

Municipal Planning Grants, RFQ Template

A Request for Qualifications (RFQ) is a common method used to solicit consultants for a project. It requires respondents to simply submit a letter of interest and their qualifications for the grant project. (See [RFP Template](#) for another method that involves having the consultants submit full proposals for completing the project.) The municipality and selection committee will review and compare the consultant qualifications, using an established evaluation and selection process, then they will select those most qualified to submit a full proposal. The RFQ is generally a better method to use when seeking consultants for Municipal Planning Grant (MPG) projects as they generally involve a lump sum for relatively small amounts of funding. The template below can be used as a guide in developing your local RFQ.

Items in orange italics are intended to be informational only, and should be replaced and/or deleted before the RFQ is finalized

REQUEST FOR QUALIFICATIONS *[Type of Consultant Services Sought] for [Project Name] [Municipality Name], Vermont* *[DATE ISSUED]* RFQ Due on *[DATE]*

PROJECT DESCRIPTION

Overview

[Provide a concise summary of the overall project and the consultant services sought in this Request for Qualifications (RFQ)]

Context and Background

[Describe the background for the project and the context in your community. Include any maps and plans that would help to explain the context and reference any documents available online that can provide further context.]

Funding

A total of *[Enter Total Project Amount]* is available for consultant services from the Municipal Planning Grant Program administered by the Vermont Agency of Commerce and Community Development and *[List any other sources of funding]*.

Work Plan

[Provide the work plan for the project broken down by task. Use the work plan attached to your MPG grant agreement and if needed, expand by adding further details to clarify the specific consultant services desired by the municipality. Minor changes to the Work Plan are permissible but please contact jennifer.lavoie@vermont.gov before issuing the RFQ if you anticipate any substantive changes to the MPG work plan.]

Timeframe

[Provide at least a proposed project start and ending date, and any interim dates if needed.]

Deliverables

[Define what specific items the consultant will be expected to produce.]

Additional Information

[Add any additional information here on general process, roles, goals and structure of the project, etc.]

SUBMISSION REQUIREMENTS

All responses to the RFQ shall include the following information: *[customize as needed]*

1. **Cover Letter** - A letter of interest for the project.
2. **Statement of Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the proposed role of each consultant on the team. Also provide detailed information on each consultant, including the name of the firm, year established, and contact information.
3. **Summaries of relevant projects** – Describe relevant experience on similar projects for each firm and list the work experience of the individuals expected to be involved in the project. Include a minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
4. **Page Limit** - The proposal, encompassing items 1-3 above, shall not exceed 15 double-sided pages (30 total pages) including cover letter, project lists and contacts.

All information submitted becomes property of the *[municipality name]* upon submission. The municipality *[municipality name]* reserves the right to issue supplemental information or guidelines relating to the RFQ as well as make modifications to the RFQ or withdraw the RFQ.

Submission Requirements

Respondents should submit one (1) digital copy (PDF) and *[enter number (#)]* printed copies of the proposal by *[Enter Date]* to:

Municipality/Local Project Manager Contact Information

[Municipality Name]

[Contact Name and Title]

[Mailing Address]

[Phone]

[Email]

Please expect a confirmation email upon receipt of the qualifications by *[municipality name]*.

If you have any questions about this project or the RFQ, please address them in writing either via U.S. mail or email to *[local project manager]*. We will respond to all questions in writing within *[enter #]* days. Both the question and response will be shared with the other consultants.

Selection Process *[Customize as needed]* Qualifications will be reviewed by a selection committee comprised of representatives from *[municipality and name any others]*. A short-list of consultants will be selected to submit detailed proposals for the project with a project approach, scope of services, schedule and budget with details on staffing, hourly costs and overhead. Proposals will be presented in-person by the consultants at interviews. *[Optional – only if interview is desired by the municipality]*

RFQ Schedule Summary:

Qualifications due *[enter date]*.

Consultants selected for short-list *[enter date]*

Proposals due *[enter date – Could be the same as the interview date but consultants should be given sufficient time – one or two weeks – to prepare the proposals]*

Interviews on *[optional, enter date]*.

Consultant selection by *[enter date]*.

Project work to begin *[enter date]*.

Complete project on or by *[enter date]*.

Evaluation of Qualifications *[Customize as needed]*

Respondents will be evaluated according to the following factors:

1. Consultant Qualifications (experience with similar projects, ability to work with municipalities to attain desired outcomes, and knowledge of the topic) - 85%
 - a. Experience with *[enter type of project and situation involved]*.
 - b. Ability to *[enter skills required]*.
 - c. Knowledge of *[enter any specific knowledge required]*.
 - d. Understanding of *[enter any specific issues affecting project]*.
 - e. Proven ability to work with committees and conduct public meetings
 - f. Availability to begin work on project start date
2. Quality, completeness and clarity of submission - 15%

Interview Framework

The *[municipality name]* reserves the right to select the top two to three highly scored consultants and invite them for an interview. In this process, the selection committee may ask the respondents to give an oral presentation of their respective proposals. The purpose of this oral presentation is to provide an in-depth analysis of qualifications, experience in performing similar services, and an opportunity for the consultant to clarify or elaborate on their qualifications without restating the proposal.

The interview and presentation is merely to present facts and explanation to the review committee and allow the selection committee to ask targeted questions of the consultant team. The interview and presentation, if deemed necessary by the review committee, will be held at the *[meeting location]* in *[municipality]* Vermont. The day and time will be notified to the respondents at least *[#]* week prior to the meeting. All costs and expenses incurred in traveling for the purpose of interview and presentation shall be the responsibility of the consultant.

Final Consultant Selection *[customize as needed]*

Following the selection process, one team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

Contract Requirements

The consultant contract will be subject to the terms of Attachment D of the Municipal Planning Grant Agreement (Procurement Procedures and Other Grant Requirements). A sample contract meeting these requirements is available [here](#).