

## Sample Request for Proposal

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**TO:**

**FROM:**

**PROJECT:**

**NAME:**

Your firm is invited to submit your Proposal to become eligible for a possible interview for professional services related to the development of a utility master plan for the City of Sample.

Attached to this memo are the following:

1. Requirements for Proposals
2. Preliminary Scope of Work
3. Schedule of Activities
4. Evaluation Criteria
5. Sample Professional Services Contract

All responses will be reviewed for selection of firms to be interviewed.

Your proposal along with three (3) copies should be forwarded to the following address to be received no later than \_\_\_\_\_ AM/PM on \_\_\_\_\_.

Sincerely,

Authorized Official

Enclosure

## REQUEST FOR PROPOSAL REQUIREMENTS

Your Proposal should include the following information:

1. Name, address and brief description of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one page narrative as to firm's interest, particular abilities and qualifications related to this project.
4. Describe other projects completed by this firm and key personnel pertinent to this project. Include reference contact information.
5. Provide examples of knowledge, expertise and/or experience with other related work.
6. Firm's proximity to the work area, if relevant.
7. Bid price to perform services identified in the proposal.
8. Additional information as required by the owner.
9. Authorization - The response must be signed by an individual authorized to bind the firm and shall contain a statement to the effect that the response is valid for at least 90 days.

### Anticipated Schedule of Activities

Submit Proposal:	May 1, 20xx
Review Proposal:	May 5, 20xx
Evaluation of Proposals and Short Listing of Firms:	May 8, 20xx
Interview Short Listed Firms:	May 16, 20xx
Select Firm:	May 20, 20xx
Issue Notice of Award/Sign Contracts:	June 1, 20xx

### Evaluation Criteria

1. Firm's history and resource capabilities to perform required services. (1-10 points)
2. Evaluation of assigned personnel. (1-10 Points)
3. Related Experience. (1-10 Points)
4. Financial Management and Cost Allocation experience and results. (1-10 Points)
5. Familiarity with local experience and results. (1-10 Points)

6. Ability to relate to project. (1-10 Points)
7. Analysis of narrative statement. (1-10 Points)
8. Reference check. (1-10 Points)
9. Price Comparison. (1-10 Points)

### **Type of Contract**

City of Sample will execute either a firm, fixed-price contract, or a cost-reimbursement contract for these services that is contingent on the final commitment of grant funding.

### **Federal Requirements**

Prospective offerors should note the successful proposer must meet the following terms and conditions:

- Appendix II to 2 CFR Part 200
- Title VI of the Civil Rights Act of 1964.
- CDBG Conflict of Interest (24 CFR 570.489(h)).
- Access to records.
- Executive Order 11246 - Equal Employment Opportunity
- Executive Order 12138 - Women Business Enterprise Policy.
- Architectural Barrier Act of 1968.
- Age Discrimination Act of 1975.
- Section 3 Clause - Housing and Urban Development Act of 1968.
- Section 504 - Rehabilitation Act of 1973.
- Executive Order 11063.
- Davis Bacon and Related Acts.

City of Sample may or may not negotiate the fee schedule with one or more offers. Simple reserves the right to reject any and/ or all responses. City of Sample is an Equal Opportunity Employer. The contract is tentatively scheduled to be awarded by City of Sample on June 1, 20XX. Offerors may desire additional information, a site visit or clarification regarding the Statement of Qualification. If so, please contact John Smith between 9:00 a.m. and 5:00 p.m. local time at (317) 555-1234.