THE REAL TRUTH BEHIND THE RFP PROCESS

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An informal discussion about the Request For Proposal (RFP) process with input from consulting engineers and municipal representatives. Audience participation required!
OVERVIEW

• Why should you put out an RFP?
• Why shouldn’t you put out an RFP?
• Qualifications-Based Selection (QBS)
• How engineering fees are calculated
• Did you get a “deal” on your engineering?
• Where did the interview team go?
• Who are the decision makers?
• Did the RFP process have a good or bad result?
WHY SHOULD YOU PUT OUT AN RFP?

• Don’t have a regular consultant
• Dissatisfaction with consultant
• Consultant lacks specific expertise
WHY SHOULDN’T YOU PUT OUT AN RFP?

• Checking your consultant’s rates
• Trying to get a “deal” on services
• Can make it difficult to hire who you really want
QUALIFICATIONS-BASED SELECTION (QBS)

• Examine the consultant’s qualifications in detail.
• If you ask for a fee, the selection is cost-based.
HOW ARE ENGINEERING SERVICES FEES CALCULATED?

• Consultants propose on the work included in the RFP Scope.

• Fees are based on resources (people) and their associated billing rates

• Did the consultant “buy” the job?
DID YOU GET A “DEAL” ON YOUR ENGINEERING SERVICES?

• Was the consultant easy to work with?
• Did the consultant do a good job?
• Were your interests the consultant’s top priority?
• Contract amendments to match scope
• You get what you pay for!
WHERE DID THE INTERVIEW TEAM GO?

- Did the interview team work on your project?
- Experience level of project team
WHO ARE THE DECISION-MAKERS?

• Who decides to send out an RFP?
• Pressure to send out RFPs
• Who will work with the consultant on the project?
• Communication between elected officials and utility staff
• Express your experiences to the decision-makers
• Have your consultant talk to the decision-makers
DID YOUR RFP HAVE A GOOD OR BAD RESULT?

• The RFP process is a lot of work for both municipality and consultant

• Did the project go smoothly?

• Did you get the best possible result?
OPEN DISCUSSION