# Sample Short Form Format for Advertising the Availability of a Request for Proposals (RFP) or Request for Qualifications (RFQ) – Pre-Application

In order to reduce the cost of publicizing an RFP or RFQ, local officials may use a format such as the following to advertise the availability of a Request for Qualifications (RFQ) for engineering or a Request for Proposals (RFP) for professional services -- in lieu of publishing the entire text of the RFP or RFQ. If this approach is used, UGLGs should be sure to allow sufficient time for consultants to request and receive a copy of the RFP or RFQ and to prepare a response. Section 3 applies if the contract is over $100,000 for non-construction contracts. If Section 3 businesses will be given a preference, this must be stated in the evaluation factors.

The  *Town/City/County of*  is requesting professional assist with preparing an application for FY 20\_\_/20\_\_ North Carolina Community Development Block Grant – Infrastructure (NC CDBG-I) Program funds and subsequent implementation of that program, if funded by the state. The type of project involved is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Copies of the detailed request for *qualifications (RFQ) or request for proposals (RFP)*, including a description of the services to be provided by respondents, the minimum content of responses, and the factors to be used to evaluate the responses, can be obtained by contacting  *(name, address, and telephone)* .

The above information should be submitted no later than (*DATE), (TIME), (named location & address*). For more information, contact *city clerk/county clerk at (PHONE NUMBER*).

The Town/City/County of (XXXX) is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 businesses concerns. *(Section 3 applies if the contract is over $100,000 for non-construction contracts – if unsure, always include)*

This information is available in Spanish or any other language upon request. Please contact (*Insert Name)* at *(Insert Phone Number)* or at *(Insert physical location)* for accommodations for this request.

“Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con *(Insert Name)* al *(Insert Phone Number)* o en (*Insert physical location*) de alojamiento para esta solicitud.



# Sample RFP (Request for Proposals) for Professional Administrative Services – Pre-Application

The following is intended only as an **example** of a format that may be used to issue an RFP for professional administrative services. UGLGs should consider the contents of their RFPs very carefully before they are issued. Local officials should exercise care in drafting the scope of services and factors to be used in evaluating proposals to assure that they are both complete and appropriate for your community and project. There will to be two separate contracts for professional administrative services are required: One contract for grant application preparation and a second for grant administration if grant is funded.

The *Town/City/County of* is requesting proposals for professional administrative services to assist the *Town/City/County of* in preparing a FY20\_\_/20\_\_\_ North Carolina Community Development Block Grant – Infrastructure (NC CDBG-I) Program project application to be considered for the September 20\_\_\_ round of grant funds; in addition to administering and implementing the project if application successful in being funded. The NC CDBG-I application is for *[provide a brief description of potential project]*

**Scope of Services Required: *[List of desired tasks community wants completed]***

1. *Prepare FY20 xx/ 20xx NC CDBG-I application* 
   1. *Conduct income surveys.*
   2. *Gather, write and assemble application.*
   3. *Assist with public hearing.*
2. *Administer and Implement funded grant:* 
   1. *Prepare Environmental Review Records and Release of Funds and other Funding Conditions*
   2. *Prepare and help assist with implementation of Compliance Plans.*
   3. *Prepare Request for Payments.*
   4. *Assist with ensuring community is following financial requirements of program.*
   5. *Assist with project files in local government’s office.*
   6. *Assist community in conducting all necessary public hearings / meetings.*
   7. *Assist with complying with regulations property acquisitions / easements, if necessary.*
   8. *Assist project engineer in preparation of bid documents and supervisor bidding process to insure consistently with state/federal regulations.*
   9. *Prepare and/or assist in preparing construction contracts to comply with state and federal regulations.*
   10. *Obtain debarment clearance for all contractors.*
   11. *Conduct required labor standard requirements – weekly payroll checks, on-site interviews, etc.*
   12. *Attend and assist community during the state’s monitoring visit(s).*
   13. *Assist community on any response(s) to monitoring findings/concerns.*
   14. *Prepare all necessary reports and assist with requests for information.*
   15. *Attend all necessary program training for program.*
   16. *If necessary, verify income information for new connections.*
   17. *Prepare grant close-out documents.*

*Contracting for these two scopes of work (#1 and #2 above) shall occur separately and costs associated with each will be clearly defined. Contract executed for grant administration and implementation shall be contingent upon receiving a CDBG-I award for the proposed project.*

**Submission Requirements:**

Information provided to the Town/City/County of shall include at a minimum: *[listed below are EXAMPLES of evaluation factors]*:

*1. Experience with similar CDBG-I project applications; proposal must identify the primary individual performing the functions; experience with HUD requirements; and at least three references;*

*2. Qualifications, knowledge, and technical expertise with writing CDBG—I applications;*

*3. Capacity for Performance to perform required tasks in a timely manner according to the Town/City/County’s and application deadlines, given current workload and staff;*

*4. Separate Cost of Services ( grant application preparation, grant administration, etc.)*

*5. Documentation of Compliance with state and federal debarment/eligibility requirements.*

Note: The evaluation factors listed below are only **examples (minus the cost of services)**. Local officials should include any factors which they believe are appropriate to the work tasks to be involved, with relative weighting for each according to their priority. HUD regulations require that the RFP “identify all evaluation factors and their relative importance.” Section 3 applies if the contract is over $100,000 for non-construction contracts. If Section 3 businesses will be given a preference, this must be stated in the evaluation factors.

**Submission Evaluation Criteria:**

Respondents will be evaluated according to the following factors:

*[Identify the evaluation criteria above that shall receive priority weighting in the final selection, below are EXAMPLES].*

1. *Consultant Qualifications and Experience with CDBG-I applications (including reference checks) % or points*
2. *Availability and Capacity of the Consultant % or points*
3. *Cost of Services % or points*

The above information should be submitted no later than *(DATE), (TIME), (named location & address*). For more information, contact *town/city clerk/county clerk at (PHONE NUMBER).*

Upon completion of the review, the Committee will make its recommendation to the *Town/City Council/County Commission* for approval.

The Town/City/County of (XXXX) is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 businesses concerns. *(Section 3 applies if the contract is over $100,000 for non-construction contracts – if unsure, always include)*

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“Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con *(Insert Name)* al *(Insert Phone Number)* o en (*Insert physical location*) de alojamiento para esta solicitud.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



# Sample Detailed Request for Qualifications (RFQ) for Professional Engineering Services – Pre-Application

The following is intended only as an **example** of a format that may be used to issue an RFQ for all professional engineering services. UGLGs should consider the contents of their RFQs very carefully before they are issued. In particular, local officials should exercise care in drafting the scope of services and factors to be used in evaluating qualifications to assure that they are both complete and appropriate for your community and project. There should be at least two contracts for engineering services; one for grant preparation services and the second for engineering services to be executed if grant application is awarded.

The *Town/City/County of*  is seeking assistance for engineering services needed to prepare an application for FY 20\_\_/20\_\_ North Carolina Community Development Block Grant – Infrastructure (NC CDBG-I) Program funds and subsequent implementation of that program, if funded by the state. The type of project involved is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The *Town/City Council /County* is soliciting requests for qualifications for professional engineering services to assist the Town/City/County in both *a) assisting with preparation of grant application developing a final engineering report, and b) subsequent engineering design and bid package services and construction inspection services* of the project, if funded, in compliance with all applicable federal requirements and regulations under the CDBG program. Payment terms will be negotiated with the selected firm.

**Scope of Work:**

Engineering services shall include, but are not limited to:

1. *Assist with the preparation of the application package, including cost estimates and scope of work to be accomplished.*
2. *Implementation of the proposed project in conformance with the CDBG-I program and NCDEQ compliance areas:*
   1. *Preparing and getting approval of the engineering report prior to the Release of Funds*
   2. *Preparing and getting approval the final design and construction bid package in conformance with applicable regulations and requirements;*
   3. *Supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting pre-bid meeting, conducting bid opening, and issuing the notice to proceed;*
   4. *Conducting the pre-construction conference;*
   5. *Surveying, field staking, on-site supervising of construction work, and preparing inspection reports;*
   6. *Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body;*
   7. *Providing reproducible plan drawings to the Town/City/County upon project completion;*
   8. *Conducting final inspection and testing; Submitting certified “as-built” drawings to appropriate authorities; and*
   9. *Preparing an operation and maintenance manual (if applicable).*

**Submission Requirements:**

RFQ submissions must include at a minimum:

* 1. *Individual or Firm Information: firm’s legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;*
  2. *Water/Wastewater Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to water / wastewater improvements or related work, description of firm’s prior experience, including any similar projects (those funded by CDBG-I), size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm’s performance on related work. Include at least five references within the past five years;*
  3. *Firm Capacity and Capability: The capacity and capability of the firm to perform the work in question, including specialized services, within the period of the grant, the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; description of firm’s current work activities, capability of carrying out all aspects of CDBG-I related activities, and firm’s anticipated availability during the term of the project;*
  4. *The proposed work plan and schedule for activities to be performed; and*
  5. *Documentation of compliance with state and federal debarment/eligibility requirements.*

**Qualification Evaluation Criteria:**

Note: The evaluation factors listed below are only **examples**. Local officials should include any factors which they believe are appropriate to the work tasks to be involved, with relative weighting for each according to their priority. HUD regulations require that the RFQ “identify all evaluation factors and their relative importance.” Section 3 applies if the contract is over $100,000 for non-construction contracts. If Section 3 businesses will be given a preference, this must be stated in the evaluation factors.

Submissions will be evaluated according to the following factors:

1. *Qualifications, Competence and Reputation of Firm and Personnel points or %*
2. *Firm’s Capability to Meet Time and Project Budget Requirements points or %*
3. *Present and Project Workload of Firm points or %*
4. *Related Experience on Similar CDBG projects points or %*
5. *Recent and Current Work for the Entity Issuing RFQ points or %*

Upon completion of the review, *[insert if interviews will be conducted].* The Committee will make its recommendation to the *Town/City Council/County Commission* for approval to negotiate a contract price(s).

**Contract Award:**

Once the most qualified firm is selected*, a cost for grant application preparation will be negotiated separately from the remaining engineering services. Contracting for these two activities shall occur separately and costs/payments associated with each will be clearly defined. Contract executed for engineering design/bid package and construction inspection services shall be contingent upon receiving a CDBG-I award for the proposed project.*

The above information should be submitted no later than (*DATE), (TIME), (named location & address*). For more information, contact *city clerk/county clerk at (PHONE NUMBER).*

The Town/City/County of (XXXX) is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 businesses concerns. *(Section 3 applies if the contract is over $100,000 for non-construction contracts – if unsure, always include)*

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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

