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

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*  has received a Community Development Block Grant- Infrastructure (CDBG-I) award in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by the North Carolina Department of Environmental Quality (NCDEQ) for (*Insert project description, location, timeframe, etc.).*

The *Town/City of or County of*  is soliciting *proposals or qualifications for grant administration or professional engineering services* to assist the *Town/City/County* in the: *administration of the grant; or developing a final engineering report, and subsequent engineering design and bid package services and construction inspection services once release of funds is received*. All work for this project will be conducted to ensure compliance with all applicable federal requirements and regulations under the CDBG-I program. *The fee for grant administration services/grant management will be paid with CDBG-I funds. Engineering payment terms will be negotiated with the selected firm. The fee for professional engineering services will be paid with CDBG funds.*

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.

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

# Sample Detailed Request for Proposals (RFP) for Grant Administration Services – Post Award

The following is intended only as an **example** of a format that may be used to issue an RFP for grant administration 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.

The *Town/City/County of*  has received a Community Development Block Grant- Infrastructure (CDBG-I) award in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by the North Carolina Department of Environmental Quality (NCDEQ) for (*Insert project description, location, timeframe, etc.).*

Contingent upon this award, the *Town/City Council or County Board of Commissioners* is soliciting proposals for grant administration services to assist the *Town/City/County* in the administration and management of this project in compliance with all applicable requirements under the North Carolina CDBG-I Program. The fee for grant administration services will be paid with CDBG-I funds.

**Scope of Services:**

*Grant administration services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the following CDBG compliance areas: [NOTE! Must insert applicable areas of compliance and scope of work, applicable to the project].*

1. *Environment Review Compliance and Release of Funds and other Funding Conditions;*
2. *Citizen Participation Compliance;*
3. *Fair Housing Compliance;*
4. *Equal Employment and Procurement Compliance;*
5. *Section 3 Compliance;*
6. *Section 504 Compliance;*
7. *Completion of Language Access Plan;*
8. *Completion of Anti-Displacement and Relocation Assistance Plan;*
9. *Complaints and Grievance Procedures for Compliance Plans;*
10. *Labor Standards Compliance;*
11. *Completion of all required reports and documentation;*
12. *Assistance with Financial Reimbursements Forms; and*
13. *Setting up and managing official records.*

The services will not include the *disbursement or account of funds distributed by the Town’s, City’s or County’s financial officer, legal advice, fiscal audits, or assistance with activities not related to the CDBG-I project*.

**Proposal Submission:**

Submissions provided to the Town/City/County shall include at a minimum:

1. *Individual or Firm Information: the consultant or firm’s legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;*
2. *CDBG Grant Administration Experience: description of specialized experience and technical competence of the staff to be assigned to the project with respect to CDBG grant administration, description of firm’s prior experience, including any similar projects (in particular those funded by CDBG), size of community, location, total construction cost, and name of local official knowledgeable regarding the firm’s performance. Include at least three references;*
3. *Consultant / Firm Capability: description of firm’s current work activities, capability of carrying out all aspects of CDBG related activities, and firm’s anticipated availability during the term of the project;*
4. *Cost of Services: Indicate a fee for service and explanation of the basis for the fee; and*
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 per 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.

**Proposal Evaluation Criteria:**

Proposals for grant administrative services will be evaluated by a Selection Committee. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process: [*Identify the criteria that shall receive priority weighting in the final selection, in addition to fee].*

1. *General Qualifications, Competence and Reputation of Firm or Individual Consultant # points*
2. *Prior CDBG Infrastructure Grant Experience of Firm or Individual Consultant # points*
3. *Qualifications of Actively Involved Staff (assigned staff members of Firm or Consultant) # points*
4. *Ability to Address Local Needs # points*
5. *Availability # points*
6. Cost of Services  *# points*

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

Respondents may review the CDBG-I application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the *Town/City/County* offices during regular office hours.

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).*

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.

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



# Sample Request for Qualifications (RFQ) for Professional Engineering Services: Engineering Report, Design and Bid Package, and Inspection Services – Post Award

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. If an UGLG solicits all engineering services at one time, it is recommended that there is either two contracts (one for the engineering report and one for all other engineering services) where the second contract is contingent on receiving Release of Funds or the single contract breaks the activities and provides language regarding the Release of Funds stipulation.

The *Town/City/County of*  has received a Community Development Block Grant – Infrastructure (CDBG-I) award in the amount of $ by the North Carolina Department of Environmental Quality (NCDEQ) for (*description of project including purpose, location, timeframe, and present status, etc.)*.

Contingent upon this award, the *Town/City Council /County Commission* is soliciting requests for qualifications for professional engineering services to assist the Town/City/County in both *a) developing a final engineering report, and b) subsequent engineering design and bid package services and construction inspection services,* of this project in compliance with all applicable federal requirements and regulations under the CDBG program. Payment terms will be negotiated with the selected firm. The fee for professional engineering services will be paid with CDBG funds.

**Scope of Work:**

*Engineering services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the CDBG program and NCDEQ compliance areas:*

1. *Preparing and approval of the engineering report prior to the Release of Funds*

*Upon the Release of Funds, the following scope of work is required:*

1. *Preparing the final design and construction bid package in conformance with applicable regulations and requirements;*
2. *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;*
3. *Conducting the pre-construction conference;*
4. *Surveying, field staking, on-site supervising of construction work, and preparing inspection reports;*
5. *Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body;*
6. *Providing reproducible plan drawings to the Town/City/County upon project completion;*
7. *Conducting final inspection and testing;*
8. *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 (in particular those funded by CDBG), 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 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 per 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.

Respondents may review the CDBG-I application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the *Town/City/County* offices during regular office hours.

**Contract Award:**

Once the most qualified firm is selected*, a cost for the engineering report will be negotiated separately from the cost for engineering design/bid package and inspection services. Contracting for these two activities shall occur separately and costs/payments associated with each will be clearly defined. Contracts executed for engineering design/bid package and construction inspection services shall be contingent upon the Release of Funds and Funding Conditions.*

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

