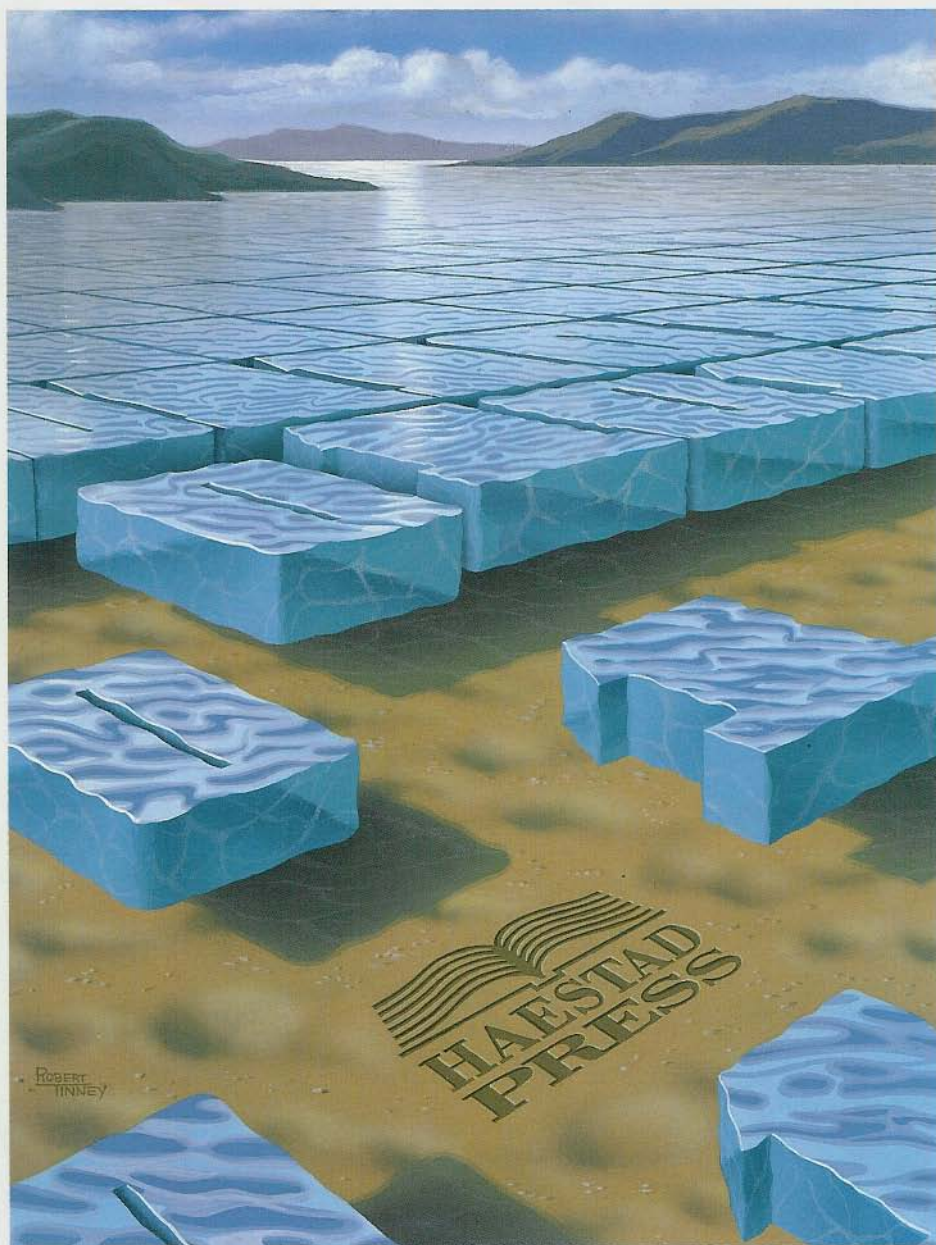


ESSENTIAL



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Using the Internet to Find RFPs and RFQs

Reel in dollars for your firm by searching for Requests For Proposals (RFPs) and Requests For Qualifications (RFQs) on the Internet.

Using the Internet effectively to find RFPs and RFQs is simply a matter of knowing where and how to look. Thousands of local and international publications, government agencies and civil engineering interest groups maintain areas on their websites where RFPs and RFQs are posted on a regular basis. Once you have taken the time to locate and familiarize yourself with these sites, you will finally be able to focus your energy on creating proposals rather than searching for requests.

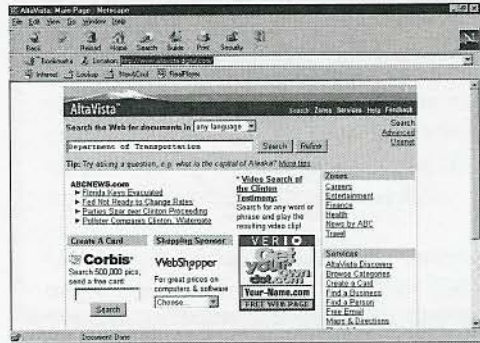


Figure 4-12: AltaVista search engine

Generate a list of RFP sources

Jot down the places you normally look when searching for RFPs and RFQs – newspaper and magazine classified ads, public and private organization newsletters, clipping services, etc. See whether or not a website exists for each source and if it does, find out the URL. If you can not find this information directly from the source, call the customer service line or conduct an Internet search using a search engine such as Yahoo! or AltaVista (Figure 4-12).

Use Your Favorite WWW Search Engine to Find New Sites

Run queries on newspapers, government agencies and civil engineering businesses in your town or state and follow links from your favorite civil engineering related webpages to find new RFP and RFQ sources. Other great sources for finding

RFPs and RFQs on the Internet are sites like Haestad Methods “CivilProjects” and Pollution Online’s “RFPs/Projects for Bid Search” which allow you to search through thousands of RFP and RFQ advertisements.

Spend Time Navigating Your Way Around Each Site

On some sites it’s tricky to find RFPs and RFQs. Since each site is organized differently, it is important to be patient and take your time when browsing. If you find yourself having trouble, email or call the host and ask where to find the RFP and RFQ listings. This is especially important to remember when dealing with municipalities that

can post RFPs and RFQs under anything from “What’s New?” to “Opportunities.” Newspapers, on the other hand, are a bit easier to navigate (Figure 4-13). On most sites, you can jump right to the classified section from the home page. From there you can search or browse the appropriate section (usually, legal or public notices). Search words like “engineer”, “design”, “bid” and “proposal” yield the best results. Some newspapers will even email the results of your customized searches to you on a daily or weekly basis.

Create Links to RFP and RFQ Sites From Your Desktop

Once you have found the area where RFPs and RFQs are posted and have spent enough time browsing to tell whether or not the site is up-to-date and well-maintained, create a shortcut from your desktop to the site. This can also be done with the bookmark feature on your web browser.

Check and Update Links to Your RFP and RFQ Sites Regularly

Obviously, publications are updated depending on frequency of circulation. Checking newspaper sites on Sundays and Thursdays should be plenty. However, the vast majority of organizations update their websites weekly so it’s best to spend a small amount of time each week checking all your links for new RFP and RFQ listings. Finally, remember to keep your list up-to-date by changing site addresses in your link whenever a URL changes and deleting sites that continually do not turn up good leads.

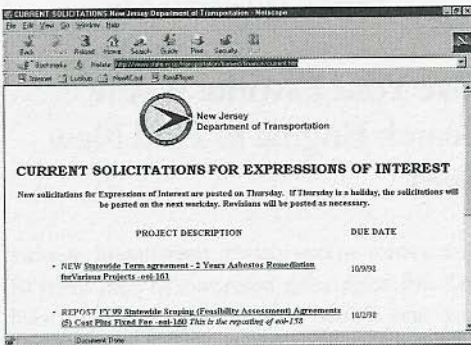
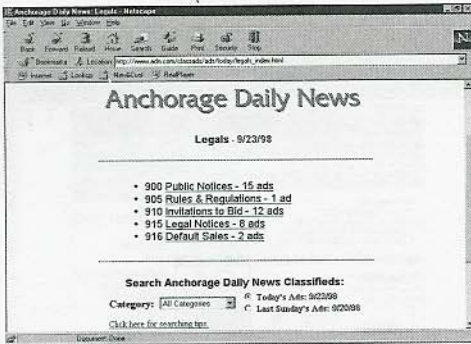


Figure 4-13: Newspaper homepages

What Is CivilProjects.com?

CivilProjects (Figure 4-14), an Internet site created and maintained by Haestad Methods, serves the civil engineering community by providing an efficient, effective, and easy way to search for current RFPs and RFQs throughout the world. New and upcoming solicitations for engineering services from public and private organizations are added daily and expired postings removed so that CivilProjects always remains up-to-date. Additionally, CivilProjects contains links to a variety of other civil engineering related websites to keep consultants abreast of the latest professional and educational opportunities and news.

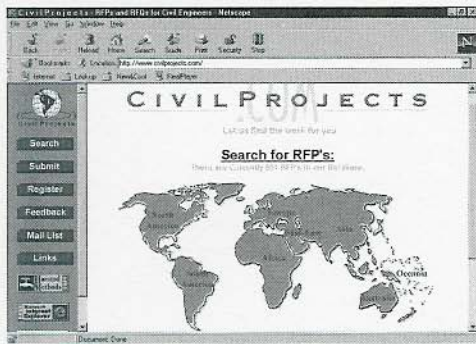


Figure 4-14: <http://www.CivilProjects.com>

CivilProjects boasts a no-nonsense interface that allows easy navigation through each area of the site. Visitors are never more than a few clicks away from finding an RFP or RFQ in their area, connecting to our "Link of the Week", learning about the latest courses offered for CEUs, sharing thoughts on CivilProjects with Haestad Methods or even submitting an RFP or RFQ to the site themselves.

Searching for RFPs and RFQs

Both the "Search" button to the left of the page and icon to the right connect you to the CivilProjects RFP/RFQ database. Here civil engineers can find, list, and print out consulting opportunities by running queries on a keyword, state, or country.

Using the keyword search option allows consultants to locate projects based on words or phrases that frequently appear in RFPs and RFQs of interest to them. For instance, submitting a keyword query on "wastewater" automatically connects users to a detailed list of all the RFPs and RFQs in the CivilProjects database containing that search word, regardless of geographical location.

Conversely, searching by state or country yields a list of RFPs and RFQs related only in terms of location. This allows users to browse all of the projects open for bid in a specific area. A state or country search is not only an effective way to connect consultants to job opportunities but also to provide information about other civil engineering projects going on around them.

Lists compiled using any one of the three search methods are organized in the same fashion. CivilProjects displays RFPs and RFQs in ascending order of closing date or response deadline. Furthermore, as a refreshing alternative to the compacted formats of newspaper and magazine RFP and RFQ classified listings, all information in the CivilProjects database is conveniently broken down and arranged by category – project description, organization name, contact, qualifications, estimated amount, etc.

Submitting an RFP or RFQ

RFPs and RFQs can be submitted to the CivilProjects site by selecting either the “Submit” button to the left or the icon to the right. After filling out and submitting the online form, Haestad Methods reviews the information and posts the RFP or RFQ to CivilProjects within a week.

Registering as a CivilProjects User

Registering as a CivilProjects user initiates two way communication – mediated by Haestad Methods – between organizations soliciting engineering services and the consulting civil engineers seeking these opportunities. Filling out the online registration form under either the “Register” button or icon allows Haestad Methods to automatically email members with information about current and upcoming projects in their area as new RFPs and RFQs are posted to the CivilProjects site.

Contacting Haestad Methods

Visitors to the CivilProjects site can conveniently email their comments, suggestions, and questions to Haestad Methods via the “Feedback” link. Since this submission form requires the entry of an email address, users will always receive a response from Haestad Methods.

The CivilProjects Mailing List

Under this link, visitors may either subscribe or unsubscribe to the CivilProjects mailing list. This service exists simply to notify users via email of the latest updates, additions and modifications to the CivilProjects site.

World Wide Web Links

Clicking on the “Links” button brings visitors to the CivilProjects “Link of the Week” as well as our Business or Educational Opportunities directory which include links to sites such as the American Society of Civil Engineers (ASCE), Public Works Online and the Air Force Institute of Technology. Haestad Methods updates these links regularly and visitors are invited to submit suggestions for additions to these pages.

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