

City of Teton

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Request for Qualifications Professional Civil Engineering Services

The City of Teton, Idaho is soliciting Statements of Qualifications (SOQs) to fill a roster of individual firms capable of providing Professional Civil Engineering Services to assist the City in completing selected engineering and capital improvement projects which span multiple engineering disciplines. Given the diverse nature of these projects, the City aims to create a comprehensive roster of engineering firms representing multiple disciplines that are interested in providing professional engineering services and assisting in enhancing the City's infrastructure. Work provided by selected firms will involve close coordination with the City's engineering staff and will be subject to review and feedback. Selected firms will be required to make changes to work products that may be reasonably requested by the City's engineering staff upon review.

Consulting firms with expertise in Civil and Environmental Engineering, including design of municipal infrastructure, design of wastewater treatment facilities, facilities planning studies, water and sewer modeling, construction cost estimating, construction administration, land surveying, geotechnical engineering, structural engineering, transportation planning/engineering, and other disciplines, and who are interested in providing professional engineering services to the City of Teton, are invited to submit SOQs.

To be included on the City's roster, please submit an SOQ no longer than 10 single-sided pages (cover letter, table of contents, and resumes are excluded from the page count) with the following information:

1. Letter of Interest: Include a list of firm professional services and contact information for the primary point of contact.
2. Firm Overview: A brief overview of the firm's background, capabilities, services, organizational chart and Idaho certifications.
3. Relevant Project Experience: List no fewer than five examples with project name, client, and services provided.
4. Key Staff Qualifications: Provide brief resumes of key staff, including education, certifications, years of experience, and relevant experience.
5. References: Provide up to five client references, including client name, contact name, phone number, and email address.

SOQs shall be submitted in PDF format to the City Clerk via email at clerk@cityoftetonia.com by August 6th, 2025 at 4 p.m. If you have questions, please contact Jacque Beard, City Clerk/Treasurer at 208.456.2249.

Disclosures:

- *The City of Teton, at its sole discretion, will identify tasks requiring assistance from a firm on the roster. Staff will select a firm from the roster based on project specific needs and the stated capabilities of the firms on the roster. Firm selection will be in the best interest of the City of Teton.*

- *Submitting an SOQ to the roster does not guarantee work. The City of Tetonia expressly reserves the right to accept or reject any and all Statements of Qualifications in preparation of the roster. Furthermore, the City of Tetonia is under no legal obligation to execute a contract on the basis of this Request for Statements of Qualifications or any Statements of Qualifications received as a result. This Request for Statements of Qualifications is intended only as a means of identifying a roster of consulting firms from which the City may select to provide the services outlined.*
- *A firm selected from the roster will be invited to prepare a scope of work, schedule, and fee for the task identified by City staff. The City will negotiate an agreement based upon fair and reasonable compensation for the services proposed and agreed upon. If an acceptable scope, schedule, and fee cannot be negotiated, staff will select another firm from the roster for that identified task.*
- *Sub-Consultants: Respondents (Prime Consultants) assume responsibility for all work products and services provided under all contract(s) resulting from a response to this Request for Qualifications whether or not those work products are prepared by the Respondent or a sub-consultant of theirs. The Respondent will be the sole point of contact for all services provided under said contract(s).*
- *The City of Tetonia is under no obligation to compensate Respondents for any work or costs incurred prior to execution of a contract. All costs incurred in preparing a response to this Request for Qualifications shall be at the firm's own expense.*