

Scope of services

1. County business need/background

[Insert the county business need/project background and name of end user Hennepin County department.]

NOTE - *The Professional Technical Services Roster can't be used for projects that involve actual construction work, tasks, or services.*

2. Work to be performed

Detailed description of work to be performed: [Insert a detailed description of work to be performed. Break the scope of work down into specific tasks with a description of each task.]

County provided resources: [List any resources that will be provided.]

List of deliverables: [List the required deliverables, including each specific task if known.]

Estimated start date:

Estimated end date:

Specific skills/experience required: [Insert the specific skills/experience required, including proof of licensure, if professional licensure is required]

Project standards, codes, regulations and/or specifications required: [Insert the project specific requirements, if any. For example, Transportation Computer-Aided Design Drafting (CAD) Standards, Computer-Aided Drafting (CAD) protocol for Facility Projects, Planning, Design and Construction Standards for Architectural Services]

SMBE goal [Insert this section if an SBE or SMBE goal is included on the project (for projects over \$100,000). Modify the paragraph below to reflect the goal type and percentage.]

A Small [Minority-owned] Business Enterprise (SMBE) contracting goal of XX% has been established on this project. The successful consultant must meet this SMBE goal or demonstrate, through written documentation, that it cannot meet the goal despite its [good faith efforts](#). The proposal shall demonstrate how the consultant plans to achieve the established SMBE goal through use of its self-performance, through subconsultants, or a combination of both. Learn more about [reducing disparities through contracting](#).

3. Evaluation criteria

The following factors will be considered in the evaluation of proposals and are listed in the order of importance. *[Modify items and order as appropriate. Delete this section for direct selects.]*

A. Plan for performing services, including without limitation:

- Approach to performing services
- Expressed understanding of project objectives
- Proposed schedule
- Capacity and availability
- Management plan
- Value-added items (additional tasks or activities that will substantially improve the results of the project)

B. Experience and qualifications of the firm, project team, and key personnel, including without limitation:

- Experience on projects of similar scope and complexity
- Expertise
- Capability

Quality of proposal, including without limitation:

- Demonstrated understanding of the scope of services
- Compliance with proposal format & content
- Clarity and thoroughness of the proposal

The County will consider the trade-off between proposal price (or proposal budget) and the other evaluation criteria in determining the proposal which is most advantageous to the County.

[For qualifications-based selections (QBS), delete the previous trade-off sentence and include the following:]

DO NOT INCLUDE A COST WITHIN YOUR PROPOSAL. The project cost will be negotiated with the highest ranked proposer.]

4. Proposal submittal

Proposals **must** follow this format and include the following information *[modify required contents of proposal as necessary]* (and in the same order):

A. Format

Limit your proposal to **XX** pages, excluding cover letter. Proposals may have an additional **X** pages of appendix for key staff resumes and existing project examples.

Any additional pages included in the proposal above the pages indicated above will not be reviewed or evaluated. Do not include general marketing materials or other information not directly related to this request.

All proposals shall be electronic Portable Document Format (PDF) documents in a version that allows selecting and searching of text. The proposal body shall have pages numbered numerically and formatted to be 8.5" x 11" sheets, except if desired, the use of up to two (2) 11 x 17 sheets may be incorporated towards the page count. Proposals shall have 1-inch margins using "Times New Roman" font, displayed in 12-point type size, excluding graphs, imagery, and captions.

B. Firm information

Provide a brief profile of the proposer, including the size, organizational structure and history.

C. Contact and project team information

Provide the name, phone number and email address for the proposal contact person. Include the following information about the project team:

- Project manager – Name, contact information, and relevant previous project experience
- Core team members – Names and relevant previous project experience
- Other team members – Names and/or position titles and expected work activity
- If the project team includes subconsultants, identify the key personnel of that firm, the subconsultant's responsibilities/tasks and the subconsultant's anticipated percentage of the overall contract
- **A statement that the proposer, including all members of the project team, does not have an actual or perceived conflict of interest regarding this RFP or in submission of their proposal; or alternatively, a statement explaining any conflict of interest and how to avoid, mitigate or neutralize the conflict**

D. Detailed plan for performing services

- **Include a statement affirming that you will abide by any project standards included in the scope of services**
- Describe your approach and methodology in completing the project, including any unique qualifications, specific business outreach/support strategies and identified stakeholder groups
- Define project begin and end dates
- Identify the major tasks/phases of the project in sequential order

- Identify any major deliverables
- Describe any assumptions upon which your proposal is based
- Clearly identify the level of participation, services, or information to be provided by the County (other than those identified in this document)
- Describe plans for quality management
- Describe any differentiating factors that highlight your firm's talents
- Propose additional tasks or activities if they will substantially improve the results of the project. These items should be separated from the required items as additional items.

E. Budget information [Delete this section for QBS events]

Complete the Budget Form, attached to this event, with your total itemized costs to provide the services. Your budget should minimally include:

- Tasks (based on milestones or deliverables)
- Names of proposed staff, estimated staff hours, and billable hourly rate
- List of subcontractors and their costs. **Mark-up on subcontractors is NOT allowed.**
- Total cost for each task
- Itemized list of reimbursable expenses, including any costs for increased insurance coverage based on the project scope (see Insurance Requirements below)
- Total proposed budget

F. Optional request for insurance reduction

In limited circumstances, the county may grant a reduction to the standard insurance requirements based on reduced risk factors in a specific project scope. Proposers seeking a reduction to the standard insurance requirements must include the request and supporting documentation with their proposal. (see Insurance Requirements below)

NOTE: All terms and conditions are contained within the Principal Agreement which has been executed by Hennepin County and your firm. Inclusion of additional or alternate terms and conditions within your proposal may invalidate your proposal.

5. Insurance Requirements

Proposers will be required to comply with the insurance provision contained in the INSURANCE section of the Consulting Services Program principal agreement if they are awarded a Work Order contract. Proposers should not acquire additional insurance beyond that normally carried until they have been notified they have been selected for a project.

If additional insurance coverage is required based on the work being provided under the Work Order, proposers may list the extra insurance expense as a line item in the budget. Use the description "costs for increased insurance coverage due to scope of work order." **Do not include** costs for insurance coverage that you are required to have to operate your business (i.e., worker's compensation or general liability).