















## Elements to include in an environmental review RFP:

ELEMENT	DESCRIPTION
Overview	You should describe the purpose for preparing the RFP.
Background Information	You should provide any information about the expected level of project controversy or other possible project issues.
Project Scope	You should explain the type of environmental review document you need, any anticipated analysis that will be required, the number of board/council meetings you expect the consultant to attend, etc.
Contract Structure	You should state any parameters your local government has established for entering into contracts with consultants.
Insurance Requirements	You should list the type and amount of insurance the consultant will be required to have during the life of the project.
Content of the Proposals	<p>You will need to provide a list of the information you expect to see in all submitted proposals. Examples of important items include:</p> <ul style="list-style-type: none"> <li>■ A list of all subcontractors that will be used</li> <li>■ The consultant’s approach and rationale for subcontractors</li> <li>■ The project manager and their qualifications</li> <li>■ A breakdown of project into tasks</li> <li>■ The number of hours allocated to each task</li> <li>■ Project time line</li> <li>■ Deliverables</li> <li>■ A listing of the RGU’s responsibilities during the project</li> <li>■ Costs and the assumptions involved in determining costs</li> <li>■ Work samples or corporate qualifications</li> </ul>
Proposal Submission Information	You should list the number of copies required, the proposal submission address and the submission deadline. Also include how and when the consultants can contact you if they need more information about the project.
Proposal selection process and criteria	<p>This is an optional section. You may wish to list the deadline for making a decision and how you will be evaluating the proposals. Some common factors include the consultant’s:</p> <ul style="list-style-type: none"> <li>■ Approach to the project</li> <li>■ Past experience with similar projects</li> <li>■ Cost</li> <li>■ Proposed time line</li> </ul>





which can derail a project or deflate an organization's credibility.

"It's a pay now or pay later process" is a common phrase used by environmental review stakeholders. If your local government does not follow the environmental review rules, or is not prepared for the constraints of the process, projects may be significantly delayed or have additional costs added to them. By following some of the tips and strategies in this document, your organization will successfully and efficiently navigate the environmental review process.

### Five Steps: Hiring a Consultant for Environmental Review

1. Identify potential candidates
2. Prepare a Request for Proposals (RFP) and send it to the identified consultants
3. Review submitted proposals and select a top candidate
4. Check references
5. Sign a contract

### Strategies for Using Consultants Effectively

- Solidify project designs before writing the environmental review document
- Communicate to project proposers that environmental review takes time
- Involve consultants and local government engineers early in the project