



City of Ponderay

208-265-5468 • Fax: 208-265-4357

288 Fourth Street • P.O. Box 500

Ponderay, ID 83852

www.cityofponderay.org

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The City of Ponderay is soliciting proposals from qualified consultants to provide professional engineering services in the capacity of the City Engineer.

Professional Services Required

Typical services include assisting the city in reviewing and recommending actions regarding development projects, updating City construction standards, preparing grant and loan applications, completing and amending Capital and other Facilities Plans, and preparation for and management of City construction projects, including environmental reviews.

Minimum Qualifications

Must be registered as a professional engineer and currently licensed in Idaho and cannot be debarred or otherwise prevented from providing service under the Federal or Idaho financial assistance programs.

Must be covered by professional liability insurance for errors and omissions of at least \$1,000,000 or twice the amount of the engineering firm's fee, whichever is greater, and for indemnifying services rendered for all projects while the engineer is working for the City of Ponderay.

Required Proposal Elements

To be considered in the selection process for the project described above, all proposals must include the following elements:

1. Experience: Briefly describe your firm's experience in each of the following areas:
 - a) Working with small Idaho municipalities/communities.
 - b) Working with Idaho Parks and Recreation, LHTAC, ITD, EPA, DEQ, CDBG, USDARUS and IDWR involved projects.
 - c) Working with developers and contractors.

2. Approach: Explain your firm's approach to acting as the City's agent, answering time sensitive questions, review turnaround timelines, educating and assisting the Planning Director, Mayor and Council members regarding typical municipal projects.

3. Staff Resources: Provide descriptions for those members of your staff that will work *directly* in the capacity of City Engineer or in support of that position. Also describe any special resources or factors that may make your firm uniquely suitable to provide this service.

4. Limit Proposal to five pages. An Appendix containing project personnel resumes may be attached to the Proposal.

Proposal Evaluation

Proposals will be evaluated by the City Council and staff. The city will select the proposal which is best qualified to meet their need for engineering services.

Proposal Submittal Deadline

Seven (7) copies of the Proposal should be submitted by 3:00 p.m. on October 28, 2024, to the following address:

Ponderay City Hall
Attn: KayLeigh Miller
288 4th Street
Ponderay, ID 83852

Mailed submissions may be sent to:

City of Ponderay
Attn: KayLeigh Miller
P.O. Box 500
Ponderay, ID 83852

Mailed submissions must be received by the listed response deadline.

Please state “City of Ponderay Engineering Services Proposal” on the outside of the response package.

The City of Ponderay may interview the top candidates prior to making a selection.

Timeline for selection

The City of Ponderay wishes to expedite this process for selection. As a result, the following, excluding the submission deadline, are approximate. The selection process is anticipated to proceed as outlined below:

Advertisement of the RFP – October 8, 2024

Submittals Due – October 28, 2024, by 3:00 p.m.

Select Finalists – by November 15, 2024

Interview Finalists, if necessary – As soon as possible, but not later than November 21, 2024.

Send out notice of selection – As soon as possible, but not later than December 3, 2024

Complete contract negotiations - As soon as possible, but not later than December 12, 2024

Award of Contract by City Council - As soon as possible, but not later than December 16, 2024

Notifications

This solicitation is being offered in accordance with the Idaho statutes governing procurement of professional services. Accordingly, the City of Ponderay reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate. Any expenses for preparation of a proposal or meeting with the city to discuss a proposal will not be paid or reimbursed by the city.

Inquiries from minority and women business enterprises are encouraged.