

## **SAMPLE REQUEST FOR QUALIFICATIONS (RFQ)**

The city of West Linn, Kentucky, and/or its designated representative, (agency)\_\_\_\_\_, is seeking proposals for services relating to the \_\_\_\_\_Project. Qualifications will be taken for engineering services.

Minimum requirements include previous experience in engineering design and inspection on similar projects.

All interested persons and firms should contact (person) between the hours of 9:30 a.m. and 4:00 p.m., Monday through Friday, to obtain an informational packet. Qualifications must be received at the Office of the Mayor, (address) by (deadline date). The city of West Linn reserves the right to reject any and all Qualifications not meeting the requirements of this Request for Qualifications for Consulting Engineers.

Kentucky Relay Service for the hearing and speech impaired: 1-800-648-6056.

Attention is particularly called to the requirements as to conditions of employment to be observed under the contract, Section 3, Segregated Facility, Section 109, Title VI, and EO 11246. Local, minority and female-owned firms are encouraged to respond.

## **SAMPLE REQUEST FOR QUALIFICATIONS FROM CONSULTING ENGINEERS**

The city of West Linn is applying for federal funding for the Westside Water and Sewer Project. Engineering services will include:

### Engineering Design and Inspection

1. Design and prepare cost estimate for infrastructure improvements including:
  - Waterlines
  - Sanitary sewer
  - Curb and Gutter
  - Sidewalks
  - Street Construction
  - Storm Sewers
  - Sewage Lift Station
2. Construction drawings, specifications, plans, permits, etc. as well as bid procedures and recommendations of a construction contractor.
3. Construction inspection of the infrastructure improvements after contract award.

The engineer will be required to provide professional services, which will include: review of environmental assessment material, preparation of bidding and contract documents, and engineering inspection/reporting during actual construction.

Final plans, specifications and bid documents will be completed within    (days)    of Notice to Proceed. Procurement of said services shall be in accordance with "The Common Rule." All engineers interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, management and staff capabilities, and related prior experience. The objective of the competitive process is to objectively select the firm that will provide the highest quality of service. Selected respondents will be interviewed and the firm(s) judged most qualified will be asked to prepare a final proposal which would include fees for said services.

Exhibit I, attached to this Request for Qualifications, is the minimum qualifications for the consulting engineer. These minimum qualifications have been established to assure the Community of professional expertise with adequate experience to assure successful completion of the proposed project within the allocated time constraints.

Exhibit II, attached hereto, is a rating system that will be utilized for selection of the consulting engineer. This rating system will be employed by the community in determining which proposal best meets the needs as outlined in this "Request for Qualifications".

All work to be undertaken as part of this proposed program must be undertaken in accordance with 24 CFR, Part 570; 24 CFR, Part 58; and other applicable State and Federal requirements.

Responses to this Request for Qualifications must be submitted to    (person)    prior to    (deadline date)   . Any response not meeting the minimum requirements for consulting engineer's prior experience as outlined in this request will be rejected.

Attention is particularly called to the requirements as to conditions of employment to be observed under the contract, Section 3, Segregated Facility, Section 109, Title VI, and EO 11246.

As stated previously, city of    West Linn    and    (agency)    reserves the right to reject any and all responses submitted. If you have any questions regarding this Request for Qualifications, please contact                     (person and phone number)                    .

**EXHIBIT I**  
**SAMPLE ENGINEER'S QUALIFICATIONS**

I. Consulting Engineer's Minimum Qualifications

- A. The principal responsible for project coordination must have a minimum of three (3) years experience with the Kentucky CDBG Program or other federal/state programs.
- B. The engineering firm must have successfully provided engineering services for a minimum of three (3) similar type projects. The engineering firm will not be accepted if there have been any unresolved audit exceptions relative to engineering services.
- C. The engineering firm must submit references as to the firm's professional qualifications from a minimum of three (3) previous clients for which the engineering firm has performed work (include address and telephone number).

II. Format for Professional Qualifications

Technical qualifications for the consulting engineer shall as a minimum include the following:

- A. The criteria and design approach to be used in the performance of required work.
- B. The personnel to be assigned to the project and resumes of qualifications and experience.
- C. The engineer's experience in the development, design and construction of similar projects.

III. Final Selection

Final selection of the engineer will be based upon the maximum total points scored as set forth in the "Rating System" in Exhibit II.

The city of West Linn and (agency) reserves the right to negotiate a contract with the engineer deemed the most qualified to perform the professional services required.

Sealed proposals must be submitted to the Office of the Mayor, and received by (deadline date). Any proposal not meeting the qualifications set forth in this Request for Qualifications will be rejected.

**EXHIBIT II**  
**SAMPLE ENGINEERING SERVICES**  
**SELECTION RATING SYSTEM**

- |                                                                                                                               |                          |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. <u>Project Engineer's Experience</u>                                                                                       | <u>Maximum 20 Points</u> |
| A. 5 or more years experience with CDBG or other federal/state programs                                                       | 20 Points                |
| B. 3 or more years experience                                                                                                 | 15 Points                |
| C. 1-2 years experience                                                                                                       | 10 Points                |
| D. No experience                                                                                                              | 0 Points                 |
| 2. <u>Firm's Project Completion Background</u>                                                                                | <u>Maximum 20 Points</u> |
| A. Completion of 5 previous, similar type projects within proposed time frame & budget                                        | 20 Points                |
| B. Completion of 3 projects                                                                                                   | 10 Points                |
| C. No projects were completed                                                                                                 | 0 Points                 |
| 3. <u>References from Similar Projects</u>                                                                                    | <u>Maximum 20 Points</u> |
| A. Respondent lists 3 previous clients with similar projects and all references give excellent response on quality of service | 20 Points                |
| B. Respondent lists 2 previous clients                                                                                        | 15 Points                |
| C. Respondent lists 1 previous client                                                                                         | 10 Points                |
| D. Respondent lists no previous references                                                                                    | 0 Points                 |
| 4. <u>Firm's Familiarity with Community's Needs</u>                                                                           | <u>Maximum 20 Points</u> |
| A. Firm is thoroughly familiar with City                                                                                      | 20 Points                |
| B. Firm is somewhat familiar with City                                                                                        | 10 Points                |
| C. Firm is unfamiliar with City                                                                                               | 0 Points                 |
| 5. <u>Minority or Female-Owned Firm</u>                                                                                       | <u>Maximum 5 Points</u>  |
| A. Firm is minority or female-owned                                                                                           | 5 Points                 |
| B. Firm is not minority or female-owned                                                                                       | 0 Points                 |
| 6. <u>Small Business Firm</u>                                                                                                 | <u>Maximum 5 Points</u>  |
| A. Firm is a small business                                                                                                   | 5 Points                 |
| B. Firm is not a small business                                                                                               | 0 Points                 |

**MAXIMUM TOTAL POINTS**

**90 POINTS**

Statement of Qualifications submittals should be organized to address each evaluation criteria as listed above and provide references where appropriate. Brochures and similar generalized background materials may be included, but are not required.

# ENGINEER SELECTION

PROJECT \_\_\_\_\_

CITY/COUNTY OF \_\_\_\_\_

CRITERIA		POINTS AWARDED			
1.	Engineer's Experience				
2.	Firm's Project Completion Background				
3.	References from Similar Projects				
4.	Firm's Familiarity with Community's Needs				
5.	Minority or Female-Owned Firm				
6.	Small Business				
<b>TOTAL POINTS</b>					

Certification: I hereby certify that the city held interviews with the most qualified firms that responded based on the information available prior to the interviews. The selection committee evaluated and ranked all persons or firms interviewed based on the criteria set forth above.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_