

## Sample Request for Qualifications

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**TO:**

**FROM:**

**PROJECT:**

**NAME:**

Your firm is invited to submit your Statement of Qualifications 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 Statement of Qualifications
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 Statement of Qualifications with six (6) copies should be forwarded to the following address \_\_\_\_\_ to be received no later than \_\_\_\_\_ AM/PM on \_\_\_\_\_.

Sincerely,

Authorized Official

Enclosure

## REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Your Statement of Qualifications 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 designed 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. Additional information as required by the owner.
8. 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.

### Sample Schedule of Activities

Submit Statement of Qualifications:	May 1, 20XX
Review Statement of Qualifications:	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

Proposal Evaluation criteria shall include:

1. Specialized experience or technical expertise of the organization and its personnel in connection with the scope of services to be provided and complexity of the project.
2. Past record of performance on contracts, including quality of work, timeliness and cost control.
3. Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the firm.
4. Familiarity of the organization with this type of project or problems applicable to the project.

## **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:

1. 24 CFR Part 85.36.
2. Title VI of the Civil Rights Act of 1964.
3. CDBG Conflict of Interest (24 CFR 570.489(h)).
4. Access to records.
5. Executive Order 11246 - Equal Employment Opportunity
6. Executive Order 12138 - Women Business Enterprise Policy.
7. Architectural Barrier Act of 1968.
8. Age Discrimination Act of 1975.
9. Section 3 Clause - Housing and Urban Development Act of 1968.
10. Section 504 - Rehabilitation Act of 1973.
11. Executive Order 11063.
12. Davis Bacon and Related Acts.

City of Sample may or may not negotiate the fee schedule with one or more offers. City of Sample 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.