

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

Nondisclosure Statement for Evaluation Team
Pre-Qualification for County Engineering Services

PROJECT: _____

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	
2	
3	
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

LOCAL GOVERNMENT - CONSULTANT SELECTION PROCESS
SCORE SHEET

DATE: _____

STATE JOB PIECE#: _____

PROJECT LOCATION AND DESCRIPTION:

PROJECT OWNER: _____ (County or City)

SELECTION COMMITTEE MEMBER: _____

CONSULTANT COMPANY		
COMPANY REPRESENTATIVE		

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 - 1st, 2nd and 3rd choice.

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.

The information should be compiled and sent to the ODOT Local Government Division, either via mail or email with an attachment of the selection and information referred to the above. If you have any questions, please feel free to contact me.

Date:

RESOLUTION

WHEREAS, it appears reasonable and necessary for the BOARD OF COUNTY COMMISSIONERS OF _____ COUNTY, OKLAHOMA, to recommend to the Oklahoma Department of Transportation the selection of a consulting engineer, _____ for certain design services in connection with the construction of a public project known as _____, J/P _____ (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 _____ 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