

Appendix 1 Sample Advertisement for A/E Services

Solicitation No. *(Insert Solicitation Number)*
Qualifications Due
On *(Insert Date and Time)*

Advertisement

Request for Qualification (RFQ) To Provide A/E Services Project No. *(Insert Project Number)*

The *(Insert Organization Name)*, as “Owner”, is seeking Statements of Qualifications from firms interested in providing *(Insert Type of Service)* Services. The Request for Qualifications (RFQ) is issued to identify the most qualified potential providers of the above-mentioned services. One or more firms that respond to the RFQ and who are determined by the Owner to be especially qualified may be deemed eligible and may be invited to discuss and negotiate for these. All respondents to the RFQ are subject to instructions communicated in this document and additional terms and conditions listed in the Owner’s RFQ. The Owner reserves the right to reject any or all statements of qualifications and to waive technicalities and informalities at the discretion of the Owner.

Restriction of Communication: From the issue date of this RFQ until a successful proposer is selected and announced, proposers are not allowed to communicate for any reason with any members of the Selection Committee or the Owner staff, except for:

- a) Submission of questions as instructed in the RFQ,
- b) During the proposer's conference (if applicable), or
- c) As provided by any existing work agreement(s).

For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

The RFQ package may be obtained at *(Insert Link or Address)*. Statements of Qualifications must be delivered to the *(Insert Submission Requirements)* and should be delivered in accordance with instructions in the RFQ package.

Questions may be directed to *(Insert Contact Information)*. Questions will be answered via addendum only. The deadline for submitting questions is *(Insert Deadline)*. The Owner reserves the right to reject any and all statements of qualifications, as well as to waive technicalities and informalities.

It is the policy of the *(Insert Applicable Loan Program)* that small businesses, female-owned businesses and minority businesses have a fair and equal opportunity to participate in these opportunities. Contractors and subcontractors who utilize qualified minority subcontractors may qualify for a state income tax credits for qualified payments made to minority subcontractors. See Official Code of Georgia Annotated (O.C.G.A.) Section 48-7-38.

(Insert Owner Address and Contact Info)

Appendix 2
Sample Request for Qualifications

Insert Organization Name (“Owner”)

Request for Qualifications

To Provide

(Insert Type of Service) Services

For

Project No. *(Insert Number)*
(Insert Project Name, Location)

Request for Qualifications

A/E Services

Project No. *(Insert Number)*, *(Insert Project Name, Location)*

The *(Insert Organization Name)*, (“Owner”), is soliciting statements of qualifications from professional firms interested in providing A/E Services for Project No. *(Insert Number)*, *(Insert Project Name, Location)*, (“Project”). This Request for Qualifications (“RFQ”) seeks to identify potential providers of the above-mentioned services. One or more firms that respond to this RFQ and who are determined by the Owner to be especially qualified, may be deemed eligible and may be invited to discuss and negotiate for these services. All respondents to this RFQ are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully. The Owner reserves the right to reject any or all statements of qualifications or proposals and to waive technicalities and informalities at the discretion of the Owner. Please note: The issuance of this RFQ invokes a Restriction of Communication on potential respondents, which, if violated, may result in proposal rejection (See Section 8 for details).

1. General Project Information

Project Description

(Insert Project Description)... The delivery method for this Project will be *(Insert Delivery Method)*, and, as a minimum, will employ the services of *(Other Team Members, As Applicable)* in addition to the A/E Consultant.

Project Goals

It is envisioned that the successful Project will achieve the following objectives:

- *(Insert Identified Objectives)*

Project Schedule

(Insert Project Work Schedule Expectations)

(All of the dates above are estimates and subject to change. The fee structure for A/E Consulting Services relative to the schedule and fee amounts will be agreed upon by the Owner and the Consultant prior to the start of Consulting Services.)

2. A/E Consultant Requirements

(Insert Requirements)

The final scope of services will be developed by the Owner and communicated to eligible firm(s) prior to actual agreement. The Owner will provide additional details and a list of general duties required in A/E Consulting Services for this Project to eligible finalists.

3. RFQ Schedule Of Events

The following Schedule of Events represents the Owner’s best estimate of the schedule that will be followed. All times indicated are prevailing times in Georgia. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

a. Owner issues public advertisement of RFQ for a period of 30 days	Date XX	-----
b. Deadline for written questions/requests for clarification (<i>see section 6</i>)	XXX	4:00 PM
c. Deadline for submission of Statements of Qualifications (<i>see sections 5, 7</i>)	XXX	2:00 PM
d. Owner completes evaluation, posts results, and issues Notification to Finalist firm	XXX	-----

4. Selection Process

A Selection Committee, consisting of representatives of the Owner, will identify the finalist firm through a qualifications-based selection process. The Selection Committee will receive and evaluate Statements of Qualifications submitted in response to this RFQ using the following criteria:

Criteria for evaluation of Statements of Qualifications

- XX% Factor} Stability of the firm, including the firm’s corporate history, growth, resources, form of ownership, litigation history, financial information, and other evidence of stability.

- XX% Factor} Firm’s relevant project experience and qualifications, including the demonstrated ability of firm in effective Consulting Services for projects comparable in complexity, size, and function. This includes relevant experience and qualifications of the principal Consulting Services lead staff and level of experience in a leadership role over multiple providers and phases of construction for (*Insert Appropriate Experience Types*).

- XX% Factor} Past performance of the firm including references about the quality of leadership of the firm in Consulting Services, the overall services of the firm to previous customers, the firm’s ability to meet established project goals, the firm’s response to the Owner’s needs throughout the project, and the financial and technical success history of the of projects in which the firm provided leadership.

- XX% Factor} Firm’s apparent suitability to provide services for Project, including the firm’s apparent fit to the project type and/or needs of the Owner, any special or unique qualifications for the Project, current and projected workloads, proximity of office or lead staff to Project location, and services offered by the firm. The firm’s non-discrimination policies, any policies and past efforts for W/MBE inclusion will be a part of this evaluation, as well as the firm’s record and methodology of addressing public safety and environmental concerns.

Finalist Notification/Award

The name of the firm selected as finalist will be posted on the Georgia Procurement Registry. The Owner will contact the firm selected as finalist and coordinate a time to discuss and potentially negotiate services. Negotiations may then be initiated with the firm to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory fee agreement cannot be reached with the highest scoring firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest scoring firm, and so on until a mutual agreement is established and the Owner awards an A/E Consulting Services contract. The actual Form of Contract shall be developed by the Owner.

5. Instructions for Preparing Statements of Qualifications

A single PDF file of the statement of qualifications shall be prepared and emailed to (*Insert Selection Manager's Information*) prior to the submittal deadline. Each submittal must include a transmittal letter. Submittals must be able to print on standard (8 ½" x 11") paper. The pages of the qualification submittals must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. Responses are limited to 20 pages or less using a minimum of an 11-point font. Any exhibits, affidavits, or other enclosure information called for may be included in an appendix and will not count toward the page limit. Each Statement of Qualifications shall provide a straightforward, concise delineation of respondent's capabilities. Fancy, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content. The content of all Statements of Qualifications must be categorized and numbered as outlined below, and responsive to all requested information:

A. Description and Resources of Firm

- i. Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, email address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to the project site. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the offeror a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), joint venture, or other structure?
- ii. Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices
- iii. Has the firm been involved in any litigation in the past five years? Describe your experience with litigation with Owners and/or Contractors. List any active or pending litigation and explain.
- iv. Provide a statement of disclosure, which will allow the Owner to evaluate possible conflicts of interest. Respondents must provide, in their own format, a statement of all potential legal or otherwise significant conflicts of interests possibly created by the respondent's being considered in the selection process or by the respondent's involvement in the project. Respondents should include information as to the nature of relationship(s) with parties in such potential conflict.

- v. Has the firm ever been removed from a Services contract, had a contract terminated for default, or failed to complete a contract as assigned?

B. Experience and Qualifications

- i. Provide professional qualifications and description of experience for principal Consulting Services personnel. (At this stage, firms are asked for information on lead staff only, but may list qualifications and experience on more than one lead individual who is qualified and available for proposed project. If the firm is selected as finalist, the Owner will request detailed information on the exact proposed expanded team and their relevant experience.) Firms that respond as joint teams will be expected to clearly demonstrate their team members' shared experience, as a joint team, on prior projects of similar magnitude and complexity.
- ii. Provide information on the firm's A/E Consulting Services experience on projects of similar type, size, function, and complexity. Describe no more than 10 and no less than five projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:
 - a. Project name, location, and dates during which services were performed.
 - b. Brief description of project and physical description.
 - c. Services performed by your firm.
 - d. Owner's stated satisfaction level in the Consulting Services and/or overall service of your firm.
 - e. Owner contact information.
- iii. Include any certifications, industry ratings, and achievement recognitions, etc., to attest to the level of experience and success. Describe innovations that the firm might have introduced or employed to increase project adherence to technical standards.

C. Statement of Suitability

- i. Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and any services offered by the firm that may be particularly suitable for this project.
- ii. Provide any non-discrimination and affirmative action policies of the firm and the firm's history of W/MBE inclusion in sourcing for projects.

6. Submittal of Questions and Requests for Clarification

Questions about any aspect of the RFQ, or the project, must be submitted in writing (email is preferable) to: (*Insert Selection Manager Information*). The deadlines for submission of questions

relating to the RFQ are the times and dates shown in the RFQ Schedule of Events in Section 3. Proposers are cautioned to review and adhere to the Restriction of Communication (See Section 8) for this Project.

7. Submittal of Statements of Qualifications

A single PDF file of the statement of qualifications shall be prepared and emailed to the (*Selection Manager Contact Information*) prior to the submittal deadline. Each submittal must include a transmittal letter. Submittals must be able to be printed on standard (8 ½" x 11") paper and the words "Statement of Qualifications" and Project number must be clearly indicated in the filename. Statements of Qualifications must be received by the Owner prior to the deadline indicated in the Schedule of Events (See Section 3) at the exact address below:

(Insert Contact Address and Email Information)

8. Additional Terms and Conditions

Restriction of Communication

From the issue date of this (RFQ) solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate about this solicitation or this Project for any reason with any members of the Selection Committee, the Owner, except for submission of questions as instructed in the RFQ, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Georgia Open Records Act, the details of the proposal documents will remain confidential until final award.

Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any statement of qualifications or proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this Request for Proposal and to reject any or all proposals submitted in responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to

the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.

Statement of Agreement

With submission of a statement of qualifications or proposal, the Proposer agrees that he/she has carefully examined the solicitation, and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the solicitation with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements in the therein. With submission of a proposal, the Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that Proposer has not directly or indirectly included or solicited any other Proposer to put in a false or insincere proposal; (c) that Proposer has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.

Appendix 3 Sample Notice to Finalist

(Insert Date)

Notice to Selected Finalist- Project No. *(Insert Project Number)*

To: *(Insert Firm Name)*

[By Email; Receipt Confirmation Requested]

Re: **Project No. *(Insert Project Number)*: *(Insert Project Name, Location)* A/E Consulting Services**

On behalf of the Selection Committee for the Project referenced above, I congratulate you and your firm on being selected as a finalist for further consideration. This notice shall serve as an official request for additional required information and action from the finalists. As a finalist, your firm is required to hold discussions with the Owner and potentially negotiate for services.

Please contact *(Insert Selection Manager's Information)* for coordination.

Appendix 4 Sample Guide for Selection Committee Members

Guideline for Evaluation Project No. *(Insert Project Number)*, *(Insert Project Name, Location)* Evaluation of (A/E) Statements of Qualifications

This ENTIRE GUIDE must be reviewed carefully by all Selection Committee Members BEFORE the evaluation of submittals.

Coordination and Communication

(Insert Selection Manager Name) will manage the overall selection procedure and serve as facilitator of any Selection Committee meetings through the completion of the evaluation. All Committee members will receive copies of submittals and related information and will be notified of any proposed (if applicable) meetings, conference calls, and deadlines. Please note: All written communication (emails, memos, etc.) related to the evaluation can be subject to public record. Therefore, all such communication should be limited to objective, quantifiable information.

Evaluation of Eligible Submittals *(Insert Date for Evaluation Completion)*

Committee members must first review section *(Insert Section Number for "Statement of Qualifications")* of submittals to see if the respondents state compliance with the minimum qualifications. If the statement is complete, the submittal is eligible for further evaluation. (Full compliance will be verified upon further evaluation by Committee Members.) This solicitation required the following minimum qualifications:

- *(Insert Minimum Qualification Requirements)*

Submittals determined eligible must then be read thoroughly with careful attention to the presence of required submittal content. The reader should keep the evaluation criteria in mind when assessing each submittal. The reader should refer back to the second page of this guide (*Sections "I. Submittal Content"; and "II. Evaluation Criteria"*) frequently during review. For efficient submittal review and scoring, criteria for this evaluation are divided into the following main categories:

- *(Insert Major Criteria Categories and Corresponding Weight Factors)*

Directions for use of the Evaluation Scoring Forms:

Upon receipt of submittals, Scoring Forms will be distributed to all Selection Committee members along with copies of submittals received and validated. Members will be issued a scorer number, e.g., "Scorer 1", and will use their numbered Scoring Form for scoring all submittals. Using the criteria categories for this solicitation, each submittal will be given a preliminary score.

Scorers must not award more than the maximum allowable points for the criteria category. The maximum points (criteria weights) are indicated on the form. [Maximum] = highest or best possible score for the criteria category; and [One (1)] = lowest or worst possible score for the criteria category. (Actual scores will

likely be between those extremes). Scoring Forms can be accompanied by evaluator “notes”, which are not required. If a notation is warranted, it must be limited to objective, quantifiable information.

Evaluation Meeting:

All completed Scoring Forms with preliminary scores must be brought to the Selection Committee meeting planned for *(Insert Date)*. Discussion of the merits of the submittals and the overall evaluation will take place, and, if necessary, individual scores may be adjusted by original scorers. Once all individual scores are finalized, a final scoring will be summarized for Selection Committee approval.

I. Submittal Content (Information required from respondents):

**Statement of Qualifications
(Deliverables “A”, “B”, and “C” for All Firms)**

(Insert List of Deliverables)

II. Evaluation Criteria (How submittals are to be judged):

(Insert Evaluation Criteria Details)

Appendix 5 Sample Reference Check Matrix

Reference Check, Project No. <i>(Insert Project Number)</i> A/E Consulting Services - <i>(Insert Project Name, Location)</i>					
	Submitting Firms				
A. Questions (to be answered on 1-10 scale, 10 indicates best)		Firm A	Firm B	Firm C	Firm D
1. Rate the firm's quality of Consulting for your project.					
	a				
	b				
	c				
	d				
	e				
	f				
section average					
2. Rate the overall services of the firm's staff for the duration of the project.					
	a				
	b				
	c				
	d				
	e				
	f				
section average					
3. Rate the firm's ability to meet the established project goals.					
	a				
	b				
	c				
	d				
	e				
	f				
section average					
4. Rate the firm's technical performance in Consulting					
	a				
	b				
	c				
	d				
	e				
	f				
section average					