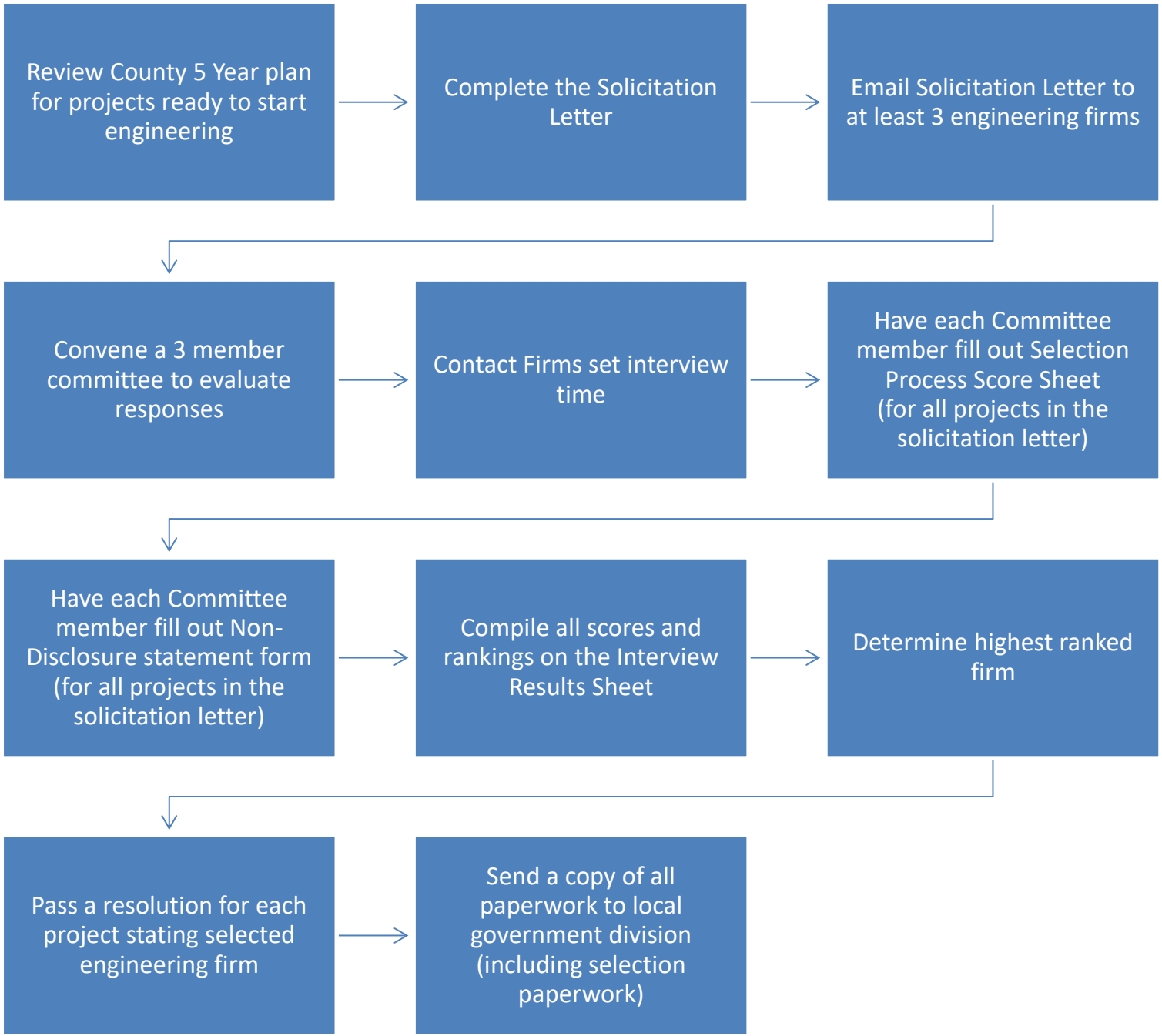
    c) Authorizing Resolution

    The Resolution should reference the specific project, recommend approval of the selected consultant, and authorize the Department to enter into a contract with the consultant on behalf of the County.

Important information:

- Counties are responsible for submitting their selection paperwork directly to ODOT as soon as they have made their selection. The consultant engineers cannot send the paperwork to ODOT. Send to: Tim Pehrson Tim.Pehrson@odot.ok.gov
- In the event of a tie in rankings, the committee must determine which firm shall be selected and provide written justification.
- All services requested of the firm must be listed in the Services Description within the solicitation letter. This list of services may be reduced based on county/ project requirements.

ODOT Engineering Solicitation Process Flow-Chart



Solicitation Letter Example for 1 Project

DATE: February 25, 2014

TO: Consulting Engineering Companies

FROM: Washington County

SUBJECT: Solicitation of Interest

At this time, Washington County is soliciting the services of consulting engineering companies to provide Preliminary Engineering, Preparation of Construction Plans for projects identified by the CIRB 5 Year Plan. These services require qualifications, expertise, experience and/or equipment that are of a highly specialized nature.

Services Description: Bridge and Approach		
Number of Anticipated Firms to Be Selected	**1**	Bridge Replacement for Bridge #84, a tributary to Caney River, located N 3940 approximately 1.0 mile South of E 0240 Road. The anticipated services may include the Survey, Environmental, Geotechnical Investigations, Right of Way Acquisition, Preliminary Engineering Studies, Utility Relocation Management, Preliminary and Final Design and will culminate in the submittal of Plans, Specifications and Estimates, (PS&E)
County	**Washington**	
Construction Job Piece No.	**30615(04)**	

Washington County District No.3 is soliciting for engineering and design services for the above referenced project. If your firm is interested in providing these services, please provide an updated Statement of Qualifications (SOQ- 255 and Organizational Chart) to Washington County via e-mail to Mike Dunlap at MDunlap@countycourthouse.org no later than 3 pm on February 24, 2014.

After your SOQ has been received, an interview will be set up for March 3, 2014. Each firm will be evaluated based on the following experience and/or familiarity of the proposed Consultant Team with Department procedures.

- Experience the firm has in designing the type of bridge or roadway envisioned for the project.
- The ability and resources the firm has to perform the work when needed.
- The quality of the plans that the firm will provide upon completion of the design.
- Experience of the consultant in County and ODOT procedures.
- Accessibility of the consultant firm.
- Current work load of the consultant firm.

Respectfully,

Mike Dunlap, Commissioner
District No. 3, Washington County

EXAMPLE

Example Non-Disclosure Statement for 1 project
One is required for each committee member

OKLAHOMA DEPARTMENT OF TRANSPORTATION
Local Government Division
200 N.E. 21st Street
Oklahoma City, OK 73105-3204

Nondisclosure Statement for Evaluation Team

EC Number 1407 - Pre-Qualification for County Engineering Services

PROJECT: JP 30615(04) Bridge #84, a tributary to Caney River

I hereby certify that I will not disclose or release any confidential information prior to award of the contract. Confidential information includes, but is not limited to, the contents of all proposals submitted in response to the referenced Engineering Contract and any analysis or evaluation thereof.

I agree to disclose to the Director of Transportation or designee all current personal, business and/or government relationships I have with the below listed consultants. I agree to disqualify myself from participation in the evaluation team should the Director of Transportation or designee find that any of said relationships may be perceived as compromising my independent judgment in the evaluation process.

Number	Consultant
1	ACME Engineering
2	Beautiful Bridges Engineering
3	Oklahoma's Best Engineering
4	
5	
6	
7	
8	
9	
10	
11	
12	

Describe any current personal, business and/or government relationships between yourself or your family members and any of the consultants listed above. Include in your comments, the name of the consultant and a brief description of the nature of the relationship.

Evaluator Signature:

February 21, 2014
Date:

David Henry
Printed Name

Commissioner, Committee Chairman
Printed Title

Questions to ask Engineering Firms

Questions must match those in the solicitation letter

INSTRUCTIONS:

The Section Committee/Board should interview and rate each Consultant on a scale of 1 to 10, with 10 being the highest, in each of the questions. Enter the rating numbers on the lines provided opposite each question. At the completion of the interview, enter the totals on the lines provided. Then rank the firms - 1st - 2nd - 3rd choice.

Some questions for Design Services could include any or all of the following:

Q1 • Experience the firm has in designing the type of bridge or roadway that you envision for the project.

Q2 • The ability and resources the firm has to perform the work when you need it.

Q3 • The quality of the plans that the firm will provide to you upon completion of the design.

Q4 • Experience of the consultant in County and ODOT procedures.

Q5 • Accessibility of the consultant firm.

Q6 • Current work load of the consultant firm.

Q7 • **Any other question(s) you may wish to ask.**

Note: you may add questions or replace the above questions with one of your own wording.

Example Score Sheet for 1 project Member 1

LOCAL GOVERNMENT - CONSULTANT SELECTION PROCESS SCORE SHEET

DATE: February 21, 2014 **STATE JOB PIECE#:** 30615(04)

PROJECT LOCATION AND DESCRIPTION:
Br#84, Trib to Caney River, located N 3940 approx. 1 mile S of E 0240 Rd

PROJECT OWNER: Washington County **(County or City)**

SELECTION COMMITTEE MEMBER: David Henry

CONSULTANT COMPANY		
Acme Engineering	Beautiful Bridges Engineering	Oklahoma's Best Engineering
COMPANY REPRESENTATIVE		
Frank Underwood	Walter White	Fox Mulder

QUESTION #	RATING (1 – 10)	RATING (1 – 10)	RATING (1 – 10)
1	8	7	3
2	7	8	4
3	8	9	8
4	9	9	2
5	8	9	1
6	8	9	5
7	8	9	7
TOTALS	56	60	30
YOUR RANKING (1^{st} 2^{nd} 3^{rd})	2nd	1st	3rd

INSTRUCTIONS:

Each Selection Committee Member should interview and rate each Consultant on a scale of 1 to 10, with 10 being the highest, on each of the questions. Enter the rating numbers on the lines provided next to each question number. At the completion of the interview, enter the totals on the lines provided. Then rank the firms - 1^{st}, 2^{nd} and 3^{rd} choice.

Example Score Sheet for 1 project
Member 2

LOCAL GOVERNMENT - CONSULTANT SELECTION PROCESS SCORE SHEET

DATE: February 21, 2014 **STATE JOB PIECE#:** 30615(04)

PROJECT LOCATION AND DESCRIPTION:
Br#84, Trib to Caney River, located N 3940 approx. 1 mile S of E 0240 Rd

PROJECT OWNER: Washington County **(County or City)**

SELECTION COMMITTEE MEMBER: John Doe

CONSULTANT COMPANY		
Acme Engineering	Beautiful Bridges Engineering	Oklahoma's Best Engineering
COMPANY REPRESENTATIVE		
Frank Underwood	Walter White	Fox Mulder

QUESTION #	RATING (1 – 10)	RATING (1 – 10)	RATING (1 – 10)
1	8	7	6
2	6	9	7
3	7	9	8
4	7	9	2
5	7	9	6
6	8	9	5
7	8	9	5
TOTALS	51	61	39
YOUR RANKING (1^{st} 2^{nd} 3^{rd})	2nd	1st	3rd

INSTRUCTIONS:

Each Selection Committee Member should interview and rate each Consultant on a scale of 1 to 10, with 10 being the highest, on each of the questions. Enter the rating numbers on the lines provided next to each question number. At the completion of the interview, enter the totals on the lines provided. Then rank the firms - 1^{st}, 2^{nd} and 3^{rd} choice.

Example Score Sheet for 1 project
Member 3

LOCAL GOVERNMENT - CONSULTANT SELECTION PROCESS SCORE SHEET

DATE: February 21, 2014 **STATE JOB PIECE#:** 30615(04)

PROJECT LOCATION AND DESCRIPTION:
Br#84, Trib to Caney River, located N 3940 approx. 1 mile S of E 0240 Rd

PROJECT OWNER: Washington County **(County or City)**

SELECTION COMMITTEE MEMBER: Danny Miller

CONSULTANT COMPANY		
Acme Engineering	Beautiful Bridges Engineering	Oklahoma's Best Engineering
COMPANY REPRESENTATIVE		
Frank Underwood	Walter White	Fox Mulder

QUESTION #	RATING (1 – 10)	RATING (1 – 10)	RATING (1 – 10)
1	9	10	5
2	6	8	4
3	6	10	7
4	7	9	2
5	7	10	1
6	9	9	6
7	8	9	8
TOTALS	52	65	33
YOUR RANKING (1^{st} 2^{nd} 3^{rd})	2nd	1st	3rd

INSTRUCTIONS:

Each Selection Committee Member should interview and rate each Consultant on a scale of 1 to 10, with 10 being the highest, on each of the questions. Enter the rating numbers on the lines provided next to each question number. At the completion of the interview, enter the totals on the lines provided. Then rank the firms - 1^{st}, 2^{nd} and 3^{rd} choice.

Example Interview Results Sheet for 1 project

OKLAHOMA DEPARTMENT OF TRANSPORTATION
PROJECT MANAGEMENT DIVISION
JP 30615(04) Br #84, a tributary to Caney River
INTERVIEW RESULTS
Date: February 21, 2014

	CHAIR		Committee Member		Committee Member					
CONSULTANT	**Points**	Rank	**Points**	Rank	**Points**	Rank		**TOTAL POINTS**	**ORDINAL TOTAL**	**FINAL Ranking**
Acme Engineering	56	2	51	2	52	2		159	2	2
Beautiful Bridges Engineering	60	1	61	1	65	1		186	1	1
Oklahoma's Best Engineering	30	3	39	3	33	3		102	3	3

Example Resolution Selecting Engineering Firm for 1 project

RESOLUTION

WHEREAS, it appears reasonable and necessary for the BOARD OF COUNTY COMMISSIONERS OF Washington COUNTY, OKLAHOMA, to recommend to the Oklahoma Department of Transportation the selection of a consulting engineer, Beautiful Bridges Engineering for certain design services in connection with the construction of a public project known as Br #84 Tributary to Caney River , J/P 30615 (04) in accordance with the terms and tenor of 69 O.S. 2001, Section 601.

It is further affirmed that the consultant was nominated to the Board by Committee vote using a qualifications based selection process, as required by law;

NOW, THEREFORE, BE IT RESOLVED that the BOARD OF COUNTY COMMISSIONERS OF Washington COUNTY, OKLAHOMA, sitting in regular session does hereby authorize the Oklahoma Department of Transportation to enter into a contract with the named consultant, on behalf of the County, for the proper design of the public project referenced herein, and to finance the cost of this contract from proceeds allocated to the *County Improvements for Roads and Bridges* funds; subject to such project expenditure being identified within the current approved *5 Year County Improvements for Roads and Bridges Plan*, on file with the Department.

ATTEST:

_____ COUNTY CLERK

_____ CHAIRMAN

_____ MEMBER

_____ MEMBER

Example Solicitation Letter for Multiple Projects

DATE: **March 25, 2014**

TO: Consulting Engineering Companies

FROM: Nowata County

SUBJECT: **Solicitation of Interest**

At this time, Nowata County is soliciting the services of consulting engineering companies to provide Preliminary Engineering, Preparation of Construction Plans for projects identified by the CIRB 5 Year Plan. These services require qualifications, expertise, experience and/or equipment that are of a highly specialized nature.

Services Description: Bridge and Approach		
Number of Anticipated Firms to Be Selected	**2**	Bridge Replacement for Bridge #2, Opossum Creek, located EW 0020 approximately 2.0 miles Northwest of SH-10. Bridge Replacement for Bridge #78, South Fork Creek, located NS 4140 approximately 2.5 miles South of US 60. Bridge Replacement for Bridge #63, Mormon Creek, located EW 0190 approximately 5.0 miles Northwest of US 169. Bridge Replacement for Bridge #62, Trib to Mormon Creek, located EW 0190 approximately 2 miles North of US 60. Bridge Replacement for Hickory Creek LWC, located NS 413 approximately 3 miles North and 1 mile West of SH10/US 169 Jct at Lenapah. Bridge Replacement for Bridge #82, Panther Creek, located E 270 approximately 9.0 miles Southeast of Nowata. The anticipated services may include the Survey, Environmental, Geotechnical Investigations, Right of Way Acquisition, Preliminary Engineering Studies, Utility Relocation Management, Preliminary and Final Design and will culminate in the submittal of Plans, Specifications and Estimates, (PS&E)
County	**Nowata**	
Construction Job Piece No.	**29398** **28558** **30495** **29414** **30496** **30494**	

Nowata County is soliciting for engineering and design services for the above referenced project. If your firm is interested in providing these services, please provide an updated Statement of Qualifications (SOQ- CAP 255 and Organizational Chart) to Nowata County via e-mail to Karen Freeman at nowbcc@cableone.net no later than 3 pm on March 14, 2014.

After your SOQ has been received, an interview will be set up for March 17, 2014. Each firm will be evaluated based on the following experience and/or familiarity of the proposed Consultant Team with Department procedures.

EXAMPLE

Example Solicitation Letter for Multiple Projects

- Experience the firm has in designing the type of bridge or roadway envisioned for the project.
- The ability and resources the firm has to perform the work when needed.
- The quality of the plans that the firm will provide upon completion of the design.
- Experience of the consultant in County and ODOT procedures.
- Accessibility of the consultant firm.
- Current work load of the consultant firm.

Respectfully,

Doug Sonenberg, Commissioner
District No. 2, Nowata County

EXAMPLE

Example Non-Disclosure Statement for Multiple Projects
Required for each Committee Member

OKLAHOMA DEPARTMENT OF TRANSPORTATION
Local Government Division
200 N.E. 21st Street
Oklahoma City, OK 73105-3204

Nondisclosure Statement for Evaluation Team

EC Number 1407 - Pre-Qualification for County Engineering Services

PROJECT: JP 29398 Br #2-Opossum Ck, JP 28558 Br #78-South Fork Ck, JP 30495 Br #63- Mormon Ck

JP 29414-Br #62- Trib to Mormon Ck, JP 30496-Hickory Ck LWC, JP 30494 Br #82- Panther Ck

I hereby certify that I will not disclose or release any confidential information prior to award of the contract. Confidential information includes, but is not limited to, the contents of all proposals submitted in response to the referenced Engineering Contract and any analysis or evaluation thereof.

I agree to disclose to the Director of Transportation or designee all current personal, business and/or government relationships I have with the below listed consultants. I agree to disqualify myself from participation in the evaluation team should the Director of Transportation or designee find that any of said relationships may be perceived as compromising my independent judgment in the evaluation process.

Number	Consultant
1	Acme Engineering
2	Beautiful Bridges Engineering
3	Oklahoma's Best Engineering
4	
5	
6	
7	
8	
9	
10	
11	
12	

Describe any current personal, business and/or government relationships between yourself or your family members and any of the consultants listed above. Include in your comments, the name of the consultant and a brief description of the nature of the relationship.

_____ _____
Evaluator Signature: Date:

_____ _____
Printed Name Printed Title

Example Score Sheet for Multiple Projects
Required for each Committee Member

LOCAL GOVERNMENT - CONSULTANT SELECTION PROCESS
SCORE SHEET

DATE: March 13, 2014 **STATE JOB PIECE#:** 29398, 28558, 30495, 29414, 30496, 30494

PROJECT LOCATION AND DESCRIPTION:
Br 2- Opossum Ck, Br 78- South Fork Ck, Br 63- Mormon Ck, Br 62- Trib to Mormon Ck, Hickory Creek LWC, Br 82- Panther Ck

PROJECT OWNER: Nowata **(County or City)**

SELECTION COMMITTEE MEMBER: _____

CONSULTANT COMPANY		
Acme Engineering	Beautiful Bridges Engineering	Oklahoma's Best Engineering
COMPANY REPRESENTATIVE		
Frank Underwood	Walter White	Fox Mulder

QUESTION #	RATING (1 – 10)	RATING (1 – 10)	RATING (1 – 10)
1			
2			
3			
4			
5			
6			
7			
TOTALS			
YOUR RANKING (1^{st} 2^{nd} 3^{rd})			

INSTRUCTIONS:

Each Selection Committee Member should interview and rate each Consultant on a scale of 1 to 10, with 10 being the highest, on each of the questions. Enter the rating numbers on the lines provided next to each question number. At the completion of the interview, enter the totals on the lines provided. Then rank the firms - 1^{st}, 2^{nd} and 3^{rd} choice.

Example Interview Results Sheet for Multiple Projects

OKLAHOMA DEPARTMENT OF TRANSPORTATION
PROJECT MANAGEMENT DIVISION
JP 29398, 28558, 30495, 29414, 30496, 30494
INTERVIEW RESULTS
Date: March 13, 2014

	CHAIR		Committee Member		Committee Member					
CONSULTANT	Points	Rank	Points	Rank	Points	Rank		TOTAL POINTS	ORDINAL TOTAL	FINAL Ranking
Acme Engineering	56	2	51	2	52	2		159	2	2
Beautiful Bridges Engineering	60	1	61	1	65	1		186	1	1
Oklahoma's Best Engineering	30	3	39	3	33	3		102	3	3

Example Resolution for Multiple Projects

RESOLUTION

WHEREAS, it appears reasonable and necessary for the BOARD OF COUNTY COMMISSIONERS OF NOWATA COUNTY, OKLAHOMA, to recommend to the Oklahoma Department of Transportation the selection of a consulting engineer, Beautiful Bridges Engineering for certain design services in connection with the construction of a public project known as Br 2, Br 78, Br 63, Br 62, Hickory Ck LWC , J/P 29398, 28558, 30495, 29414, 30496 (04) in accordance with the terms and tenor of 69 O.S. 2001, Section 601.

It is further affirmed that the consultant was nominated to the Board by Committee vote using a qualifications based selection process, as required by law;

NOW, THEREFORE, BE IT RESOLVED that the BOARD OF COUNTY COMMISSIONERS OF NOWATA COUNTY, OKLAHOMA, sitting in regular session does hereby authorize the Oklahoma Department of Transportation to enter into a contract with the named consultant, on behalf of the County, for the proper design of the public project referenced herein, and to finance the cost of this contract from proceeds allocated to the *County Improvements for Roads and Bridges* funds; subject to such project expenditure being identified within the current approved *5 Year County Improvements for Roads and Bridges Plan*, on file with the Department.

ATTEST:

_____
COUNTY CLERK

_____
CHAIRMAN

_____
MEMBER

_____
MEMBER