*This Request for Qualifications (RFQ) template serves as one example for applicants and Grantees to utilize in developing their own RFQ for procuring Architectural and Engineering professional services only. This template was developed through drawing upon ‘best practices’ from various entities’ RFQs. It may be adapted to fit the Grantee’s (local or tribal government’s) needs and local procurement and contracting policy specifications.*

*This template includes required and recommended FFP language and Attachments for professional services contracts (refer to* ***Exhibit II****); and additional suggested language that the Grantee may consider including by reference (for informational purposes only) if the architectural/engineering services being sought will include construction oversight.*

*The project description, work scope/scope of services and deliverables, qualification statement requirements and content, RFQ submittal and project deadlines, minimum qualifications and scoring criteria are all determined by the Grantee, and not specified by the FFP Program (although deadlines should be set by the Grantee to meet the requirements of the specific FFP Program/award).*

**This RFQ template may be adapted to meet the needs of the local government accordingly.**

**DELETE the “Template” language in the headers and footers, all yellow highlighting and red text (which denote fields to be customized by the Grantee and instruction/guidance for the Grantee in customizing the content) throughout this template, when customizing the document for the Grantee’s project.**

*Notes Regarding Competitive Procurement Requirements:*

*A competitive procurement process, such as using a Request of Qualifications (RFQ) or Request for Proposals (RFP) process for Architectural and Engineering Services, is required when using FFP funding to cover all or part of these professional services costs (refer to Chapter 3 of the FFP Implementation Handbook for exceptions). The RFQ should be made publicly available – it may be sent to specific firms (a minimum of 3 firms) but also should be made public through publishing it in the newspaper and other publications, and/or posting it on websites and/or procurement portals. The Grantee is to follow and comply with its local procurement/contracting policy(ies) when securing professional services that will* ***not*** *be paid with FFP funding.*

* *The RFQ procurement process is not permissible for selecting a firm for grant administration or planning services for a FFP project.*
* *The solicitation of Architectural and Engineering Design services for the pre-construction phase and Architectural and Engineering services for the construction phase of a FFP project may be carried out using one procurement process (using the RFQ or RFP process), or procured through separate procurement processes.*

**Refer to Chapter 3: Procurement & Contracting in the** [**FFP Implementation Handbook**](https://energyandhousing.wi.gov/Pages/AgencyResources/FFP-Implementation-Resources.aspx) **for additional requirements and guidance regarding professional services procurement and contracting.**

**[Grantee Name]**

**[County Name] County, Wisconsin**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**For  
[Type of Services, e.g., Architectural and/or Engineering] Services**

**[Name of Project]**

**A Flexible Facilities Program**

**[Project Title] Project**

Funded by the State of Wisconsin Department of Administration and the U.S. Department of Treasury   
Capital Projects Fund (CPF)

[Date]

Table of Contents

[Invitation to Submit Qualifications 4](#_Toc182800615)

[Introduction 4](#_Toc182800616)

[Contact Information 4](#_Toc182800617)

[Submission Instructions and Deadline 4](#_Toc182800618)

[Other Conditions of Qualifications Submittal 5](#_Toc182800619)

[Scope of Services & Deliverables 5](#_Toc182800620)

[Evaluation & Selection 6](#_Toc182800621)

[EXHIBIT I 8](#_Toc182800622)

[Project Background and Project Area/Service Area Maps 8](#_Toc182800623)

[EXHIBIT II 9](#_Toc182800624)

[State and Federal Regulatory Requirements for FFP-Assisted Projects 9](#_Toc182800625)

[EXHIBIT III 10](#_Toc182800626)

[Minimum Qualifications 10](#_Toc182800627)

[EXHIBIT IV 11](#_Toc182800628)

[Selection Rating System 11](#_Toc182800629)

# Invitation to Submit Qualifications

## Introduction

The [Grantee Name], [County Name] County, Wisconsin, and/or its designated representative is seeking Statement of Qualifications submissions for [Type of Services, e.g., architectural and/or engineering] services for the [Project Title/Type, e.g., Washington Street Water & Sewer Upgrades] Project, for which the [Grantee Name] [“is seeking” or “has secured”] Flexible Facilities Program (FFP) Grant funding.

Minimum requirements include previous experience in [Type of Experience, e.g., engineering design and construction management, etc.] on FFP or similar state and/or federally funded projects.

## Contact Information

Please contact [Contact Person’s Name], [Contact Person’s Title], between the hours of [Office Hours], [Days of Week, e.g., Monday-Friday] at [Contact Phone Number] or [Contact Email Address] to request additional information for this RFQ, as needed.

The [Grantee Name] makes no representations as to the conditions of the project other than those representations made herein, and no employee or any other representative of the [Grantee Name] has the authority to make any oral or written representations as to the conditions of the project. Persons/firms should only contact the person designated above regarding this RFQ and should not contact the [Grantee Type] [Chief Elected Official (CEO) Title], any [Grantee Type] [Grantee Governing Body Name, e.g. Tow/Village/County Board, City Council, Tribal Council] members, any committee members, or any other [Grantee Name] staff for clarification on this RFQ.

## Submission Instructions and Deadline

Qualifications must be received at [Location Name, e.g. Village Hall], [Location Address], [City], WI [Zip] or via email to [Email Address] no later than [Time] on [Day], [Date]. The [Grantee Name] reserves the right to reject any and all Qualifications not meeting the requirements of this Request for Qualifications for [Type of Services being Solicited, e.g., architectural and/or engineering.]. Any response not meeting the minimum requirements for qualifications as outlined in this request may be rejected.

ADA assistance accommodations for hearing and speech impaired:  
Contact [Contact Person’s Name], [Contact Person’s Title], at [Contact Phone #] or [Contact Email Address].

## Other Conditions of Qualifications Submittal

1. No submission will be accepted from any person, firm or entity that is in arrears for any obligation to the [Grantee Name], is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the [Grantee Name] [Grantee Governing Body Name, e.g. Yourville Village Board] or by [Grantee Name] staff.
2. All Qualifications submissions become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
3. Requirements and conditions of employment and contracting to be observed for compliance with FFP Procurement & Contracting, Conflict of Interest and Lobbying regulations apply to this project, as summarized in the *FFP Project Contract Terms & Conditions (Contract Insertion)* document (Attachment FFP-03-03 for this chapter of the *Handbook*).
4. Refer to Exhibit II attachments for the FFP project requirements.
5. All activities for the project must comply with the FFP program regulations and policies set forth in 2 CFR 200.320 and the State of Wisconsin [FFP *Implementation Handbook*](https://energyandhousing.wi.gov/Pages/AgencyResources/FFP-Implementation-Resources.aspx) referenced in **Exhibit II**.

# Scope of Services & Deliverables

The [Grantee Name], [County Name] County, Wisconsin is applying for federal funding from the Flexible Facilities Program (FFP) Program for the [Project Title] Project.

**[Grantee Name] Community & Project Area Description:**

[Enter Description of Grantee/Community. Example provided below:

The focus of the [project type, e.g. library and community center] construction project is to [Project Description/Scope of Work; example: to construct a new library and community center multi-purpose facility in the Town of Yourville in Brown County, Wisconsin.] The site location will be at 123 Main Street, Yourville, Wisconsin].

The building will include approximately 10,000 sq. ft. of library space, 10,000 sq. ft. of community center space, 2 classrooms at approximately 1,500 sq. ft. each, and electrical components to accommodate high-speed internet, and multiple multi-media, personal computers and laptops and other technology installations].

Engineering Services for this FFP [Project Type, e.g., new library/community center construction project is to include completing the [Types of Services and Summary of General Activities, e.g., engineering design and overseeing and administering the construction phase, while ensuring FFP program requirements pertinent to the engineering and construction activities of the project are met].

**Project Background:**

Background information materials and project area/service area maps for the proposed [Project Location] location are provided in **Exhibit I** attachments.

**[Type of Services/Activities, e.g., Engineering] Services** **Required:**

The selected person(s)/firm(s) will conduct activities for and complete a [Type of Project], including the following:

[Enter Description of Services. Example for Engineering is provided below:

Engineering Design, Inspection and Construction Contract Administration/Oversight

[List Responsibilities – Examples Shown Below]

1. Design and prepare cost estimates for the development of [Project Type], including:

[List Scope]

Background information documentation is provided in **Exhibit I** attachments, including [List information provided in Exhibit I attachments, e.g., facility components/specifications known, additional area/project area maps, previous studies/feasibility reviews if applicable, the Grantee’s FFP Application, FFP award letter, etc.].

1. Construction drawings, specifications, plans, permits, etc. as well as bid

procedures and recommendations of a construction contractor.

1. Construction observation of the infrastructure improvements after contract award.

The engineer will be required to provide professional services, which will include: [List services, e.g., materials required for state and federal environmental regulatory compliance; preparation of permit applications; preparation of bidding plans and documents; preparation of contract documents, construction contract administration, construction observation, etc.]

Final plans, specifications and bid documents will be completed within [# of Days, e.g., 30 days] of the Notice to Proceed. Procurement of said services shall be in accordance with State and Federal regulations applicable to FFP Projects. Engineers interested in being considered for this project must submit Statement of Qualifications materials detailing qualifications, technical expertise, management and staff capabilities, and related prior experience. The objective of the competitive process is to objectively select the firm that will provide the highest quality of service. [If interviews will be conducted, ADD: Selected respondents will be interviewed.] The firm judged most qualified will be asked to prepare a final proposal which would include fees for said services.

# Evaluation & Selection

**Exhibit III**, attached to this RFQ, represents the qualifications sought for the consulting [Type of Professional, e.g., architect and/or engineer]. These minimum qualifications have been established to assure the [Grantee Name] of professional expertise with adequate experience to assure successful completion of the proposed project within the allocated time constraints.

**Exhibit IV**, attached hereto, is a rating system that will be utilized for selection of the consulting [Type of Professional, e.g., architect and/or engineer]. This rating system will be employed by the community in determining which Statement of Qualifications submission best meets the needs as outlined in this RFQ.

# EXHIBIT I

## Project Background and Project Area/Service Area Maps

**REFER TO ATTACHMENTS FOR:**

**PROJECT BACKGROUND DOCUMENTS**

**PROJECT AREA / SERVICE AREA MAPS**

**GRANTEE’S FFP APPLICATION**

**FFP AWARD LETTER**

**[ADD APPLICABLE ATTACHMENTS]**

# EXHIBIT II

## State and Federal Regulatory Requirements for FFP-Assisted Projects

**REFER TO EXHIBIT II ATTACHMENTS FOR:**

***[LIST AND ADD APPLICABLE ATTACHMENTS TO THIS RFQ EXHIBIT. ATTACHMENT FFP-03-03 MUST BE INSERTED INTO AND BE PART OF THE CONTRACT THAT WILL BE EXECUTED. THE OTHER ATTACHMENTS MAY BE PART OF THE CONTRACT OR PROVIDED SEPARATELY TO CONTRACTOR PRIOR TO CONTRACTING.]***

1. POTENTIAL CONFLICT OF INTEREST DISCLOSURE [INCLUDE DISCLOSURE FORM – EXAMPLE THAT MAY BE MODIFIED/CUSTOMIZED IS ATTACHMENT FFP-03-01 TEMPLATE]
2. FFP PROJECT CONTRACT TERMS & CONDITIONS (CONTRACT INSERTION) [INSERT FROM ATTACHMENT FFP-03-03]
3. LOBBYING CERTIFICATION [INSERT FROM ATTACHMENT FFP-03-04]
4. DISCLOSURE OF LOBBYING ACTIVITIES [INSERT FROM ATTACHMENT FFP-03-05]

**THE FFP ATTACHMENTS LISTED ABOVE ARE FROM THE FFP IMPLEMENTATION HANDBOOK AND HANDBOOK CHAPTER ATTACHMENTS ON THE**

**BUREAU OF COMMUNITY DEVELOPMENT WEBSITE AT:**

[https://energyandhousing.wi.gov/Pages/AgencyResources/FFP-Implementation-Handbook.aspx](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx)

# EXHIBIT III

## Minimum Qualifications

1. Consulting [Type of Professional, e.g., Architect and/or Engineer] Minimum Qualifications
2. The project [Type of Professional, e.g., architect and/or engineer] is responsible for project coordination must have a minimum of [# of Years, e.g., 1-5 is typical] years of experience with federal/state grant programs.
3. The engineering firm must have successfully provided [Type of Professional, e.g., architect and/or engineer] services for a minimum of [# of Projects, e.g., 1-5 is typical] similar type projects. The [Type of Firm, e.g., architectural and/or engineering] firm will not be accepted if there have been any unresolved audit exceptions relative to engineering services.
4. The engineering firm must submit references as to the firm's professional qualifications from a minimum of [# of Clients, e.g., 2 or 3 is typical] previous clients for which the engineering firm has performed work (include address and telephone number).
5. Format for Professional Qualifications

Technical qualifications for the consulting [Type of Professional, e.g., architect and/or engineer] shall as a minimum include the following:

1. The criteria and design approach to be used in the performance of required work.
2. The personnel to be assigned to the project and resumes of qualifications and experience.
3. The [Type of Professional, e.g., architect and/or engineer]’s experience in the development, design and construction of similar projects.
4. Final Selection

Final selection of the [Type of Professional, e.g., architect and/or engineer] will be based upon the maximum total points scored as set forth in the rating system in **Exhibit IV**.

The [Grantee Name] reserves the right to negotiate a contract with the [Type of Professional, e.g., architect and/or engineer] deemed the most qualified to perform the professional services required.

Statement of Qualifications materials must be submitted in accordance with the instructions and terms specified in this RFQ for full consideration.

# EXHIBIT IV

## Selection Rating System

**[Scoring Criteria and Assigned Points May Be Modified and Adjusted to Meet Grantee’s Needs and Preferences. Criteria may be deleted or added. Points for MBE, WBE, and DVB firms, small businesses, and labor surplus area (LSA) firms is strongly recommended to meet equal opportunity and MBE/WBE/DVB, small business, and labor surplus area firms outreach efforts requirements for the FFP Program. The Example below represents scoring when the highest score for years of experience and # of projects experience are set at 3 years/3 projects – should match criteria noted in Exhibit III.]**

1. Project Architect’s/Engineer's Experience Maximum 30 Points
2. 3 or more years experience with FFP or other federal/state 30 Points

programs

1. 2 years experience 20 Points
2. 1 year experience 10 Points
3. Less than 1 year experience 5 Points
4. No experience 0 Points
5. Firm’s Project Completion Background Maximum 20 Points
6. Completion of 3 similar type projects within proposed 20 Points

time frame & budget

1. Completion of 2 similar projects 15 Points
2. Completion of 1 similar project 10 Points
3. Work on 1 similar project; not completed 5 Points
4. No work on similar projects 0 Points
5. References from Similar Projects Maximum 20 Points
6. Respondent lists 3 previous clients with similar projects 20 Points

and all references give excellent response on quality of service

1. Respondent lists 2 previous clients 15 Points
2. Respondent lists 1 previous client 10 Points
3. Respondent lists no previous references 0 Points
4. Firm’s Familiarity with Community Needs Maximum 20 Points
5. Firm is thoroughly familiar with community(ies) of 20 Points

similar size and characteristics as

[Grantee Name]

1. Firm is somewhat familiar with community(ies) of 10 Points

similar size and characteristics as

[Grantee Name]

1. Firm is unfamiliar with community(ies) of 0 Points

similar size and characteristics as

[Grantee Name]

1. Minority-Owned or Women-Owned Business Enterprise Maximum 5 Points

or Disabled Veteran-Owned Business\*

1. Firm is MBE, WBE or DVB Firm 5 Points
2. Firm is not MBE, WBE or DVB Firm 0 Points
3. Small Business or Labor Surplus Area firm Maximum 5 Points
4. Firm is a small business or LSA firm 5 Points
5. Firm is not a small business or LSA firm 0 Points

**MAXIMUM TOTAL POINTS: [# of Points; e.g. 100 using criteria in this template] POINTS**

**Note to Responders of RFP:**

***Proposal submittals are to be organized to address the submittal specifications listed in the RFQ and the evaluation criteria listed above. Brochures and similar generalized background materials may be included but are not required.***

*\*FIRM CLASSIFICATION DEFINITIONS:*

* Minority Business Enterprise (MBE) – Business with at least 51% ownership and control held by minority person(s).
* Woman Business Enterprise (WBE) – Business with at least 51% ownership and control held by a woman or women.
* Disabled Veteran-Owned Business (DVB) – Business with at least 51% ownership and control held by person(s) classified as a service-disabled veteran.
* Small Business – Business with the revenue and employment levels specified by the U.S. Small Business Administration and North American Industry Classification System (NAICS) codes as being a small business in their industry (see [SBA table](https://www.sba.gov/document/support-object-object-table-size-standards)).
* Labor Surplus Area (LSA) Firm – Business with operations located in an geography designated by the U.S. Department of Labor as a labor surplus area (see [USDOL LSA website](https://www.dol.gov/agencies/eta/lsa) to access the list, which is updated annually).

**[Type of Services, e.g., Architectural and/or Engineering]**

**SERVICES PROVIDER**

**SELECTION CERTIFICATION**

**BY [GRANTEE NAME]**

[Project Title/Type, e.g. FFP New Library/Community Center Construction Project]

[Grantee Name]

[County Name] County, Wisconsin

**[Scoring Criteria May Be Modified and Adjusted to Meet Grantee’s Needs and Preferences.]**

**TOTAL POINTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CRITERIA** | | **POINTS AWARDED** | | | |
|  |  | [Firm Name] | [Firm Name] | [Firm Name] | [Firm Name] |
| 1. | [Architect or Engineer]’s Experience |  |  |  |  |
| 2. | Firm’s Project Completion Background |  |  |  |  |
| 3. | References from Similar Projects |  |  |  |  |
| 4. | Firm’s Familiarity with Community’s Needs |  |  |  |  |
| 5. | MBE/WBE/DVB Firm |  |  |  |  |
| 6. | Small Business or LSA Firm |  |  |  |  |
|  | **TOTAL POINTS:** |  |  |  |  |

*Signed Upon Completion of Qualifications Review & Selection:*

Certification: I hereby certify that the [Grantee Name], [County Name] County, Wisconsin reviewed the qualifications [ADD: “and held interviews held” if applicable] with the most qualified [firm or firms] that responded based on the information available. The selection committee evaluated and ranked all firms and persons that responded [ADD: “and interviewed” if applicable] based on the criteria set forth above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

[Typed Chief Elected Official Name], [Typed Chief Elected Official Title]

[Grantee Name]

***[Have CEO Sign and Date This Document in the Spaces Provided Above]***

***[Click on the Table of Contents at the beginning of this RFQ document to “Update Fields” when finished with customizing the document for the Grantee’s project.]***