

SAMPLE CONSULTANT RFQ

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Request for Statements of Qualifications for Providing
Program and Financial Planning for Capital Projects

I. Introduction

The Foraker Group Pre-Development Program was established to assist nonprofit, municipal, and tribal organizations in planning for sustainable and fundable capital projects. We provide technical assistance in developing (1) organizational capacity to manage the project; (2) needs assessments and program planning; and (3) facility and site related planning. This assistance is provided through a group of consultants under contract to The Foraker Group.

The Pre-Development Program currently requires assistance with program development and financial planning for a variety of projects and is seeking proposals for providing those services through an indefinite quantity contract. The contract will be for a two year period, renewable for a second two year period.

II. Proposal Request and Timeline

If you are interested in providing services to the Pre-Development Program, please submit a proposal by Noon on July 31st, //// based on the requirements and information contained in Sections III through IV.

Please submit proposals to:

Name
Organization
Address
City, State, Zip
Telephone/email, etc.

Proposals should respond directly to the evaluation criteria. Proposals should consist of a cover letter, addressing the evaluation criteria, a resume and references. Additional material is not required or desired. Clarity and brevity are encouraged.

III. Scope of Work

The Pre-Development Program is working with a number of organizations who are in the process of developing capital projects that require business plans. The Pre-Development program provides assistance to these organizations in developing the documents to ensure they adequately address the interests of the organizations and of the agencies who will be providing the capital funding for their projects.

The selected consultant may be required to provide a range of services from review and comment on a

plan prepared by the organization, to writing the plan with input from the organization. Most typically the organization will need help with the needs assessment, program design, and financial planning components. The Pre-Development Program will provide other consultants with expertise in architectural design and cost estimating to develop those aspects of the capital project business plan.

The consultants should have experience with the operation of the types of services provided by the organization. The types of programs we anticipate assisting in the coming year include assisted living, supportive housing, senior centers, clinics, libraries, and various social services organizations. In addition, the consultant will be required to work within The Foraker Group business plan template for sustainable operations.

The Pre-Development Project anticipates working with at least two dozen projects annually, most of which will require assistance with business plans. Most of the projects that will require assistance will be in the construction cost range of \$5 million to \$10 million.

Separate task orders will be developed for each assigned project. Selection for this contract does not guarantee any projects will be assigned.

IV. Selection Process

The following criteria will be used as the basis for selection. Each should be addressed in detail in the cover letter.

1. Experience and technical competence of the consultant with preparation of business plans.
2. Experience of consultant with operations of one or more of the types of organizations described in Section III.
3. Experience of the consultant with capital projects.
4. Approach to ensuring sustainable operations through the business plan.
5. Rates for consultant.

The Statements of Qualifications will be reviewed by the Pre-Development Oversight Committee. The Committee is composed of representatives of the //////////////, the //////////////, the //////////////, and The Foraker Group. The Committee will evaluate and rate the firms on the basis of the first four criteria. The data on rates is to be provided for informational purposes only.

The Committee will recommend the most highly qualified firm to the President of The Foraker Group who will make the final decision on selection. At the discretion of the Foraker Group, more than one firm may be selected to provide services.

Questions regarding this Request for Statements of Qualifications may be addressed to:

Contact for questions
telephone number
Email address