*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 Unit of General Local Government’s (UGLG’s) needs and local procurement and contracting policy specifications.*

*This template includes required and recommended CDBG language and Attachments for professional services contracts (refer to* ***Exhibit II****); and additional suggested language that the UGLG 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 UGLG, and not specified by the CDBG Program (although deadlines should be set by the UGLG to meet the requirements of the specific CDBG 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 UGLG and instruction/guidance for the UGLG in customizing the content) throughout this template, when customizing the document for the UGLG’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 CDBG funding to cover all or part of these professional services costs (refer to Chapter 3 of the CDBG Implementation Handbook for exceptions). Making the RFQ publicly available is not required – it may be sent to specific firms (a minimum of 3 firms); whereas making an RFP publicly available is required (refer to Chapter 3 of the Implementation Handbook for additional differences between the RFQ and RFP processes and requirements). The UGLG only needs to follow and comply with its local procurement/contracting policy(ies) when securing professional services that will* ***not*** *be paid with CDBG funding.*

* *Architectural and Engineering Services must be procured and contracted separately from Grant Administration, Planning, and other professional services. The RFQ procurement process is not permissible for selecting a firm for grant administration or planning services for a CDBG 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 CDBG 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** [**CDBG Implementation Handbook**](https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx) **for additional requirements and guidance regarding professional services procurement and contracting.**

**[Municipality Name]**

**[County Name] County, Wisconsin**

**REQUEST FOR QUALIFICATIONS (RFQ)**

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

**[Name of Project]**

**A Community Development Block Grant**

**[CDBG Program, e.g., Public Facilities (CDBG-PF); CLOSE Public Facilities (CL-PF); Coronavirus (CV); Disaster Recovery (DR); etc.] Project**

[Date]

Table of Contents

[Invitation to Submit Qualifications 4](#_Toc81227523)

[Introduction 4](#_Toc81227524)

[Contact Information 4](#_Toc81227525)

[Submission Instructions and Deadline 4](#_Toc81227526)

[Other Conditions of Qualifications Submittal 5](#_Toc81227527)

[Scope of Services & Deliverables 5](#_Toc81227528)

[Evaluation & Selection 7](#_Toc81227529)

[EXHIBIT I 8](#_Toc81227530)

[Project Background and Project Area/Service Area Maps 8](#_Toc81227531)

[EXHIBIT II 9](#_Toc81227532)

[State and Federal Regulatory Requirements for CDBG-Assisted Projects 9](#_Toc81227533)

[EXHIBIT III 10](#_Toc81227534)

[Minimum Qualifications 10](#_Toc81227535)

[EXHIBIT IV 11](#_Toc81227536)

[Selection Rating System 11](#_Toc81227537)

# Invitation to Submit Qualifications

## Introduction

The [Municipality 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 [Municipality Name] [“is seeking” or “has secured”] Community Development Block Grant [Type of CBG Funding, e.g., Public Facilities (CDBG-PF); CLOSE Public Facilities (CDBG CL-PF), Coronavirus (CDBG-CV), Disaster Recovery (CDBG-DR); etc.] funding.

Minimum requirements include previous experience in [Type of Experience, e.g., engineering design and construction management, etc.] on CDBG 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 [Municipality 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 [Municipality 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 [Municipality Type] [Chief Elected Official (CEO) Title], any [Municipality Type] [Municipality Governing Body Name, e.g. Tow/Village/County Board, City Council, etc.] members, any committee members, or any other [Municipality 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 [Municipality 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 [Municipality Name], is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the [Municipality Name] [Municipality Governing Body Name, e.g. Yourville Village Board] or by [Municipality 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 CDBG Procurement & Contracting, Conflict of Interest and Lobbying regulations apply to this project. [SUGGESTION: For Architectural/Engineering services that will involve construction oversight for the CDBG project, then consider adding (for informational purposes only) reference to the attachments that will be required for the construction contract and construction contractors listed in *Chapter 3: Procurement & Contracting* of the *CDBG Implementation Handbook*, e.g. Affirmative Action, Equal Opportunity, Minority Business Enterprise/Woman Business Enterprise (MBE/WBE), Federal Labor Standards Provisions, Davis-Bacon and Related Acts (DBRA), and Section 3. Also consider adding reference to *Chapter 5: Acquisition & Relocation* of the *CDBG Implementation Handbook* if any acquisition/relocation activities will be required for the CDBG project.]

Refer to Exhibit II attachments for the CDBG project requirements.

1. All activities for the project must comply with the CDBG program regulations and policies set forth in [24 CFR 570](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr570_main_02.tpl) and the State of Wisconsin CDBG Program *Implementation Handbook* referenced in **Exhibit II**.

# Scope of Services & Deliverables

The [Municipality Name], [County Name] County, Wisconsin is applying for federal funding from the Community Development Block Grant (CDBG) Program for the [Project Title] [Project Type, e.g., Public Facilities (PF); CLOSE Public Facilities (CLOSE-PF), Coronavirus (CV); Disaster Recovery (DR); etc.] Project.

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

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

The focus of the [project type, e.g. public facilities] construction project is to [Project Description/Scope of Work; example: update the existing the water and sewer mains/systems and reconstruct street on Washington Street from 1st Avenue to 7th Avenue in the Town of Yourville in Brown County, Wisconsin.] The location includes and involves [Project Location(s); e.g., residential housing units and 1 commercial building on Washington Street from 1st Avenue to 7th Avenue in Yourville, Wisconsin].

The area includes approximately [# of Residents] residents, and [# Buildings impacted, e.g., 10 single family homes, 2 apartment buildings (a 32-unit and a 12-unit building) and 1 public building (post office)].

Engineering Services for this CDBG [Project Type, e.g., Public Facilities (PF)] 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 CDBG 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., age of current facilities, additional area/project area maps, previous studies/feasibility reviews if applicable, past water/sewer/street grade testing and results data, 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., review of environmental assessment 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 CDBG 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 [Municipality 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**

**[ADD APPLICABLE ATTACHMENTS]**

# EXHIBIT II

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

**REFER TO EXHIBIT II ATTACHMENTS FOR:**

***[LIST AND ADD APPLICABLE ATTACHMENTS TO THIS RFP EXHIBIT. THE ATTACHMENTS LISTED BELOW ARE RECOMMENDED. ATTACHMENT 3-C MUST BE PART OF THE CONTRACT THAT WILL BE EXECUTED. THE OTHER ATTACHMENTS MAY BE PART OF THE CONTRACT OR PROVIDED SEPARATELY TO CONTRACTOR].***

1. POTENTIAL CONFLICT OF INTEREST DISCLOSURE [INCLUDE DISCLOSURE FORM – EXAMPLE THAT MAY BE MODIFIED/CUSTOMIZED IS ATTACHMENT 3-B IN CDBG IMPLEMENTATION HANDBOOK]
2. CONCFLICT OF INTEREST CLAUSE [INSERT FROM ATTACHMENT 3-C IN CDBG IMPLEMENTATION HANDBOOK]
3. LOBBYING CERTIFICATION [INSERT FROM ATTACHMENT 3-D IN CDBG IMPLEMENTATION HANDBOOK]
4. DISCLOSURE OF LOBBYING ACTIVITIES [INSERT FROM ATTACHMENT 3-E IN CDBG IMPLEMENTATION HANDBOOK]

[SUGGESTION: For professional services that will involve construction oversight for the CDBG project, consider adding (for informational purposes only) reference to the attachments that will be required for the construction contract and construction contractors listed in *Chapter 3: Procurement & Contracting* of the *CDBG Implementation Handbook*, e.g. Affirmative Action, Equal Opportunity, Minority Business Enterprise/Woman Business Enterprise (MBE/WBE), Federal Labor Standards Provisions, and Davis-Bacon and Related Acts (DBRA), and Section 3. **Also** consider adding reference to *Chapter 5: Acquisition & Relocation* of the *CDBG Implementation Handbook* if any acquisition/relocation activities will be required prior to construction for the CDBG project.]

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

**BUREAU OF COMMUNITY DEVELOPMENT WEBSITE AT:**

<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>

**Also refer to** [24 CFR 570](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr570_main_02.tpl).

# 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 the CDBG Program or other federal/state 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 [Municipality 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 UGLG’s Needs and Preferences. Criteria may be deleted or added. Points for MBE/WBE/DBE firms is strongly recommended to meet equal opportunity and MBE/WBE outreach efforts requirements for the CDBG 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 CDBG 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

[Municipality Name]

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

similar size and characteristics as

[Municipality Name]

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

similar size and characteristics as

[Municipality Name]

1. Minority or Women Business Enterprise or Disadvantaged Maximum 5 Points

Business Enterprise Firm\*

1. Firm is MBE, WBE or DBE Firm 5 Points
2. Firm is not MBE, WBE or DBE Firm 0 Points
3. Small Business Firm Maximum 5 Points
4. Firm is a small business 5 Points
5. Firm is not a small business 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.***

*\*MBE/WBE/DBE Firms are Defined As Follows:*

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.

Disadvantaged Business Enterprise (DBE) – Small business with at least 51% ownership and control held by person(s) classified as “disadvantaged” individual(s) according to the Wisconsin Department of Transportation standards (<https://wisconsindot.gov/Documents/doing-bus/civil-rights/dbe/dbe-program-brochure.pdf>)

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

**SERVICES PROVIDER**

**SELECTION CERTIFICATION**

**BY [MUNICIPALITY NAME]**

[Project Title/Type, e.g. Washington Street Water & Sewer Upgrades CDBG-Public Facilities (PF) Project]

[Municipality Name]

[County Name] County, Wisconsin

**[Scoring Criteria May Be Modified and Adjusted to Meet UGLG’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/DBE or Section 3/LMI Firm |  |  |  |  |
| 6. | Small Business Firm |  |  |  |  |
|  | **TOTAL POINTS:** |  |  |  |  |

*Signed Upon Completion of Qualifications Review & Selection:*

Certification: I hereby certify that the [Municipality 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]

[Municipality 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 UGLG’s project.]***