

**REQUEST FOR QUALIFICATIONS AND PERFORMANCE DATA  
FOR ENGINEERING SERVICES**

**City of Idaho City**

**2025**

**I. INTRODUCTION AND GENERAL SCOPE OF WORK**

The City of Idaho City, Idaho, is soliciting proposals from qualified engineering firms to provide on-call City Engineer services. This RFQ follows Idaho Code § 67-2320, requiring a Qualifications-Based Selection (QBS) process. Cost proposals, fee schedules, or any pricing information will not be considered until after the most qualified firm is selected and negotiations have commenced.

**General Scope of Work**

City Engineer services will include, but are not limited to:

- Planning and operational guidance for the city's water, sewer, street, and public works infrastructure.
- Feasibility analysis, grant preparation, and administration.
- Participation in public meetings and providing expert guidance.
- Schematic design, cost estimation, construction drawings, and project oversight.
- Compliance with all applicable insurance, bonding, environmental regulations, public participation responsibilities, and state and federal funding requirements.

A **Master Agreement** will be executed with the selected engineering firm, under which Task Order Agreements will be issued for specific projects as needed. The City must approve the scope of work, budget, and design schedule proposed by the selected consultant for each Task Agreement. Federally and/or State funded projects will be subject to compliance with the guidelines of the funding agency.

**II. RFQ TIMELINE AND SCHEDULE**

The following timeline shall govern the RFQ process:

<b>Event</b>	<b>Date</b>
RFQ Publication	March 19, 2025
Pre-RFQ Virtual Meeting	March 24, 2025

Questions about RFQ Due March 26, 2025 (4 PM)  
Answers to RFQ Questions Due March 28, 2025 (4 PM)  
Submission Deadline for Proposals April 4, 2025 (4 PM)  
City Council Consideration of  
Evaluation Committee's April 23, 2025 (City Council Meeting)  
Recommendation

**Submission Requirements:**

Proposals must be received by **April 4, 2025, at 4:00 PM (MST)** at:

- **Mail/Drop-off:** City of Idaho City, 511 E. Main St., Idaho City, ID 83631
- **Electronic Submission:** Email proposals in PDF format to [info@clearwaterfinancial.biz](mailto:info@clearwaterfinancial.biz). Email receipt will be confirmed.
- The City reserves the right to reject any or all proposals, or to accept any proposal, which in its judgment will best serve the City's interests. The City reserves the right to waive any and all informalities in the submittal process, or within any Statement of Qualifications. The City may require up to ninety days (90) days after opening the proposals to make a final decision.
- Candidates should include a cover letter with their Proposals, addressed to Mayor Ken Everhart and the Idaho City Council. All costs incurred by the candidate in preparing a response to this Request for Qualifications shall be at the submitting parties sole expense.

Additional information can be found on the City's website:

<https://idahocity.municipalimpact.com/>.

**III. PROPOSAL REQUIREMENTS**

Each proposal is **limited to five (5) pages** and must contain the following sections:

1. **Firm Description**
  - Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office and the address of the office that will manage the project.
2. **Relevant Project Experience**

- Briefly describe projects executed by your firm that demonstrate relevant experience. However, extensive descriptions of vaguely related projects are discouraged. Also list all public sector clients for whom you have performed similar work in the past five years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm.

**3. Key Personnel**

- Provide a professional resume for the key people proposed to be assigned to the project (including any important sub-consultants) and describe relevant related experience. Submittals must identify a proposed project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm.

**4. References**

- Include three references from past projects.

**5. Other**

- Brochures or other material that may be helpful in evaluating your firm may be included as an appendix to the proposal.

**IV. SCORING CRITERIA**

All proposals will be evaluated on qualifications only in compliance with Idaho Code § 67-2320. The evaluation committee will assess firms based on the following weighted criteria:

<b>Evaluation Areas</b>	<b>Points Possible</b>	<b>Weight (%)</b>	<b>Weighted Score</b>
Firm History & Capability	5	30%	
Relevant Project Experience	5	30%	
Qualifications of Assigned Team	5	25%	
Familiarity with Local Government	5	15%	
<b>Total Points</b>	<b>20</b>	<b>100%</b>	

**POINTS**

- 5.0 – Excellent
- 4.0 – Good
- 3.0 – Meets Minimum Expectations
- 2.0 – Unsatisfactory
- 1.0 – Poor
- 0.0 – No Information Provided

A selection committee appointed by the City will assist with firm evaluations and make recommendations to the City Council, who will make the final selection. The City will seek to negotiate a contract, a detailed scope of work, fee schedule, etc. with the preferred firm. If unable to reach an agreement, the City will terminate negotiations and commence negotiations with the second-ranked firm, and so forth. Proposals will be ranked on qualifications and the City may choose to interview several firms. However, at its discretion, the City may dispense with interviews and select a firm to perform the work.

## V. ADDITIONAL INFORMATION AND QUESTIONS

Questions regarding this RFQ must be submitted in writing by March 26, 2025, to [info@clearwaterfinancial.biz](mailto:info@clearwaterfinancial.biz). Responses will be posted on the City's website by 4 PM on March 28, 2025. Only formally submitted questions will be addressed.

## VI. CONTRACT TERMS

- **Agreement Term:** The City intends to enter into a two-year agreement, with the option to renew for an additional two years based on performance.

**Insurance Requirements:** The Proposer will indemnify and save harmless the City, its officers, and employees from and against any and all suits, actions, legal proceedings, claims, demands, costs, expenses, and attorney's fees arising out of a willful or negligent act or omission of the Proposer in the performance of this contract. The City will not be responsible for the negligence of the Proposer, or any of its agents, employees, or customers. The Proposer shall procure and maintain for the duration of the contract insurance for all claims for injuries to persons or damages to property which may arise from or in conjunction with the performance of the work here under by the Proposer, his agents, representatives, employees, or sub-contractors. The cost of such insurance shall be borne by the Proposer and a Certificate of Insurance evidence that such insurance has been procured and is in force will be forwarded to the City before commencement of work here under. Said insurance shall be maintained during the entirety of said contract term and shall name the City as an additional insured on said policy.

The City may, at any time request proof of current insurance on any one or all of the coverage's required below. The failure to maintain current insurance as required below may result in the termination of the contract, save and except the Proposers obligations to indemnify the city from all claims.

- The selected firm must maintain:
  - General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
  - Professional Liability: \$1,000,000 per claim
  - Workers' Compensation: Statutory limits, as required by Idaho Law

**Cancellation:** Either party may terminate the agreement for cause or without cause with a 180-day notice.

## **VII. PREQUALIFIED ROSTER OPTION**

In accordance with Idaho Code § 67-2320, the City reserves the right to establish a prequalified roster of engineering firms. Firms selected through this RFQ may be placed on a prequalified roster for up to five (5) years. The City may engage firms from this roster for specific projects through direct selection or a streamlined task order process.

## **DISCLOSURES**

**The City reserves the right to accept or reject, in whole or in part, any or all Statements of Qualifications received in response to this RFQ, and/or to waive any formality or technicality in any Qualification Statement received in response to this RFQ.** This RFQ is being made for informational and planning purposes in order to determine the practicality and feasibility of meeting the goals of the proposed Project and shall not obligate or bind the City to accept any submitted Statements of Qualifications. This RFQ is not intended to be nor shall it be interpreted as an invitation for bids, and the submission and/or acceptance of any Statements of Qualifications shall not operate to create any property interest in favor of any respondents. Any final award or acceptance shall be contingent upon the successful price negotiation and execution of a contract. A final award must be approved by the City Council.

The City reserves the right to negotiate contract terms, modify requirements, or withdraw the RFQ at any time.

### **Withdrawal of Statement of Qualifications**

If a respondent wishes to withdraw their Statement of Qualifications, they must notify the District prior to the due date of this RFQ.

### **Public Records**

All responses are subject to Idaho's Public Records Act. However, proprietary financial information may be marked as 'Confidential' and will be redacted from public disclosure to the extent allowed by Idaho law.