

Request for Qualifications (RFQ)  
On Call Professional Services Roster

Initial RFQ Publication Date: February 10, 2022  
First Evaluation of SOQ's: March 10, 2022  
City Contact: Jason Van Gilder, [jvangilder@middletoncity.com](mailto:jvangilder@middletoncity.com)

On-Call Professional Services Roster

The City of Middleton is requesting, pursuant to Idaho Code 67-2320, a statement of qualifications from individuals or firms interested in providing professional services in the general categories listed below. Each category is provided with a general description of the services being solicited. That description is not intended to be exhaustive of all tasks that might fit within the category.

- Structural Engineering  
*Work is envisioned to include design calculations for improvements to city facilities, retaining walls, or City bridges.*
- Geotechnical Engineering  
*Work is envisioned to include soil investigations, ground improvements, dewatering requirements, and investigation of slope failures.*
- Environmental Consulting  
*Work is envisioned to include wetland delineation, wetland mitigation projects, critical areas mapping, preparation of permitting documentation, contaminated soils and groundwater remediation, flood plain studies, and habitat design.*
- Archaeological & Cultural Resource Services  
*Work is envisioned to include preparation of cultural resource reports necessary to proceed with City projects and field investigation in the event the cultural resources are encountered in the course of a City project.*
- Construction Management and Construction Observation  
*Work is envisioned to include serving as the owner's representative in the administration of construction projects occurring throughout the City. The firm may also be tasked with providing site observers and contracting for special inspections.*
- Architectural and Public Facility Master Planning  
*Work is envisioned to include architectural design for improvements at City facilities and parks. The City may also desire preliminary facility master planning for the City Hall property, the operations facility, and the Police/Trolley/Office/Library area.*
- Geographic Information Systems, Mapping, and Asset Management  
*Work is envisioned to include assistance with the development, implementation, and deployment of geospatial mapping software. The City may also seek to integrate the geospatial databases with asset tracking software platforms.*
- Financial Analysis  
*Work is envisioned to include financial analysis of utility rates, impact fees, system development charges, and capital project financing.*

- Professional Surveying  
*Work is envisioned to include boundary and topographical surveying in support of City projects. The firm may be tasked with maintaining control of survey monumentation throughout the City.*
- Right-of-Way Acquisition  
*Work is envisioned to include assistance with all aspects of the right-of-way acquisition necessary to properly acquire property for the City's needs. Tasks may include contracting for appraisals and assembling documentation for real estate transactions.*
- Wastewater Treatment Engineering  
*Work is envisioned to include process engineering, outfall inspection, structural design, mechanical engineering, and NPDES permit review.*
- Civil Engineering – Utility and Transportation Design  
*Work is envisioned to include design of roadways, intersections, traffic control, sidewalk, trail, signage, signalization, and utility design. The firm may be tasked with conducting traffic studies, transportation planning, and review of the same.*
- Drinking Water Facilities Engineering  
*Work is envisioned to include design services of reservoirs, coating systems, booster pumps, water treatment processes, and well pumps. The firm may be tasked with updating or amending the City's water system plan.*
- Hydrogeology  
*Work is envisioned to include completion of groundwater studies necessary for the development of water rights associated with the City's water utility. The City may also request assistance in advocating for an area of drilling concern.*
- Utility Investigation and Assessments  
*Work is envisioned to include leak detection throughout the water utility and sanitary CCTV inspection.*
- Electrical Engineering  
*Work is envisioned to include professional electrical engineering design of electrical and/or control systems at City facilities.*
- Telemetry, Instrumentation, and Controls Integration  
*Work is envisioned to include SCADA system programing, alarm programing, and instrumentation programing. The firm may be tasked with ensuring software updates are routinely installed, ensuring that security measures are in place. The firm may also be tasked with identifying, planning for, and replacing control components that reach end of supported service life.*

The respondent shall identify in the cover letter which of the service categories listed above the firm is qualified to perform. The SOQ shall be limited to five (5) pages plus three (3) pages for each service category identified in the cover letter. The cover letter will not be counted in the total page count.

Firms will be evaluated and reviewed by a scoring committee within each service category. The City anticipates establishing a list of two or more firms in each category. Task orders will be negotiated and issued by the City within five years of the date the initial list is established by the City. The City anticipates entering into a professional services contract with each firm at the time they are selected to

work on an initial task order. Staff will select firms from this list for specific projects based on the alignment of the project needs with the qualifications of the individual firms.

The Statement of Qualifications will be evaluated on the following:

1. Individual/firm's location relative to the City of Middleton, longevity is providing service, and capacity to provide leadership within their areas of service. (15%)
2. Experience, qualifications, and education of the lead professional that will be in responsible charge of coordinating work in Middleton. (20%)
3. Experience, qualifications, and education of the professionals likely to work on Middleton projects and provide a summary of their qualifications. (15%)
4. Past performance and demonstrated competence on public services contracts or projects by the individual/firm in the last 8 years. Provide at least three (3) references for the three projects: agency name, contact's name, phone number, e-mail, and other relevant information. (15%)
5. Demonstrated understanding of the services/projects and abilities of the individual/firm to successfully complete the work on schedule and within budget. (20%)
6. Provide a narrative describing the individual/firm's approach to providing services to the City of Middleton. (15%)

The Statement of Qualifications shall be transmitted electronically as a single .pdf file to the attention of Jason Van Gilder, Public Works Director at [jvangilder@middletoncity.com](mailto:jvangilder@middletoncity.com).

Published in the Idaho Press on February 10, 2022 and February 17, 2022.