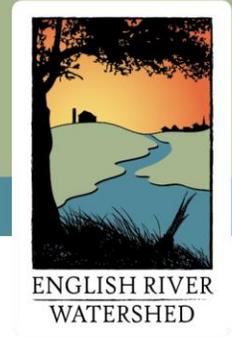


ENGLISH RIVER WATERSHED

www.EnglishRiverWMA.org



Thursday, October 12, 2017

Minimum RFQ Response Requirements

The response for professional engineering services shall include the following information to be reviewed:

1. Firm name, address, and brief history.
2. Qualifications of the firm and personnel to be assigned to the project.
3. Related experience to include:
 - a. Projects of relevant nature and/or scope, with
 - i. date of completion, and
 - ii. reference contacts
 - b. Examples of project budgeting and cost estimating procedures with results.
 - c. Familiarity with Community Development Block Grant program guidelines.

Description of Services

Prepare a Scope of Services to include but not be limited to the following requirements:

1. Basic Services of the Engineer, including the following:
 - a. Preliminary and final design.
 - b. Preparation of plans and specifications.
 - c. Preparation of bids and other required documents.
 - d. Performance of routine and on-site and final inspections.
 - e. Other additional services that will be provided.
2. Project Performance Schedule

Factors for Award – Evaluation Criteria

25 points	Qualifications and availability of firm and personnel
25 points	Related experience/ familiarity with CDBG programs
25 points	Ability to complete projects within time frame and budget
25 points	Proposed description of work/ schedule for completion

100 points Total