**B6**

**Sample Request for Proposals for Planning Services**

The City/County of is seeking to enter into a professional services contract with a competent planning consulting firm to assist the city in the overall development of a planning process and planning reports of its recent contract received from Texas Department of Agriculture – Office of Rural Affairs (TDA) for a (TYPE OF PROJECT) project. The following outlines the request for proposals.

I. **Scope of Work** - The contract will encompass all project related services to the City/County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, including, but not limited to, the completion of the attached contract for Planning and Capacity Building Funds (or Colonia Planning Funds, if applicable) of the Texas Community Development Block Grant Program between the city/county of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and TDA.

*PLEASE SPECIFY THE ACTUAL SERVICES TO BE PERFORMED IN THIS SPACE.*

II. **Statement of Qualifications** - The city (county) is seeking to contract with a competent planning and/or engineering firm that has experience in the following areas:

a) Experience with the federal Community Development Block Grant program, through either the HUD Entitlement/Small Cities or Texas Community Development Block Grant Program.

b) SUMMARIZE YOUR CITY'S/COUNTY'S PERFORMANCE STATEMENT HERE.

 As such, please provide within your proposal a list of past client local governments, as well as resumes of all planners and/or engineers who will or may be assigned to this project if your firm received the planning services contract award.

III. **Proposed Cost of Services** ‑. Considering the attached contract between the City (County) of and TDA – Office of Rural Affairs, please specify the proposed cost to city/county, and estimated time of completion. These include a proposed cost by Scope of Work category of what you or your firm feels is appropriate for each area of the Scope of Work. Please note that the City/County of will not use lowest/best bid as the sole basis for entering into this contract.

IV. **Evaluation Criteria** ‑ The proposals received will be evaluated and ranked according to the following criteria:

|  |  |  |
| --- | --- | --- |
| Criteria |  | MaximumPoints |
| Experience |  | 55 |
| Work Performance |  | 30 |
| Capacity to Perform |  | 10 |
| Affirmative Action |  | 5 |
|  **Total** |  | 100 |

V. **Deadline for submission** is , 20 .