



**United States Department of State**

***Port-au-Prince, Haiti***

September 25 2020

Dear Sir/Madame:

SUBJECT: Request for Architect/Engineer Qualifications

Architect/Engineer services are needed for Seismic Survey at Embassy residences. We will select an Architect/Engineer firm based on technical qualifications. Firms wishing to be considered for this project should submit the attached Standard Form 330. I have attached instructions for completing this form.

We will evaluate firms based on:

- Relevant, professional qualifications of the firm for the type of work required;
- Specialized experience and technical competence in the type of work required;
- Demonstrated success on similar projects in terms of quality of work and compliance with schedules;
- Capacity to accomplish work;
- Knowledge of locality of project; and,
- All licenses and permits required by local law. If offeror already possesses the locally required licenses and permits, a copy shall be provided.

Please submit a completed Standard Form 330 by October 9 2020. Resumes of key individuals may be attached to this form.

If you have any questions on this, please contact us at [Port-au-PrinceGSOProcurement@state.gov](mailto:Port-au-PrinceGSOProcurement@state.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jeffrey Hanley', written over a light blue circular stamp.

Jeffrey Hanley  
Contracting Officer

Attachments:  
As stated