**Sample RFP Template**

**RFP Notice**

This is a short notice that informs firms that the agency is requesting qualifications packages. The notice includes a brief description of the project, the date and time of a pre-proposal meeting, the date, time, and location for submission of qualifications packages and the name, address, and phone number of the RFP contact person.

**Cover Page**

Name of Company

Request for Proposal (RFP) name or #

Date

Brief Description (For example--- Architectural and Engineering Services for Facility Construction and Planning)

**Table of Contents**

**Intro to Company**

Present a brief overview of your organization and its operations including a Company profile to help the supplier understand your business and the industry. Provide dimensions, no. of divisions, no. of staff, locations, and customer base. Include contact details of those people handling this RFP including name, title, and the various ways of contacting them. (Information to help proposers to understand the nature of the entity.

**Purpose of RFP**

Include the general scope, nature, specifications, and purpose of goods, products, and services to be acquired.

**Instructions for Proposers**

This section provides information on the selection process, the evaluation criteria to be used to rank firms, protest procedures, required contents for proposals submitted, and the number of copies of proposals required. Evaluation criteria should include items such as direct qualifications experience (for similar projects), experience of project staff to be assigned, project understanding, project approach, and adherence to any of the project requirements.

**Evaluation of Proposals**

Outline the general procedure and criteria used to evaluate and rank proposals. Include who will evaluate the proposal and how. This helps vendors spend their time wisely. In addition, if you’re using weighted scoring, provide the section weights. Defining your priorities ensures respondents spend time creating thoughtful answers to the questions that are most important to your organization.

Note price cannot be part of the evaluation criteria for A&E services. If price is requested, it must be submitted separately in a closed file. See Brooks Act for guidance.

**Protest Procedures**

Recipients shall have written protest procedures to handle and resolve disputes relating to their procurements and shall in all instances disclose information regarding the protest process in RFP. The agencies’ protest procedures should be developed and added to the SDDOT Procurement Policy template before it was implemented.

**Proposal Signature**

Signature requirements – authorized, which documents, acceptable format.

**Timeline and submission**

Provide the timeline early in the document as this topic is very important to the supplier. Clearly state the timeline for every step: the dates and deadlines for submitting the letter of intent, sending questions, the pre-proposal conference, closing date for bids, and estimated award determination. Describe all the proposer’s submission requirements.

**Scope of work and standards**

Specify the different project phases broken down by objectives, proposed timeline, and performance and quality standards. Acceptance criteria should be included here as well as non-performance remedies.

For A&E RFPs (Per SDDOT Construction Manual)

**Preliminary Design Phase**

The preliminary design phase documents the basic facility requirements as well as establishing general specifications in connection with construction materials and equipment. This phase should also include a requirement to prepare a 30% facility design as well as an initial facility cost estimate and construction schedule. NEPA requirements are completed at this phase along with the grant application and approval. The preliminary design is typically completed during project planning with the assistance of a planning grant.

**Design Development Phase**

Once the preliminary design phase is approved, the prospective consultant should be directed to enter the design development phase. During this phase, the facility design should become more detailed. Final determinations are made regarding construction materials and equipment specifications. More detailed drawings are produced that include elevations, utility layouts, and site work. This phase will include an updated construction cost estimate and any necessary refinement to the project schedule.

**Construction Document Phase**

After approval of the design development phase, the A&E firm will be authorized to begin the construction document phase. This phase will result in construction quality drawings as well as detailed specifications. Construction documents should also include requirements for contractor safety plans, and the provision of staff training and facility maintenance documentation from the prospective contractor.

**Construction Award Services**

The A&E firm will be responsible for construction administration.  They will evaluate contractor bids and make a recommendation for award of construction contracts. These services normally include a determination of bidder responsiveness.

**Deliverables**

Provide a list of all outputs required including products, services, reports, and plans that will be delivered to your organization and propose a delivery schedule of where and when for each. (Inquires, plans, studies, documents, presentations, meeting attendance, procurement, etc.)

**Eligibility for Award/Preliminary Proposal Review**

Provide language regarding eligible proposers. For example, a SD licensed engineer is required to conduct A&E services. This information could be included in Deliverables and eliminate this section.

**Interviews & Presentations**

Add language regarding your expectations and plan for these. This requirement can also be part of the scope of work, if applicable.

**Disadvantage Business Enterprise**

Add language from procurement policy regarding SDDOT Transit encourages participation.

**Brooks Act Requirements (If applicable)**

Include language regarding the process of evaluating and abiding with Brooks Act if requesting proposals for A&E Services. If a construction RFP Davis Bacon should be addressed and the DOL wage rates should be included.

**Taxes and Interest**

Statement that addresses the taxes that are exempt, and taxes must not be a part of proposer’s price.

**Insurance Requirements**

Include any required insurance or bonding requirements related to the project.

**Federal Certification and Clauses**

Include the required Federal Certification and Clauses. Provide guidance in submittal section as to the required

**Conflict of Interest and Non-Competitive Practices**

Add statement per procurement and organization policy.

**Suspension and Debarment**

No award using federal funds can be made to any entity that is debarred or has a suspension status on Sam.gov.

**Clarification of Proposal**

Statement that the agency has the right to obtain clarification at any point in the proposal of to obtain additional information necessary to properly evaluate a particular proposal. Failure to respond to such a request for additional information or clarification may result in the proposals rejection

**Modification or Withdrawal of Proposals & late proposals**

Any time before the time and date set for submittal of proposal. A request may be made in writing to withdraw or modify its proposal by an individual with authority as indicated on cover page.

**Postponement, Amendment and or cancellation of RFP**

Add a statement regarding the process.

**Rejection of Proposals**

Add a statement regarding the process.

**Term of Contract and Conditions**

Specify here your required legal and compliance clauses as well as the proposed length of the contract and projected start date. All financial arrangements must be included here: payment terms and schedule, incentives, and penalties.

**Compliance with RFP Terms and Attachments**

Statement that the agency intends to award contract based on the terms, conditions and attachments contained in the RFP. Proposers should submit that respond to the requirements of the RFP.

**Single Proposal Response**

Include the process if one proposal is received. Refer to your procurement policies.

**Appendices**

Additional information for the supplier that will assist in preparing a good quality proposal should be attached. The more information you can supply the better the quality and quantity of responses.

**Note:** This is an example. Each RFP must be evaluated to determine if the above categories are sufficient or need to be adjusted to have a comprehensive RFP. The internet is a good resource to search for formatting and content guidance.

**Resources**

Brooks Act References

<https://www.acec.org/advocacy/qbs/brooks2/>

<https://www.govinfo.gov/content/pkg/FR-2015-05-22/pdf/2015-12024.pdf>

<https://www.law.cornell.edu/cfr/text/23/172.7>

Refer to the below resources for sample RFP formatting and content, in addition, solicitation samples.

SD Construction Manual

SD Procurement Policy Template Implemented by provider reflecting their specific policies

APTA: [Classifieds and RFPs - American Public Transportation Association (apta.com)](https://www.apta.com/news-publications/passenger-transport/classifieds/#:~:text=Classifieds%20and%20RFPs%20Passenger%20Transport%20classified%20ads%20are,for%20sale%20advertisements%20%E2%80%93%20and%20they%20get%20results.)

Sometimes APTA has different procurements listed for reference. If a member to this organization, you can reach out and check if they will post the procurement solicitation to their website.

Other samples:

Appendix I in the OVERSIGHT OF FACILITY PROJECTS GUIDEBOOK National Cooperative Highway Research Program Project 20-65 Task 63[http://onlinepubs.trb.org/onlinepubs/nchrp/docs/NCHRP20-65(63)\_Guidebook.pdf](http://onlinepubs.trb.org/onlinepubs/nchrp/docs/NCHRP20-65%2863%29_Guidebook.pdf)

<https://www.nationalrtap.org/Resource-Center/Topic-Guides/Procurement>

<https://www.transit.dot.gov/funding/procurement/third-party-procurement/buses-rfp-refurbishing>

[sample transit a&e rfp - Bing images](https://www.bing.com/images/search?q=sample+transit+a%26e+rfp&qpvt=sample+transit+A%26E+rfp&tsc=ImageHoverTitle&form=IGRE&first=1)

Also, Google – Transit RFP samples, etc.