The city of \_\_\_\_\_\_\_\_\_\_\_, Missouri/district is requesting qualifications for engineering services to address (enter project description). The engineering services required may include planning, design, and/or construction oversight of the project. Facility plans and engineering reports should adhere to 10 CSR 20-8.110 Engineering – Reports, Plans, and Specifications. Funding for the project is through the Missouri Department of Natural Resources’ Financial Assistance Center.

Qualification information provided to the city/district shall include:

A. The specialized experience and technical competence of the firm with respect to the type of services required (x points);

B. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project (x points);

C. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules (x points);

D. The firm’s proximity to and familiarity with the area in which the project is located (x points); and

E. The firm’s professional experience in designing wastewater systems (x points).

The above information should be submitted no later than (enter time and date, **NOTE: Allow at least 30 days for the solicitation**) to the attention of (Mayor, City Administrator, City Clerk, President, District Manager) at (mailing address).

Selection Process: Once the city/district selects the most qualified firm based on the above qualification evaluation, an engineering agreement will be negotiated. The engineering agreement may include services other than planning, design, and/or construction management including, but not limited to, assistance with securing project financing, assistance with attaining easements or real property, user rate analysis, geotechnical analysis, surveying, or other services as needed.

The city of \_\_\_\_\_\_\_\_\_/district is an Equal Opportunity Employer.

**Optional items to consider including when advertising the RFQ**:

Evaluation Committee: An evaluation committee established by the city/district will review the Submission of Qualifications (SOQ) in accordance with the Evaluation Criteria set within this RFQ. The committee may ask the respondent to supplement their SOQ with additional information. The committee will consist of approximately X members from within and/or outside the city/district.

Interviews: The city/district (has/has not) chosen to conduct interviews as part of the selection process. (If a city/district would like to conduct interviews, they should explain how they would lay out the timing and scoring criteria for the interviews.)