

EXHIBIT 4-D.4

SAMPLE FORMAT REQUEST FOR PROPOSALS FOR ARCHITECTURAL & ENGINEERING SERVICES

(Note: The following is intended only as an example of a format that may be used to issue an RFP for architectural and engineering services. Grantees should consider the content of the RFP very carefully before they are issued. In particular, local officials should exercise care in drafting the scope of services and the factors to be used in evaluating proposals to assure that they are both complete and appropriate for your community and project. See also Exhibit 4-D.3 for a sample format for advertising the availability of the RFP).

(Name of Grantee) has been awarded a federal Home Investment Partnership Program (HOME) Grant by the Montana Department of Commerce (MDOC) for (description of project including purpose, location, time frame, and present status). The amount budgeted for the proposed scope of services is \$_____.

Contingent upon final approval of this award, (Name of Grantee) is soliciting proposals for architectural and engineering services to assist (Name of Grantee) in designing and supervising construction of this project in compliance with all applicable requirements under the Montana HOME Program. Payment terms will be negotiated with the selected offeror.

The services to be provided will include *(examples-customize to specific needs)*:

1. Designing system improvements and construction engineering.
2. Preparing the construction bid package in conformance with applicable HOME requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed.
3. Conducting the preconstruction conference.
4. Field staking, on-site supervising of construction work, and preparing inspection reports.
5. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.
6. Providing reproducible plan drawings to (Name of Grantee) upon project completion.
7. Conducting final inspection and testing.
8. Preparing an operation and maintenance manual.

Responses should include:

1. The firm's legal name, address, and telephone number.
2. The principals of the firm and their experience and qualifications.
3. The experience and qualifications of the staff to be assigned to project.
4. A description of the firm's prior experience, including any similar projects (in particular those funded by HOME or another federal program), size of community, location, total construction cost, and name of a local official, who has knowledge of the firm's performance.
5. A description of the firm's current work activities and how these would be coordinated with the project, as well as the firm's anticipated availability during the term of the project.
6. The proposed work plans and schedule for activities to be performed.

Respondents will be evaluated according to the following factors:

- A. Overall Quality of the Proposal _____%
- B. Consultant Qualifications and Experience _____%
(including reference checks)
- C. Availability and Capacity of the Consultant to Respond _____%

(Note: The evaluation factors listed above are only examples. Local officials should include those factors that they believe are appropriate to the work tasks to be involved, with relative weight for each according to their priority. HUD regulations require the RFP to "identify all evaluation factors and their relative importance.")

The selection of finalists to be interviewed will be based on an evaluation of the written responses. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to (Name of Grantee), all factors considered. Unsuccessful offerors will be notified as soon as possible.

Questions and responses should be directed to (insert name & title), (Address). All responses must be postmarked no later than (date). Please state "HOME Architectural and Engineering Services Proposal" on the outside of the response package.

Respondents may review the HOME application, which includes a description of the proposed project, including activities, budget, schedule, and other pertinent information, by visiting the (Name of Grantee) offices during regular office hours. A copy of the application is also available for review at the offices of the HOME Program Montana Department of Commerce, 301 S. Park Avenue, Helena, MT 59620, 406-841-2820.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, (Name of Grantee) reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work

and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

(Name of Grantee) is an equal opportunity employer. Women and minority businesses are encouraged to apply.

The (Grantee) makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or the Contractor's ability to perform the essential duties of the job. In order for the (Grantee) to make such accommodations, the applicant must make known any needed accommodation. Persons using a TDD may call the Montana Relay Service: 711.