

**EXAMPLE NO. 2**  
**PROFESSIONAL SERVICES SOLICITATION**

Request for Qualifications (RFQ)

(City/Town/County) of \_\_\_\_\_

Request for Qualification Data to Furnish  
Engineering and Land Surveying Services

The (city, town, county) of \_\_\_\_\_ (pursuant to Chapter 61, Laws of 1981) is inviting statements of qualifications and performance information from firms interested in providing professional engineering and land surveying services for the 20\_\_ calendar year in conjunction with city sponsored projects. The city's \_\_\_\_\_, for which engineering service is sought, includes: water reservoir study update, reservoir site acquisition, reservoir construction, miscellaneous water distribution and transmission pipelines, and downtown sewer project.

Qualification and performance statements will be reviewed, placed on file for the 20\_\_ calendar year, and will be used as the source from which to select one or more qualified firms from whom a detailed proposal will be requested for any specific project. Those firms who have statements on file for the 20\_\_ calendar year should only respond with a request for their statement to be renewed for 20\_\_ along with any pertinent amendments to their statement.

The City of \_\_\_\_\_ is an equal opportunity and affirmative action employer. Minority- and women-owned firms are encouraged to submit statements of qualification.

Questions regarding this solicitation should be directed to the city of \_\_\_\_\_, at the following address: \_\_\_\_\_  
\_\_\_\_\_. Response of interested firms is requested no later than \_\_\_\_\_ (month), (day), (year).

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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.