

Appendix B: Sample Request for Proposals (RFP)

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The proposal process allows those initiating the project to assess which firm can best serve the project needs BEFORE the consultant is selected and a contract negotiated. The importance of this process is evident in the realization that in capital projects, the consultant's fee is on the order of 1 percent of the projects' life-cycle cost, yet the consultant has a major impact on the other 99 percent.

A model format for use in preparing an RFP is included on the following pages. This model stresses fairness to all concerned by making as clear as possible the client's needs—technical requirements, expectations, schedule limitations, cost constraints, etc.—the nature and extent of the

competition, the method of selection, and the resources the consultant can draw upon in preparing the proposal.

Throughout the model format, parentheses are used to call attention to information to be inserted by the person preparing the RFP. An example of this convention in presentation is (**Type of Services**). In preparing the Model RFP format, the publisher of the *Environmental Engineering Selection Guide* relied heavily upon the documents used by the Central Contra Costa County Sanitary District of Martinez, California, to select consultants to serve the district's needs.

COVER LETTER

(**Date**)

(**Name**)

(**Address**)

Dear (**Consultant**):

REQUEST FOR PROPOSAL—(**Type of Services**)
(**Project Title**)

A Request for Proposal (RFP) to provide (**Type of Services**) services related to the (**Project Title**) Project is enclosed.

The firms receiving this RFP are as follows:

(**List Firms**)

This RFP includes the following:

- * Proposal Submittals—Attachment I
- * Project Schedule—Attachment II
- * Scope of Work—Attachment III
- * Selection Criteria—Attachment IV
- * Background Documents—Attachment V

Proposals should be presented in accordance with the specified requirements in Attachment I. Supplementary material such as exhibits, biographical information, and other documentation may also be submitted separately bound from the proposal.

Six copies of the proposal must be submitted to the Engineering Division no later than (**Time and Date**). District staff will be available for meetings with individual firms to discuss the proposed project and answer questions. A meeting, if desired, should be scheduled through (**Contact Person's Name**). Proposals will be evaluated by district staff in accordance with the selection criteria specified in Attachment IV. Interviews will be conducted on (**Date of Interview**). The consultant selection process will be followed by contract negotiations.

It is expected that the selected consultant should be ready to proceed with (**Type of Services**) on or about (**Date to Proceed with Services**).

(**Include any additional information which the consultant may need to know [e.g., CEQA information.]**)

Questions concerning this RFP should be directed to (**Contact Person**) at (**Telephone Number**).

Sincerely,

(**Name of Originator of RFP**)

(**Title of Originator of RFP**)

Attachments