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**Sample Request for Qualifications**

Please read thoroughly and edit text appropriately. Send by Certified Mail to at least five firms, two of which are state certified MBEs. Print on Grantee's Letterhead.

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**TO:**

**FROM:**

**PROJECT:**

**NAME:**

Your firm is invited to submit your Statement of Qualifications to become eligible for a possible interview for professional services related to the development of a utility master plan for the Town of Americana.

Attached to this memo are the following:

1. Requirements for Statement of Qualifications
2. Preliminary Scope of Work
3. Schedule of Activities
4. Evaluation Criteria

All responses will be reviewed for selection of firms to be interviewed.

Your Statement of Qualifications with six (6) copies should be forwarded to the following address \_\_\_\_\_ to be received no later than \_\_\_\_\_ AM/PM on \_\_\_\_\_.

Sincerely,

Chief Elected Official

Enclosure

**Requirements for Statement of Qualifications**

Your Statement of Qualifications should include the following information:

1. Name, address and brief description of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one page narrative as to firm's interest, particular abilities and qualifications related to this project.
4. Describe other projects designed by this firm and key personnel pertinent to this project. Include reference contact information.
5. Provide examples of knowledge, expertise and/or experience with other related work.
6. Firm's proximity to the work area.
7. Additional information as required by the owner.

**Sample Schedule of Activities**

Submit Statement of Qualifications:	May 1, 20XX
Review Statement of Qualifications:	May 5, 20XX
Evaluation of Proposals and Short Listing of Firms:	May 8, 20XX
Interview Short Listed Firms:	May 16, 20XX
Select Firm:	May 20, 20XX
Issue Notice of Award/Sign Contracts:	June 1, 20XX

**Evaluation Criteria**

Proposal Evaluation criteria shall include:

1. Specialized experience or technical expertise of the organization and its personnel in connection with the scope of services to be provided and complexity of the project.
2. Past record of performance on contracts, including quality of work, timeliness and cost control.
3. Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the firm.
4. Familiarity of the organization with this type of project or problems applicable to the project.