Sample Request for Proposal

TO:

FROM:

PROJECT:

NAME:

Your firm is invited to submit your Proposal 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 Proposals
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 proposal along with three (3) copies should be forwarded to the following address to be received no later than ______________ AM/PM on _________________.

Sincerely,

Authorized Official

Enclosure
REQUEST FOR PROPOSAL

Your Proposal 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 completed 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. Bid price to perform services identified in the proposal.
8. Additional information as required by the owner.

Anticipated Schedule of Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Submit Proposal</td>
<td>May 1, 20xx</td>
</tr>
<tr>
<td>Review Proposal</td>
<td>May 5, 20xx</td>
</tr>
<tr>
<td>Evaluation of Proposals and Short Listing of Firms</td>
<td>May 8, 20xx</td>
</tr>
<tr>
<td>Interview Short Listed Firms</td>
<td>May 16, 20xx</td>
</tr>
<tr>
<td>Select Firm</td>
<td>May 20, 20xx</td>
</tr>
<tr>
<td>Issue Notice of Award/Sign Contracts</td>
<td>June 1, 20xx</td>
</tr>
</tbody>
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Evaluation Criteria

1. Firm’s history and resource capabilities to perform required services. (1-10 points)
2. Evaluation of assigned personnel. (1-10 Points)
3. Related Experience. (1-10 Points)
4. Financial Management and Cost Allocation experience and results. (1-10 Points)
5. Familiarity with local experience and results. (1-10 Points)
6. Ability to relate to project. (1-10 Points)
7. Analysis of narrative statement. (1-10 Points)
8. Reference check. (1-10 Points)
9. Price Comparison. (1-10 Points)