

SAMPLE REQUEST FOR STATEMENT OF QUALIFICATIONS AND PERFORMANCE DATA

PROJECT DESCRIPTION AND SCOPE OF WORK

The (Name of Government) is soliciting proposals from qualified (Insert Type of Professional – Architects, Engineers, Landscape Architects, Land Surveyors and Construction Management) firms for assistance in the following:

(Insert a short project description including project type, estimated size and location (if known) and desired completion date, as well as the local governments general goals for the facility or infrastructure’s performance.)

Professional services required are likely to include (Insert description of applicable services – for example, feasibility analysis, grant preparation, participation in public meetings, surveying, programming, schematic design, cost estimation, construction drawings, project oversight.)

Optional: Funding sources for this project may include (Insert funding sources). The successful firm will be required to comply with (Insert requirements such as insurance or bonding, environmental regulations, firm’s public participation responsibilities, local government’s affirmative action policies, etc.). The (Local government) anticipates a total project cost of (Insert project cost, if known.)

PROPOSAL CONTENT

The proposal must be organized in sections containing the following information:

- **Description of Firm.** Describe your firm’s legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes and the address of the office that will manage the project.
- **Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience. However, extensive descriptions of vaguely related projects are discouraged. Also list all public sector clients for whom you have performed similar work in the past five years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm.
- **Personnel.** Provide a professional resume for the key people proposed to be assigned to the project (including any important sub-consultants), and describe relevant related experience. Describe key personnel’s proposed roles and responsibilities on this project. Submittals must identify a proposed project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
- **Project Approach.** Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. If Applicable, discuss any unique aspects of the project, alternative approaches the (Local Government) might wish to consider or special considerations related to programmatic/funding requirements. Your firm should rely on its

expertise and experience with similar projects to demonstrate how it will effectively complete the project.

- **Project Schedule.** Provide a schedule of general project activities indicating the duration of each activity and of the total project. The schedule should reflect realistic activity durations.

Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal.

**ADDITIONAL
INFORMATION**

Questions regarding the project may be directed to (Department director or other designated manager familiar with the project.) (Provide address and phone number.)

**PROPOSAL
DEADLINE**

(Number) copies of the proposal must be received no later than (Time Due) (EST) on (Date) at (Specification location – street, building, room number etc.). Proposals received after the deadline will not be considered.

**SELECTION
PROCESS**

Proposals will be ranked on qualifications and the (Local Government) may choose to interview several of the top ranked firms. However, at its discretion, the (Local Government) may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the basis of the following factors:

- Firm History and Capability to Perform Project
- Relevant Project Experience
- Qualifications of Project Team
- Familiarity with Area and Project
- Project Approach and Schedule

Selected references will be contacted.

A selection committee appointed by the (Local Government) will assist with firm evaluations and make recommendations to the (Board/Council/Etc.) who will make the final selection. The (Local Government) will seek to negotiate a contract, a detailed scope of work, fee schedule, etc. with the preferred firm. If unable to reach an agreement, the (Local Government) will terminate negotiations and commence negotiations with the second-ranked firm, and so forth.

The (Local Government) expects to evaluate proposals and provide written notification of the short-listed firms within 30 days of receipt of proposals. If interviews are held, they will be scheduled within (Insert Number) weeks of short-list notification.