**REQUEST FOR QUALIFICATIONS (RFQ)**

**for Professional Engineering Services**

The (Agency) of, CO. invites statements of qualifications for architectural and engineering design services from qualified firms for the design and construct ion contract administration for the **following project:**

**(DESCRIBE SCOPE OF SERVICES REQUIRED)**

(For example: *new construction, renovation, demolition*, approximate size, location, budget, schedule, any special requirements)

***(DESCRIBE RELEVANT STUDIES, SURVEYS, AND PRELIMINARY FEASIBILITY WORK ALREADY COMPLETE)***

**(*DESCRIBE INVOLVEMENT OF GROUPS IN PROJECT)***

*(For example: boards, committees, citizen groups, etc.)*

Professional liability and statutory required insurance will be required. Letters and Statements of Qualifications due. (Allow a minimum of 14 days for firms to submit their materials.)

Evaluation of responding firms will be based on the following criteria:

1. Description of firm, consultant firms and experience of working together as a team.

2. Professional background and caliber of previous experience of each person of your firm and of each of your consultants to be assigned to this project.

3. Your proposed project management plan and the precise role of each person in accomplishing the work

4. Recent experience on similar projects and how those similarities might relate to this project. Provide names and telephone numbers of persons representing the owner and general contractor for each.

5. Unique or other relevant experience.

6. Capability of the firm to perform the work on schedule.

7. Firm's familiarity with the area of the project.

Please furnish  **(#)** copies of your submittal to by o'clock (date).

You may direct any questions to (name) (telephone number).