

**PROFESSIONAL SERVICES SOLICITATION**

**Request for Qualifications/Proposals (RFQ/RFP)**

(City/Town/County) of \_\_\_\_\_  
Request for Qualification Data to  
Furnish Engineering Services

The (city, town, county) of \_\_\_\_\_ is requesting qualified engineers to submit statements of qualification to perform a scope of work that includes \_\_\_\_\_. The project budget, including construction, is approximately \$\_\_\_\_\_, with plans and specifications complete by March 30, 20\_\_\_. For more information about the project, contact: \_\_\_\_\_.

One or more firms will be selected for an interview based upon the following criteria categories, weighted as indicated: qualification of key personnel (2); relevant experience as demonstrated on previous projects (2); previous performance (1); expressed interest in the project (1) and Washington State Certified Minority Enterprise Participation (0.5).

Firms desiring consideration shall submit a complete qualification package and any other pertinent data to further assist the selection committee in evaluating the firm’s qualification to: \_\_\_\_\_. Qualification packages should be submitted to arrive no later than 5:00 PM on December 20, 20\_\_\_. The most highly rated firm will be selected for an interview and negotiation of the professional service contract.

The project is (funded/partially funded) through the Washington State Community Development Block Grant program with federal funds. As a result, cost plus percentage of construction cost contracts will not be allowed and a number of state and federal equal opportunity and affirmative action requirements will apply to the selection process and conduct of the project.

The (city, town, county) of \_\_\_\_\_ is an equal opportunity and affirmative action employer. Minority- and women-owned firms are encouraged to submit proposals.

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**NOTE:** If the RFQ/RFP is only for a CDBG-funded project, the following statement must also be included in the solicitation:

This project is (funded/partially funded) through the Washington State Community Development Block Grant Program with federal funds provided by the U.S. Department of Housing and Urban Development.