

Sample Request for Qualifications Publication

Instructions for using this sample RFQ Publication as a template:

- The sample text included inside the brackets is **illustrative only and must be customized**.
- **Replace all bracketed text** with information relevant to your community, project, and requested services (e.g., replacing “[Town]” with “City” as appropriate).
- The “**SOQ Contents**” and “**Evaluation Criteria**” sections, including point values, may be adapted, expanded, or modified to reflect the specific needs, priorities, and complexity of the project.
- Remove all instructions, bracketed notes, and placeholder text prior to publication.

REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ) TOWN OF AMERICANA, INDIANA

The [Town of Americana, Indiana] (“[Town]”) is seeking Statements of Qualifications (SOQs) for the provision of [planning and engineering technical assistance] services related to a [Master Utility Plan]. This project is expected to be funded in part by the Indiana Office of Community and Rural Affairs (OCRA) through the State Community Development Block Grant (CDBG) program.

The [Town] is an Equal Opportunity Employer. Consistent with 2 CFR 200.321, all qualified firms, including small, minority-owned, women-owned, and veteran-owned enterprises, are encouraged to participate.

To respond to this RFQ, submit six (6) copies of the SOQ in a sealed envelope to [Town of Americana, Clerk-Treasurer’s Office, P.O. Box 177, Americana, Indiana 46777] or email the SOQ in PDF format to [submissions@americanatown.net]. Include “[RFQ Submission – Master Utility Plan]” on the envelope or in the subject line.

All SOQs must be received by the [Town] no later than [4:00 P.M.] (Local Time) on [May 1, 2026]. Late submissions will not be accepted.

Questions, requests for additional information, or site visit inquiries must be submitted to [John Smith] between [9:00 A.M.] and [5:00 P.M.] (Local Time) at [(317) 555-1234] or at [jsmith@americanatown.net] no later than [April 25, 2026].

Description of Services Needed

[Describe the services the selected firm must provide for this project.]

SOQ Contents

Each SOQ must demonstrate the respondent’s relevant qualifications and experience and must include:

1. Description of experience, expertise, and resources available and applicable to the project.
2. List of similar projects previously completed.
3. List of references.
4. Resumes of professional staff who will work on the project.
5. Identification of the individual who will have primary responsibility for the project.
6. Detailed scope of services based on the “Description of Services Needed.”
7. Proposed project timeline.
8. Contact details (name, title, address, phone, email) of the individual(s) with authority to negotiate and bind the respondent and who may be contacted during the evaluation period.

Note: Do not include a proposed fee in the SOQ, as price is not a selection factor in qualifications-based selection (QBS).

Evaluation Criteria

SOQs will be evaluated on the following criteria, weighted according to the assigned point values:

1. Specialized experience or technical expertise of the firm and its personnel relevant to the scope of services and complexity of the project. (25 pts)
2. Past contract performance, including quality of work, timeliness, and cost control. (25 pts)
3. Capacity to perform the work within required timeframes, considering current and anticipated workload. (25 pts)
4. Familiarity with the project type or issues relevant to the project. (25 pts)

Award of Contract

Each SOQ will be reviewed for completeness and clarity and evaluated according to the criteria in this RFQ. The [Town] reserves the right to request additional information during evaluation and to reject any or all SOQs submitted. Interviews are expected to take place on [May 16, 2026].

The [Town] will execute either a firm, fixed-price contract or a cost-reimbursement contract for the services described in this RFQ. The [Town] may negotiate the fee schedule with one or more respondents. The award of the contract is contingent upon final commitment of grant funding.

The anticipated contract award date is [June 1, 2026].

Contract Requirements

Contracts awarded under this RFQ will be subject to all applicable OCRA, state, and federal requirements, including but not limited to:

1. **Administrative Provisions:** Uniform Administrative Requirements (2 CFR Part 200); Record Retention and Access (2 CFR 200.334; 2 CFR 200.337); Conflict of Interest (24 CFR 570.489(g)–(h)); Procurement (2 CFR 200.317–327; IC 5-22; IC 36-1-12).
2. **Civil Rights/Nondiscrimination:** Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Certification of Non-Segregated Facilities; Architectural Barriers Act; Americans with Disabilities Act; Executive Order 11063.
3. **Economic Opportunity:** Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 75); 2 CFR 200.321.
4. **Labor Standards:** Davis-Bacon and Related Acts (29 CFR Part 5).
5. **Domestic Preferences:** 2 CFR 200.322; Build America, Buy America Act (2 CFR Part 184; 88 FR 17001; OMB M-24-02; HUD CPD-25-01).
6. **Debarment and Suspension:** Executive Order 12549; Eligibility verification via SAM.gov.