

**General Services Sample Bid Packet**  
**City of West Nowhere is an Equal Employment Opportunity Employer**  
**REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECT/ENGINEER**

**Request for Proposal**

1. **Anytown CITY** (sponsor) is soliciting competitive sealed proposals from qualified civil engineers and/or engineering firms (architects/firms) which have **five (5) years or more experience** in providing civil engineering services as outlined in the **SCOPE OF SERVICES SECTION** of this request.

2. **Objectives and Background**

Periodically, the sponsor intends to design and construct a number of municipal related construction projects, i.e. water and sewer systems, street improvements including curb, gutter, and sidewalks, as well as a variety of other construction projects which require state licensed professional engineering services.

3. **Scope of Services**

The sponsor is requesting municipal engineering services for the programming, design, cost estimating, preparation of construction documents, reproduction costs, bidding, bid evaluation, construction administration, final inspection, and project acceptance. In summary, the sponsor is desirous that the successful engineer/firm provide a full range of professional services to assist it in the successful completion of a variety of municipal public works projects.

4. **Compensation for Services (Fee)**

The sponsor intends to enter into a professional services contract covering up to a five-year period **involving annual reviews** with the successful engineer/firm. Compensation for the services rendered, will be based upon a time-expended basis with an agreed maximum not to exceed value per year.

5. **Evaluation Criteria and Selection Procedures**

Selection of the successful engineer/firm will be based upon a matrix giving a predetermined value to each of the submissions required in this section. The engineer/firm is requested to provide responses to the following:

- i. The name of the project architect/firm, and the managing principal if applicable.
- j. The architect/firm address of principal place of business.
- k. The size of the architect's/firm's staff and current workload. A record of previous relevant experience in the design and initial development (BRIEF DESCRIPTION OF SCOPE).
- l. A list of references including names, addresses, and phone numbers of no more than 8 individuals or organizations familiar with the architect/firm performance.
- m. If an architectural firm, identification and role of key individuals in the architectural team and/or its consultants.
- n. A brief response to each of the other aspects of the project as outlined in the owner's preliminary project requirements.
- o. An approximate schedule for completion of requested services.
- p. An approximation of the number hours, the related costs to perform the services required by this RFQ, and the applicable hourly rates or multiplier for the base rates of individuals employed on the project.

### Selection Procedures

- g. The sponsor's selection committee will consist of the (#) member board of directors, the project manager, and legal counsel.
- h. The sponsor will review all architect/firm submissions and utilizing a matrix of pre-determined, weighted values for each of the required items, select the (3) architects/firms receiving the highest scores in the evaluation process.
- i. The (3) architects/firms receiving the highest score will be invited to participate in an interview with the selection committee. The architects/firms are requested to limit the number of participants in the interview to the project architect and/or one principal of the firm. Date, time, and location of the interview are yet to be determined.
- j. Following the interviews, the selection committee will, again utilizing a matrix of pre-determined values, designate the two architects/firms receiving the highest scores as the primary and secondary architects/firms.
- k. The sponsor will then enter into negotiations with the primary architect/firm to establish the value of compensation and other relevant issues.
- l. In the event the sponsor is not able to negotiate a mutually acceptable contract with the primary architect/firm, it reserves the right to terminate negotiations and then undertake negotiations with the secondary architect/firm.

#### **6. General Conditions For Proposals:**

- a. Failure to read the Request for Proposal and comply with its instructions will be at the engineer's/firm's own risk.
- b. Corrections and/or modifications received after the closing time specified in this RFP will not be accepted.
- c. The proposal must be signed by a designated firm representative or officer who is authorized to bind the engineer/firm contractually. Submission of a signed proposal to the sponsor will be interpreted to indicate the engineer's/firm's willingness to comply with all terms and conditions set forth herein.

#### **7. Proposal Submission:**

- a. Proposals must be delivered to the **Anytown City Clerk** at (ADDRESS, ZIP) on or before (TIME OF DAY) on (DAY, DATE, YEAR). Proposals received after (time) will be placed in the file unopened and will not be considered. There will be no exceptions.
- b. Proposals must be submitted in a sealed envelope clearly bearing the name of the engineer/firm, and address.
- c. The applicant must submit (NUMBER TO CORRESPOND WITH WHOMEVER SERVES ON THE SELECTION COMMITTEE) copies of the complete proposal.

#### **8. Award**

The sponsor reserves the right to reject all proposals. The sponsor also reserves the right to waive any irregularity, informality, or technicality in the proposals in sponsor's best interest, and is not obligated to award a contract based upon the lowest priced submission. If terms cannot be mutually agreed upon, the sponsor will enter into negotiations with another engineer/firm.

#### **9. Written Agreement**

The successful engineer/firm will be required to enter into a written agreement with the sponsor in a form acceptable to the sponsor.

10. **Omissions**

Should the RFP not contain sufficient information in order for the engineer/firm to obtain a clear understanding of the services required by the sponsor, or should it appear that the instructions outlined in the RFP are not clear or contradictory, then the engineer/firm may obtain written clarification from the sponsor at least 24 hours prior to the required time and date for proposal submission. The engineer/firm shall include a copy of the written clarification with its submission.

11. **Equal Opportunity and Affirmative Action Program**

The successful engineer/firm must covenant and agree to abide by the federal and state regulations pertaining to Equal Employment as set forth in **EXECUTIVE ORDERS 11246, 11375, 11625, and 41 CFR Part 60-4, Section III of the Housing and Urban Development Act of 1968 (12 USC 170u), as amended and HUD Regulations at 24 CFR Part 135.**

In summary, these regulations require project participants not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, or national origin and project participants will take appropriate measures to employ minority owned businesses. A copy of all noted regulations can be obtained from the sponsor. Also, the sponsor will make every effort to ensure that all bidder are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

When applicable, the successful engineer/firm must comply with all applicable the Federal Housing and Urban Development Community Development Block Grant provisions and regulatory requirements in the performance of services outlined herein.

12. **Additional Information:**

For additional information regarding the services specified in this request for proposal, contact the **Town Clerk (ADDRESS, ZIP, PHONE & FAX NO'S.).**

13. **Cost Of Developing Proposal:**

All costs related to the preparation of the proposals and any related activities are the sole responsibility of the engineer/firm. The sponsor assumes no liability for any costs incurred by bidders throughout the entire selection process.

14. **Proposal Ownership:**

All proposals, including attachments, supplementary materials, rendering, sketches addenda, etc. shall become upon submission, the property of the sponsor, and will not be returned to the submitting engineer/firm.

15. **Non-Collusion**

The engineer/firm guarantees that the proposal submitted is not a product of collusion with any other bidder and no effort has been made to fix the proposal price of any bidder or to fix any overhead, profit, of cost estimate of any proposal or its price.

**SAMPLE NEWSPAPER ADVERTISEMENT FOR ARCHITECT/ENGINEER  
(General Services)**

**Notice of Request for Proposals/Qualifications:**

Anytown City will accept proposals from qualified civil engineers or engineering firms with in excess of five years experience in designing and implementing a number of municipal related construction projects, i.e. water and sewer systems, street improvements including curb, gutter, and sidewalks, as well as a variety of other construction related projects which require state licensed professional engineering services.

Copies of the RFP are available at the office of the City Clerk, (ADDRESS, ETC., PHONE & FAX NO'S.).

Proposals will be received at the City Clerk's office up until (TIME) on (DAY & DATE).

From time to time, projects will be funded in whole or in part by the Department of Housing and Community Development. The successful awardee will be responsible for compliance with all applicable federal and state requirements.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**