

WHAT IS AN *RFQ*?

An RFQ, or Request for Qualifications, is a process enabled by State law to solicit professional services for licensed architects or engineers. Similar to an RFP solicitation, the City includes a general scope of work and request vendors to respond with their qualifications as applies to the specific scope of work.

Unlike an RFP solicitation, an RFQ does not ask for cost at the point of the initial submission. A solicitation to which a licensed engineer *may* respond, but which does not *require* the respondent to be licensed, is normally solicited as an RFP and cost is part of the proposal.

In most RFQ solicitations, a number of responses are received, and a committee of City employees reviews the submissions, and meets individually with reasonably qualified proposers to review the submission and discuss qualifications.

Following these meetings, the RFQ committee scores each submission based on a criteria included in the original solicitation. The committee recommends the highest-scoring proposer to the Irving City Council. The Council typically authorizes the City to negotiate a contract, including price, with the selected firm.

If an agreement is reached, the contract is taken to the City Council for final award. If the City is unable to reach an agreement, Council is so notified, and a request is made to begin negotiations with the second-highest qualified firm.

To be responsive, submissions must be received by the advertised date and time. Following the receipt of submissions, only the names of submitters are read at the public opening. Following the approval to negotiate, all submissions become public record.