Wasatch Front Regional Council
Request for Pool Letter of Qualifications
DRAFT

The Wasatch Front Regional Council (WFRC) is inviting your firm to submit a Pool Letter of Qualifications in response to this Request. Please direct all questions regarding this Request to the WFRC Project Manager listed below.

SUMMARY INFORMATION	
Project	
Location	
Work Discipline	
Project Manager Contact	
WFRC Project Manager (PM)	
PM Phone No.	
PM Email Address	
Local Government Contact (if applicable)	
Local Government Contact (LGC)	
LGC Entity	
LGC Phone No.	
LGC Email Address	
Instructions	
Date Sending Request to Consultants	
Submission Deadline for Pool Letters of Qualifications (PLOQs)	**Date at 11:00 a.m.**
Submittal Instructions	Electronic submittal is required. Submit an electronic PDF file of the PLOQ to the WFRC Project Manager and Local Government Contact by email prior to 11:00 AM on the deadline date. Any correspondence throughout the RPLOQ timeframe or upon submittal must be directed to WFRC Procurement Agent **PLOQs will not be accepted after the 11:00 a.m. deadline.**
Format Instructions	See page 2. The existing Pool Statement of Qualifications has been provided to the City. The Letter of Qualifications should supplement that information.

PROVIDED BY LOCAL GOVERNMENT

Project Background, Goals and Objectives

Generalized Scope of Work

Other Useful Information

CONSULTANT RESPONSE

Cover
> Content limited to images, project title, firm name, and logos
> *1 page*

Cover Letter
> *1 page*

Project Understanding
> Outline objectives of the projects, significant opportunities and constraints, and key issues
> *Maximum 400 words and 1 page*

Project Approach
> Basic course of action, what alternatives and/or preliminary approaches are proposed, and what provisions are identified for dealing with potential impacts, impediments, or conflicts
> *Maximum 1200 words and 3 pages*

Schedule
> *Maximum 1 page, no word limit*

Project Team
> Relevant experience of proposed personnel and firms
> *Maximum 400 words and 1 page*