GUIDELINE FOR A REQUEST FOR PROPOSAL

The following should be used as a guideline when writing a Request For Proposal for engineering services under 84.01(13). The contents of a Request for Proposal should include the following:

1. COVER SHEET:

   The cover sheet provides summary information about the Request For Proposal (RFP) as well as specifying some of the critical requirements. An example of a cover sheet is shown in FDM 8-5 Attachment 40.2. The actual format of the cover sheet may vary but the information on the example must be present.

2. GENERAL INFORMATION

   A. SCOPE OF PROJECT:

      Reflects a clear, accurate, and detailed description of the technical requirements for services to be rendered. Includes background information which identifies the need for the project and related initiatives.

   B. DEFINITIONS:

      Key words used in the contents of the RFP which require special attention as they relate to the project.

3. PREPARING AND SUBMITTING A PROPOSAL:

   Instructions include informing proposers to respond completely to requested information. It also instructs where, when and to whom the proposal should be submitted. Allow sufficient time for consultant(s) to prepare and submit their proposal. If the process includes conducting oral interviews with the top three proposers, include that information here.

4. PROPOSAL SELECTION AND AWARD PROCESS

   A. EVALUATION CRITERIA:

      A clear, defined evaluation process which indicates the factors to be considered, their relative importance and how they will be scored/rated. If Qualification Based Selection is used, there will not be an evaluation criteria section on cost proposal.

   B. PROPOSAL SCORING

      Scoring of the accepted proposals will be determined by the stated criteria. If the selection is Qualification Based Selection, the scoring will not include a cost proposal.

   C. AWARD AND FINAL OFFERS

      Awards will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer. Alternatively, the highest proposer or proposers may be requested to submit final offers. If final offers are requested, they will be evaluated against the stated criteria, scored and ranked. Award will then be granted to the highest scoring proposer. If Qualification Based Selection is used, cost will not be a component of requested final offers.

5. GENERAL PROPOSAL REQUIREMENTS:

   This section includes information to be provided by the proposer such as

   - Organization Capabilities
   - Staff Qualifications
   - References - If you choose to request references, include this information in the evaluation criteria.
   - Comparable projects completed by firm.

   It also requests information regarding current workloads and availability of the firm to

   perform work within the timeframe.

6. TECHNICAL REQUIREMENTS:

   A. PROJECT SPECIFIC

This section lists technical requirements as they pertain to the project such as studies and surveys to be completed, reporting requirements, soils analysis, materials testing. It also includes requested information from the proposer regarding previous experience in performing specific technical areas which are defined in the project (e.g., experience in performing an Environmental Assessment and Analysis).

B. STANDARD SPECIFICATIONS:

This section includes a list of standard specifications required by the project and/or provisions to be included in the consultant contract. Avoid listing proprietary specifications, i.e., writing specifications only one product or one service provider can meet. If there is sound rationale for doing so, justification must be provided with the Request For Proposal.

7. CONTRACT BASIS OF PAYMENT:

A. BASIS OF PAYMENT

The contract basis of payment for the consultant contract should be identified, defined and written into the Request For Proposal in this section (e.g., cost per unit, cost plus fixed fee, lump sum, specific rate of compensation). This is clarified so proposers are able to submit their prices based on a consistent unit of measure. The cost submitted by the proposer is scored and reflected in the total points in the Request For Proposal. If Qualification Based Selection is used, cost proposals are not requested, however, basis of payment should be identified. (QBS is defined in the text of this procedure).

B. PAYMENT SCHEDULE

This section informs proposers when and how payments will be made for work performed.

C. FUNDING

The amount of funds available for the project are not typically disclosed in the Request For Proposal. If project funds are known to one potential proposer, this information should be included in the RFP for all proposers. A justification should be submitted with the RFP to support the rationale of why the amount was included in the RFP.

8. APPROVAL

RFP's must be submitted to the Contract Administration Unit, Rm 951 Hill Farms, for review prior to RFP being sent out.

Underlined text is material that is specific to this project.

SAMPLE REQUEST FOR PROPOSAL

Note: Other formats are acceptable, it's the content of the RFP that is important.

Cover Page

A REQUEST FOR PROPOSAL (RFP)

FOR:

Environment Assessment and Analysis

Issued by:

STATE OF WISCONSIN
DEPARTMENT OF TRANSPORTATION
Division of *Transportation System Development*
Bureau of *Equity and Environmental Services*

Proposals must be submitted
no later than *2:00 PM* *Central Standard Time*
April 1, *1998*

For further information regarding this RFP, contact:
John Doe, Environmental Specialist at *(414)-492-6133*

LATE PROPOSALS WILL BE REJECTED

Issued: *January 15, 1998*

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I. GENERAL INFORMATION

A. Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for *Environmental Assessment and Analysis.*

B. Scope

Project Description - Assess the probable environmental impacts of the construction of a bridge over the Rush Creek Natural Area adjoining Town Line Road in Crawford County. This report is to be completed by March 1, 1999.

C. Procuring and Contracting Agency

This RFP is issued by the Wisconsin Department of Transportation which is the sole point of contact for the State of Wisconsin during the selection process. The person responsible for managing the procurement process is *John Doe, Environmental Specialist.*

The contract resulting from this RFP will be administered by the Wisconsin Department of Transportation, *Bureau of Equity and Environment*. The contract administrator will be *John Doe, Environmental Specialist.*

D. Definitions

The following definitions are used throughout the RFP

DOT means Department of Transportation
Agency means the Wisconsin Department of Transportation
Proposer/vendor means a firm submitting a proposal in response to this RFP
State means State of Wisconsin
Contractor means proposer awarded the contract

E. Clarification of the Specifications and Requirements

Any questions concerning this RFP should be submitted to: *John Doe, Environmental Specialist* at Telephone: *(414)-492-6133* or fax: *(414)-463-8100*.

F. Site Visit of Project Location

Prospective proposers should contact *John Doe* at *(414)-492-6133* to make arrangement for a site visit. It is the proposer's responsibility to inspect the premises completely prior to submitting a proposal to determine all requirements associated with the contract. Failure to do so will in no way relieve the consultant from the necessity of providing, without additional cost to the State, all necessary services which may be required to carry out the intent of the resulting contract.

II. PREPARING AND SUBMITTING A PROPOSAL

A. General Instructions

The evaluation and selection of a consultant will be based on the information submitted in the proposal plus references. Proposers should respond clearly and completely to all requirements. Failure to respond completely may be the basis for rejecting a proposal.

B. Incurring Costs

The State of Wisconsin is not liable for any cost incurred by proposers in responding to this RFP.

C. Submitting the Proposal

Proposers must submit an original and *three* copies of all materials required for acceptance of their proposal on or before *April 1, 1998* to:

Name: *John Doe, Environmental Specialist, WisDOT*
Address: *500 Sunset Blvd., Milwaukee, WI 54666*

Proposals must be received in the above office. Proposals may not be sent in by facsimile machine.

III. PROPOSAL SELECTION AND AWARD PROCESS

A. Evaluation Team

The State's evaluation team will consist of members who have been selected because of their special expertise in procurement of the product(s) and/or service(s) which are the subject of this RFP, and because of their knowledge of the State's requirements for these product(s) and/or service(s). Proposers may not contact members of the evaluation team except at the State's request.

B. Preliminary Evaluation

The proposals will first be reviewed to determine if all requirements are met. Failure to meet all requirements may result in the proposal being rejected.

C. Proposal Scoring

Accepted proposals will be reviewed by the evaluation committee and scored against the stated criteria. The committee will review references. The evaluation committee's scoring will be tabulated and proposals ranked based on the numerical scores received.

D. Evaluation Criteria

The criteria to be used for evaluating the Request For Proposals are stated below.

Criterion	Points
1. General requirements	
a. Organization Capabilities	*50*
b. Staff Qualifications	*50*
2. Technical requirements	
a. Hazardous materials	*100*
b. Public hearings	*100*
c. Assessments	*100*
3. Performance requirements	*200*
4. Support requirements	*100*
5. Contract Pricing (Only when Qualification Based Selection is not used)	*300*
Total: 1000	

E. Final Evaluation

Upon completion of reference checks, the State's evaluation team will review the preliminary evaluations and make adjustments to the requirements scores based on the information obtained.

F. Award and Final Offers (Only when Qualification Based Selection is not used)

Award will be granted in the following way. The three highest scoring proposers may be requested to submit final offers. If final offers are requested, they will be evaluated against the stated criteria, scored and ranked. Award will then be granted to the highest scoring proposer.

G. Right to Reject Proposals and Negotiate Contract Terms

The agency reserves the right to reject any and all proposals. The agency reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to

entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the agency may negotiate a contract with the next highest scoring proposer.

IV. GENERAL PROPOSAL REQUIREMENTS

A. Organization Capabilities

Describe the firm's experience and capabilities in providing similar services.
Be specific and identify projects, for whom and dates.

B. Staff Qualifications

Provide resumes describing the education and work experiences for each of the **key** staff who would be assigned to the project.

C. Proposer References

Proposers must include in their RFPs a list of organizations, including contact name, address, and telephone number, which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project. The results of the reference check will be provided to evaluators and used in scoring the written proposal.

V. TECHNICAL REQUIREMENTS

A. General Technical Requirements

Environmental Assessment and Analysis

Describe previous experience you have had in environmental assessments, analysis and conducting public hearings to discuss concerns. Include in your response a description of location(s), for whom similar projects were completed and dates public hearings were conducted.

B. Standard Specification

Work under this project shall be performed in accordance with DOT's Facilities Development Manual.

VI. PERFORMANCE REQUIREMENTS

A. General Performance Requirements

Current Workloads and Availability

Describe the availability and capability of your firm to meet projected completion date. Include scheduled workloads which may present a conflict during this project.

VII. CONTRACT PRICING - (May only be used for Non Qualification Based Selection)

Contract pricing will be reviewed and a standard quantitative calculation will be used.

A. Prepare and submit with the RFP a contract price using cost plus fixed fee. The contract price must include total cost for all requirements of the project defined within this RFP.

B. Invoices shall be submitted for payments not more than once per month during the progress of the services.