

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

1. (name of jurisdiction or organization)_(sponsor, if applicable) is soliciting competitive sealed proposals from qualified engineers/architects and architectural firms to provide professional services outlined in the **SCOPE OF SERVICES SECTION** of this request.

2. Objective and Background

The sponsor intends to design and construct a (BRIEF PROJECT DESCRIPTION) .

3. Scope of Services

The sponsor is requesting full architectural 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 architect/firm provide a full range of professional services, exclusive of soils test and special inspections, to assist it in the successful completion of the project. Unless noted by the architect, the sponsor will assume that all costs to accomplish these goals are included in the **RFQ**.

4. Compensation for Services (Fees)

The sponsor intends to enter into a professional services contract with the successful engineer/architect/firm. Compensation for the services rendered, is to be based upon a time-expended basis with an agreed maximum not to exceed value.

NOTE: The selection of the successful architect/firm will not be based solely on the fee.

5. Evaluation Criteria and Selection Procedures

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

- a. The name of the project architect/firm, and the managing principal if applicable.
- b. The architect/firm address of principal place of business.
- c. 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).
- d. A list of references including names, addresses, and phone numbers of no more than 8 individuals or organizations familiar with the architect/firm performance.
- e. If an architectural firm, identification and role of key individuals in the architectural team and/or its consultants.
- f. A brief response to each of the other aspects of the project as outlined in the owner's preliminary project requirements.
- g. An approximate schedule for completion of requested services.
- h. 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

- a. The sponsor's selection committee will consist of the (#) member board of directors, the project manager, and legal counsel.

- b. 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.
- c. 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.
- d. 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.
- e. The sponsor will then enter into negotiations with the primary architect/firm to establish the value of compensation and other relevant issues.
- f. 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 architect's/firm's own risk.
- b. All prices and notations must be printed in ink or typewritten. Errors may be crossed out and corrections printed in ink or typewritten, adjacent to the corrected error. Person signing the proposal must initial all corrections in ink.
- c. Corrections or modifications received after the closing time in this RFP will not be accepted.
- d. The proposal must be signed by a designated firm representative or officer who is authorized to bind the architect/firm contractually. Submission of a signed proposal to the sponsor will be interpreted to indicate the architect's/firm's willingness to comply with all terms and conditions set forth herein.

7. Proposal Submission

- a. Proposals must be delivered to the office of the project manager at (NAME, 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 architect/firm, address, and title of the project.
- c. The applicant must submit (NUMBER TO CORRESPOND WITH MEMBERS SERVING 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 its 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 the secondary architect/firm.

9. Written Agreement

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

10. **Omissions**

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

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

The successful applicant 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 addition, the successful architect/firm must comply with Federal Labor Standards Provisions.

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 offers are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to provide all parties reasonable access to the same basic information.

The successful architect/firm must comply with all applicable CDBG 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 project manager (NAME, ADDRESS, ZIP, PHONE & FAX NUMBERS).

13. **Cost Of Developing Proposals**

All costs related to the preparation of the proposals and any related activities are the sole responsibility of the applicant. The sponsor assumes no liability for any costs incurred 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 applicant.

15. **Non-Collusion**

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

**SAMPLE NEWSPAPER ADVERTISEMENT FOR ARCHITECT/ENGINEER
(Project Specific)**

Notice of Request for Proposals:

The (SPONSOR NAME) will accept proposals from qualified architects or architectural firms for the design of a (PROJECT NAME) that will include (DESCRIBE FEATURES).

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

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

The design and construction phases are funded in part by a Department of Housing and Community Development Block Grant. The successful awardees will be responsible for compliance with all applicable federal and state requirements.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER