



(UNDERGROUND UTILITY STUDY WITH DESIGN FOR UPGRADE)

REQUEST FOR QUALIFICATIONS

The City of _____, FL, invites statements of qualification for engineering services from qualified firms for the following project:

(DESCRIBE SCOPE OF SERVICES REQUIRED)

(For example: purpose of study, location, schedule, budget, any special requirements)

Blank lines for describing the scope of services required.

Professional liability and statutorily-required insurance will be required.

The selection of an Engineer will be made no later than _____ (date) and the study is to be complete, with _____ (#) copies furnished to the City no later than _____ (date). Bids will be solicited for construction of repairs within _____ (#) days of the City's receipt of the Engineer's report.

Evaluation of responding firms will be based on the following criteria:

- 1. Professional background and caliber of previous experience of each person of your firm...
2. Do you propose to use the services of a specialty consultant?
3. Recent experience on similar projects, including experience working with FmHA.
4. Capability of the firm to perform the work on schedule.
5. Firm's familiarity with the area of the project.
6. Location where work on this project would be accomplished.
7. Reputation for personal and professional integrity and competence.

Please furnish _____ (#) copies of your submittal to _____ by _____ o'clock _____ (date). A maximum of three firms will be selected for personal interview. You will be notified by _____ (date) of the results of the initial screening process.

You may direct any questions or schedule visits to the project site with _____ (name) _____ (telephone number).



(PUBLIC BUILDINGS) REQUEST FOR QUALIFICATIONS

The (City) (County) of _____, FL, invites statements of qualifications for architectural and engineering services from qualified firms for the design and construction contract administration for the following project:

(DESCRIBE SCOPE OF SERVICES REQUIRED)

(For example: approximate size, location, budget, schedule, any special requirements)

Professional liability and statutorily-required insurance will be required.

The selection of an architect-engineer will be made no later than _____ (date) and the project is to be ready for bids no later than _____ (date)

Evaluation of responding firms will be based on the following criteria:

1. Professional background and caliber of previous experience of each person of your firm and of each of your consultants to be assigned to this project. Please identify their precise role in accomplishing the work. Please address your contingent plans should a key member become incapacitated or leave your employment or association.
2. Do you propose to use the services of a specialty consultant? If so, please indicate name, address and previous affiliations.
3. Recent experience on major public building projects. Please detail dollar value; your time schedule for accomplishing the respective phases of basic services; construction change order number, value and reason; your construction cost estimate vs. bid; and names and telephone numbers of persons representing the owner and general contractor for each of the five largest projects your firm has accomplished in the past five years. Indicate the individuals on your staff who had responsibility for each project and whether or not these people are still with your firm.
4. Capability of the firm to perform the work on schedule.
5. Firm's familiarity with the area of the project.
6. Location where work on this project is to be accomplished.
7. Reputation for personal and professional integrity and competence.

Please furnish _____ (#) copies of your submittal to _____ by _____ o'clock _____ (date). A maximum of three (3) firms will be selected for personal interview. You will be notified by _____ (date) of the results of the initial screening process. If selected for interview, you will be expected to present your approach to the project at that interview.

You may direct any questions or schedule visits to the project site with _____ (name) _____ (telephone number)



(STREETS/ROADS)

REQUEST FOR QUALIFICATIONS

The City (County) of _____, FL, invites statements of qualifications for engineering services from qualified firms for the design, survey, recommendation on bids, and construction contract administration for the following project:

(DESCRIBE SCOPE OF SERVICES REQUIRED)

(For example: length, any structures, location, budget, schedule, any special requirements)

Blank lines for describing the scope of services required.

Professional liability and statutorily-required insurance will be required.

The selection of an Engineer will be made no later than _____ (date) and the project will be ready for bidding within _____ (#) days of that date.

Evaluation of responding firms will be based on the following criteria:

- 1. Professional background and caliber of previous experience of each person of your firm...
2. Do you propose to use the services of a specialty consultant?
3. Recent experience on street/road projects.
4. Capability of the firm to perform the work on schedule.
5. Firm's familiarity with the area of the project.
6. Location where work on this project is to be accomplished.
7. Reputation for personal and professional integrity and competence.

Please furnish _____ (#) copies of your submittal to _____ by _____ o'clock _____ (date). A maximum of three (3) firms will be selected for personal interview. You will be notified by _____ (date) of the results of the initial screening process.

You may direct any questions or schedule visits to the project site with _____ (name) _____ (telephone number)



(WATER SUPPLY, STORAGE, DISTRIBUTION) REQUEST FOR QUALIFICATIONS

The City of _____, FL, invites statements of qualifications for engineering services from qualified firms for the following project:

(DESCRIBE SCOPE OF SERVICES REQUIRED)

(For example: size, budget, schedule, location, any special requirements)

Professional liability and statutorily-required insurance will be required.

The selection of an Engineer will be made no later than _____ (date) and the project is to be complete and operational within _____ (#) months of that date.

Evaluation of responding firms will be based on the following criteria:

1. Professional background and caliber of previous experience of each person of your firm and of each of your consultants to be assigned to this project. Please identify their precise role in accomplishing the work. Please address your contingent plans should a key member become incapacitated or leave your employ or association.
2. Do you propose to use the services of a specialty consultant? If so, please indicate name, address and previous affiliations.
3. Recent experience on water system projects, including experience working with FmHA. Please detail dollar value; your time schedule for accomplishing the respective phases of basic services; construction change order number, value and reason; your construction cost estimate vs. bid; and names and telephone numbers of persons representing the owner and general contractor for each of the five largest projects your firm has accomplished in the past five years. Indicate the individuals on your staff who had responsibility for each project and whether or not these people are still with your firm.
4. Capability of the firm to perform the work on schedule.
5. Firm's familiarity with the area of the project.
6. Location where work on this project would be accomplished.
7. Reputation for personal and professional integrity and competence.

Please furnish _____ (#) copies of your submittal to _____ by _____ o'clock _____ (date). A maximum of three firms will be selected for personal interview. You will be notified by _____ (date) of the results of the initial screening process. If you are selected for interview, you will be expected to present your proposed approach to the project at that time.

You may direct any questions or schedule visits to the project site with _____ (name) _____ (telephone number)



**FLORIDA
INSTITUTE OF
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ENGINEERS**

**(STORM/SANITARY SEWER STUDY)
REQUEST FOR QUALIFICATIONS**

The City (County) of _____, FL, invites statements of qualifications for engineering services from qualified firms for the following project:

(DESCRIBE SCOPE OF SERVICES REQUIRED)

(For example: purpose of study, size of study area, schedule, budget, any special requirements)

Professional liability and statutorily-required insurance will be required.

The selection of an Engineer will be made no later than _____ (date) and the study is to be complete, with _____ (#) copies furnished to the (City) (County) no later than _____ (date).

Evaluation of responding firms will be based on the following criteria:

1. Professional background and caliber of previous experience of each person of your firm and of each of your consultants to be assigned to this project. Please identify their precise role in accomplishing the work. Please address your contingent plans should a key member become incapacitated or leave your employ or association.
2. Do you propose to use the services of a specialty consultant? If so, please indicate name, address and previous affiliations.
3. Experience in the types of services required, including the names of individuals on your staff who had responsibility for each project and whether or not these people are still with your firm, and the clients' names and addresses for a maximum of five similar projects you have completed.
4. Capability of the firm to perform the work on schedule.
5. Firm's familiarity with the area of the project.
6. Location where work on this project would be accomplished.
7. Reputation for personal and professional integrity and competence.

Please furnish _____ (#) copies of your submittal to _____ by _____ o'clock _____ (date). A maximum of three firms will be selected for personal interview. You will be notified by _____ (date) of the results of the initial screening process. If you are selected for interview, you will be expected to present your proposed approach to the project at that time.

You may direct any questions or schedule visits to the project site with _____ (name) _____ (telephone number).



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ENGINEERS**

(SCHOOL/SITE SELECTION) REQUEST FOR QUALIFICATIONS

_____ School District, _____, FL, invites statements of qualifications for architectural and engineering services from qualified firms for a capital improvement project to include:

(DESCRIBE SCOPE OF SERVICES REQUIRED)

(For example: approximate size, location, budget, schedule, any special requirements)

Professional liability and statutorily-required insurance will be required.

The selection of an architect-engineer will be made no later than _____ (date) and the project is to be ready for bids no later than _____ (date) _____.

Evaluation of responding firms will be based on the following criteria:

1. Professional background and caliber of previous experience of each person of your firm and of each of your consultants to be assigned to this project. Please identify their precise role in accomplishing the work. Please address your contingent plans should a key member become incapacitated or leave your employment or association.
2. Do you propose to use the services of a specialty consultant? If so, please indicate name, address and previous affiliations.
3. Recent experience on school projects. Please detail dollar value; your time schedule for accomplishing the respective phases of basic services; construction change order number, value and reason; your construction cost estimate vs. bid; and names and telephone numbers of persons representing the owner and general contractor for each of the five largest projects your firm has accomplished in the past five years. Indicate the individuals on your staff who had responsibility for each project and whether or not these people are still with your firm.
4. Capability of the firm to perform the work on schedule.
5. Firm's familiarity with the area of the project.
6. Location where work on this project is to be accomplished.
7. Reputation for personal and professional integrity and competence.

Please furnish _____ (#) copies of your submittal to _____ by _____ o'clock _____ (date) _____. A maximum of three (3) firms will be selected for personal interview. You will be notified by _____ (date) _____ of the results of the initial screening process. If you are selected for interview, you will be expected to present your approach to the project at that interview.

You may direct any questions or schedule visits to the project site with _____ (name) _____ (telephone number) _____.

SAMPLE SCREENING EVALUATION

Evaluation Criteria

Criteria Element	0.2	0.5	0.8	1.0	Wt.	Score
I. Project Team. Qualifications and relevant individual experience. Unique knowledge of key members relevant to project. Time commitment of key members to project. Team experience on similar project. Principal level involvement in project.						
II. Design Management/Organization. Team organization. Project management plan. Coordination of various disciplines. How will project scope be controlled. Production facilities within geographic area. Project schedule maintenance. Demonstrated ability to meet budget requirements. Cost control methods. Responsible person. Change order history on similar projects. Realistic priority of project within firm. Production techniques.						
III. Design Ability/Potential. Firm's perception of design opportunities in project. Maximize design opportunities within constraints of project location. Sensitivity to existing building characteristics. Approach to maximize energy conservation opportunities. Awareness of problems in renovation. Comprehension of design requirements. (Client needs) Maximize quality within value analysis. Maximize net-to-gross space utilization. Simplicity in design, yet aesthetically pleasing.						
IV. Demonstrated Design Experience. Demonstrated capability on similar project. Firesafety, physically handicapped, environmental and safety standards. Value analysis, energy conservation, and life-cycle cost analysis. (construction, maintenance, etc.) Historic preservation. Past performance on GSA projects or other governmental groups as well as private projects. (Reference check) Design integrity of past projects.						
V. Special. Demonstrated sensitivity to community involvement in planning process. Knowledge of local labor and material market. Familiarity with environmental quality parameters. Familiarity with cooperative use of buildings.						
TOTAL					100	=

Scoring Key: 0.2 = Marginal; 0.5 = Acceptable; 0.8 = Exceeds Acceptable; 1.0 = Outstanding.
 Score = Rating x Wt.