

REQUEST FOR QUALIFICATIONS

City of Priest River, Idaho

Water System Facility Plan and Environmental Report

Response Due:

August 14, 2025
No later than 5:00 P.M.

Submit Responses and Written Questions to:

Attention: Laurel Thomas, City Clerk/Treasurer
City of Priest River, Idaho
PO Box 415
552 High Street
Priest River, ID 83856

Email: lthomas@priestriver-id.gov

REQUEST FOR QUALIFICATIONS

TO: Professional Engineers

FROM: Mayor Jeff Connolly

DATE: August 14, 2025

SUBJECT: Request for Qualifications (RFQ) – Water System Facility Plan and Environmental Report

The City of Priest River, Idaho is soliciting for qualifications from licensed civil engineering firms interested in providing contract professional services related to completing a Water System Facility Plan and Environmental Report, focusing on the City's backwash issues.

Submittals will be received at the City Hall, P.O. Box 415 or 552 High Street, Priest River, ID 83856, until August 14, 2025, no later than 5:00 pm.

Questions that arise as a result of this Request for Qualifications must be written and submitted via letter or email and addressed to:

Laurel Thomas, City Clerk/Treasurer
City of Priest River
PO Box 415
Priest River, Idaho 83856
lthomas@priestriver-id.gov

Modifications (addenda) to this RFQ, if any, will be posted on the City of Priest River web site www.priestriver-id.gov. It is recommended that responders to this RFQ check this page prior to making their submittal.

The Engineer shall warrant that they will not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States as required by Executive Order 2009-10 (http://gov.idaho.gov/mediacenter/execorders/eo09/eo_2009_10.html). The Engineer shall take steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties and/or termination of any Contract resulting from this RFQ.

1. INTRODUCTION

The City of Priest River, Idaho is soliciting qualifications from licensed civil engineering firms interested in completing a Water System Facility Plan and Environmental Report.

A City must follow a Qualifications Based Selection (QBS) process that is delineated in Idaho Code 67-2320.

The preamble of that section reads as follows:

67-2320. PROFESSIONAL SERVICE CONTRACTS WITH DESIGN PROFESSIONALS, CONSTRUCTION MANAGERS, AND PROFESSIONAL LAND SURVEYORS. (1) Notwithstanding any other provision of law to the contrary, it shall be the policy of this state that all public agencies and political subdivisions of the state of Idaho and their agents shall make selections for professional engineering, architectural, landscape architecture, construction management, and professional land surveying services, including services by persons licensed pursuant to chapters 3, 12, 30, and 45, title 54, Idaho Code, on the basis of qualifications and demonstrated competence and shall negotiate contracts or agreements for such services.

2. SCOPE OF SERVICES PROVIDED

General Description of Anticipated Services:

- Prepare water system facility plan
- Prepare environmental report
- Complete field investigations as necessary to complete the facility plan and environmental report
- Prepare and present findings to City Council and the public
- Facility plan shall focus on the City's backwash issues

3. QUALIFICATION CONTENT

- A. Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included in an appendix. Provide the address of the main office (for legal purposes) and the address of the office that will be assigned to the City of Priest River. Office brochures should be submitted separately as supplemental data. (3 page maximum)
- B. Specific Qualifications:** List the team expected to accomplish this work including anticipated sub-consultants. Identify the project manager that will interact with the City on a routine basis. Describe who will perform the various tasks and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions, which show engineer's ability to complete similar public works projects. (3 pages maximum)
- C. Project Approach for Proposed Project:** Include your firm's approach to providing professional engineering services for the project. Ability to provide the City with timely guidance on project specific issues and attend regular project meetings will be required. Provide recent project successes with obtaining funding from USDA Rural Development. (3 page maximum)

D. Past Performance and References: Please provide recent performance working in and for rural communities. Reference letters from prior clients or client representatives can be submitted separately. Provide current contact information for all references. Show ability to work closely with funding agencies. (1 page)

E. Format: To assist our evaluation, it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people within the firm assigned to the City of Priest River.

The proposal shall be bound and limited to (10) single sided pages (8½ inches x 11 inches), excluding cover letter, resumes, brochures, and examples of work. This Statement of Qualifications will become public record upon submission.

Submit three (3) copies of the submittal.

4. EVALUATION PROCESS

The proposal evaluation process implemented by the City shall be a "Qualification Based Selection". The City reserves the right to make a selection directly from the proposals, or to require an interview with the top firms. A selection committee appointed by the City of Priest River 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.

5. PROPOSED DATES:

A. Receive Submittal	August 14, 2025 (5:00 PM)
B. Notify Selected Engineer(s)	No Later than August 15, 2025
C. Contractor Award	No Later than August 18, 2025
D. Negotiate Contract	No Later than August 29, 2025

6. SELECTION

The City of Priest River will attempt to select a firm according to the proposed schedule as listed in item 5. However, the City reserves the right to modify the selection process schedule and will notify engineering firms of any changes in the schedule. The final award of contract with the City of Priest River is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement with the City of Priest River, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage, except in special circumstances.

The City of Priest River reserves the right to reject any or all submittals received as a result of this request.