



City of Anaheim
DEPARTMENT OF PUBLIC WORKS

January 29, 2019

To: Prospective Consultants:

RE: Request for Qualifications (RFQ) – for On-Call Grant Writing and Public Outreach Services

The City of Anaheim is seeking to establish a team of on-call consultants to provide Grant Writing and Public Outreach Services. The details of the work are further delineated in the attached Scopes of Work.

The RFQ and all the attachments are available online, and can be accessed at the link below:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=14424&BidID=57526>

The successful Consultants shall be required to enter into a contract with the City of Anaheim in the form approved by the Anaheim City Attorney.

Your Statement of Qualifications (SOQ), Designation of Subcontractors Form, and Conflict of Interest Form must be received no later than 4:00 p.m. on Friday, March 1, 2019. Five (5) hard copies of your SOQ shall be provided for each category interested in selection for “on-call” work and one (1) digital file of each SOQ shall be uploaded on PlanetBids. The SOQ shall be signed by a company official with the power to bind the company.

Please provide a digital file (PDF) on a USB Flash Drive (or equivalent) of a sample of approved work your firm has previously prepared for a project in the desired category of work.

Please mail or deliver your hard copies to the following address:

City of Anaheim
Public Works Department, 2nd Floor
200 S. Anaheim Boulevard
Anaheim, CA 92805
Attn: Cesar Carrillo, PE, Principal Civil Engineer

Should you have any questions or need additional information, please contact Cesar Carrillo at (714)765-5175.

Sincerely,

David K. Mori, Esq., PE
Engineering Manager

cc: Carlos Castellanos
Cesar Carrillo